

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

Position Code

1.

## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> STATE POLICE
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> State Services Bureau
<b>4. Civil Service Position Code Description</b> Forensic Scientist-E	<b>10. Division</b> Forensic Science Division
<b>5. Working Title (What the agency calls the position)</b> Forensic Scientist	<b>11. Section</b> Metro Detroit Lab
<b>6. Name and Position Code Description of Direct Supervisor</b> State Police Laboratory Manager 14	<b>12. Unit</b> Firearms and Toolmarks
<b>7. Name and Position Code Description of Second Level Supervisor</b> State Police Laboratory Director 15	<b>13. Work Location (City and Address)/Hours of Work</b> 8 a.m. – 5 p.m./ Monday - Friday

**14. General Summary of Function/Purpose of Position**

Responsible for evaluating and examining forensic evidence in connection with criminal cases in the area of firearms/toolmarks. Duties also include testifying in court, crime scene investigations, and support the validation of new methods, equipment and instruments. This position will receive direct training by a senior-level scientist or manager until fully competent. This position is required to perform all duties in a bias free manner.

**15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.**

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

**Duty 1**

**General Summary:**

**Percentage: 70**

Receives, examines and evaluates evidence in the firearms/toolmarks area of expertise.

**Individual tasks related to the duty:**

- Compare fired bullets and cartridge cases with tests from weapons to determine identity.
- Compares toolmark evidence with tests produced by suspected tools to determine identity.
- Develops competency in the use of microscopes, lasers, computers, camera equipment, and chemical methods of developing evidence.

**Duty 2**

**General Summary:**

**Percentage: 10**

Attends court. Provide testimony in court with regard to chain of custody, crime scene sketches and photographs.

**Individual tasks related to the duty:**

- Attendance at autopsies.
- Assist in the preparation of exhibits and meet with officers, prosecutors, judges, etc., to prepare cases for trial.
- Crime scene sketches.
- Court testimony.

**Duty 3**

**General Summary:**

**Percentage: 10**

Takes part in crime scene searches to collect, preserve, and examine evidence recovered to associate perpetrators with the scene of the crime.

**Individual tasks related to the duty:**

- Photographs, sketches, and documents scenes for reconstruction before a court and jury.
- Attend autopsies to obtain evidence, photograph wounds, and identify bodies.

**Duty 4**

**General Summary:**

**Percentage: 10**

Conduct training for other officers on various aspects of criminal investigation as it pertains to forensics.

**Individual tasks related to the duty:**

- Attend meetings, seminars, etc., to share and gain new knowledge in area of expertise.
- Performs any other duties which may be assigned.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

How to proceed on case analysis. When to respond to scene requests. How to prioritize cases.

**17. Describe the types of decisions that require the supervisor's review.**

How to proceed in unusual cases not previously encountered. Matters which involve other units of the laboratory.

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

Heavy caseloads and large backlogs produce stress.

Lifting up to 30 pounds and carrying that load for a distance of up to 100 feet over uneven terrain; walking; standing; kneeling; bending; squatting; climbing stairs; driving a motor vehicle. Daily exposure to biohazardous materials and hazardous chemicals in a laboratory environment.

Work long hours without proper rest at prolonged crime scene responses. Responses may include extreme heat or cold, may be damp or wet, and may contain repulsive orders.

**19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.**

**Additional Subordinates**

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- |   |  |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> Train employees in the work.      |

**22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?**

Yes.

**23. What are the essential functions of this position?**

Responsible for evaluating and examining forensic evidence in connection with criminal cases in the area of firearms/toolmarks. Duties also include testifying in court, crime scene investigations, and support the validation of new methods, equipment and instruments. This position will receive direct training by a senior-level scientist or manager until fully competent. This position is required to perform all duties in a bias free manner.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

No updates, recruitment is for current vacancy.

**25. What is the function of the work area and how does this position fit into that function?**

The function of the unit is to provide forensic science service to laboratory clientele in the area of firearms/toolmarks expertise.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.**

**EDUCATION:**

Possession of a bachelor's degree in forensic science, natural science, or related pure or applied science.

**EXPERIENCE:**

**Forensic Scientist 9**

No specific type or amount is required.

**Forensic Scientist 10**

One year of professional experience working in a crime laboratory carrying out a variety of tests, analyses or production and research activities involving chemical, biochemical, biological or physical evidence samples, specimens, or products equivalent to a Forensic Scientist 9.

**Forensic Scientist P11**

Two years of professional experience working in a crime laboratory carrying out a variety of tests, analyses or production and research activities involving chemical, biochemical, biological or physical evidence samples, specimens, or products equivalent to a Forensic Scientist, including one year equivalent to a Forensic Scientist 10.

**Alternate Education and Experience**

**Forensic Scientist 9**

Firearms Specialty:

Individuals possessing a bachelor's degree in any major and at least two years of State Police Specialist experience performing firearms and toolmarks examinations in the Michigan State Police Forensic Science Division.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Good language skills, the ability to meet people at all levels, and the ability to work with and for other agencies.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

Possession of a valid Michigan driver's license.

Maintains professional memberships in organizations affiliated with forensic science standards and requirements and adheres to all ethics, programs, and other mandates of these organizations.

*NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*

*I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*

\_\_\_\_\_  
Supervisor\_\_\_\_\_  
Date**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

n/a

*I certify that the entries on these pages are accurate and complete.*

ASHLEY ALVARADO

12/12/2025

\_\_\_\_\_  
Appointing Authority\_\_\_\_\_  
Date

*I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*

\_\_\_\_\_  
Employee\_\_\_\_\_  
Date