

Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy.

Position Code: STPLBDIRA17N

Civil Service Class and Level: State Police Lab Director

Working Title (What the agency calls the position): Laboratory Director

Name and Position Code Description of Direct Supervisor: BOWEN, JOHN E; STATE ADMINISTRATIVE MANAGER-2

Department/Agency: STATE POLICE

Bureau (Institution, Board, or Commission): State Services Bureau

Division: Forensic Science Division

Section: Marquette Forensic Laboratory

Unit:

Work Location (City and Address)/Hours of Work: 1924 Industrial Parkway, Marquette, MI 49855 / 8:00 a.m. - 5:00 p.m. - Monday - Friday

General Summary of Function/Purpose of Position: The Laboratory Director position is responsible for managing the technical and operational services of a forensic laboratory within the Forensic Science Division. The position is responsible for the oversight of multiple forensic disciplines that provide investigative support to the criminal justice community across a large geographical area of the state. The position serves as the principal forensic science liaison to all law enforcement agencies to establish and maintain cooperative relationships at the local, county, state, and federal levels.

This position is responsible for maintaining laboratory policies, procedures, and compliance with the accrediting body's accreditation standards to ensure the laboratory maintains its accreditation and integrity in the scientific community. Develops plans with division administration for the growth and expansion of the services to maintain compliance with legislative mandates and scientific work group's recommendations. This position serves as an accreditation assessor and conducts external audits of other accredited laboratories at the local, county, and state levels nationwide, as well as self-assessments annually of each of the MSP forensic laboratories statewide.

Assigned duties and tasks for each duty.

Duty 1: Operationally and administratively manage the assigned laboratory personnel.

- Identifies the work site's assets and deficits and strategically plans to improve the operations and delivery of forensic services.
- Utilizes laboratory information management systems (LIMS) to review data to analyze laboratory performance and develop employee performance metrics.
- Determine the overall effectiveness and efficiency of laboratory operations and make recommendations for improvement. This includes conducting staff meetings and conferences to discuss operating problems, organization, budgetary matters, technical issues, and status of programs and projects.
- Prepares written directives to inform laboratory personnel of new or revised policies, procedures, laws, court decisions, and other information which may have a direct impact on the performance or practice of laboratory work.
- Selects and assigns staff ensuring equal employment opportunity in hiring, promotion, and training.
- Participates in disciplinary actions and procedures involving staff represented by five different bargaining units; therefore, must have a thorough understanding and working knowledge of labor agreements, contracts, civil service rules, etc.
- Conducts management reviews concerning audit status of lab operations and reports the information to the accrediting body.
- Facilitates two-way communication between executive level management and work site personnel.

Duty 2: Serves as the department's principal Forensic Science liaison with all other law enforcement agencies in a geographic region.

- Educates law enforcement partners in submission policies and proper submission of evidence for efficient case management.
- Establishes and maintains cooperative working relationships with community agencies and organizations, courts, prosecutors, and defense attorneys in a geographic region assigned to the laboratory on matters relating to laboratory practices, directives, requirements, and abilities.
- Attends local law enforcement meetings to promote the service and gain support for continued funding.
- Formulates and executes plans, procedures, and priorities designed to improve laboratory operations and services within a geographic service region.
- Directs and tracks major forensic investigations within an assigned geographic region and coordinates crime scene teams in conjunction with members and representatives of other enforcement agencies.
- Supervise on-scene investigations in highly publicized sensitive cases.
- Testify in court as to division or laboratory policy and practices.

Duty 3: Identify the training needs of laboratory personnel.

- Ensures that all trained analytical and technical staff complete annual proficiency test requirements.
- Promotes professional development and organizational memberships to scientific organizations.
- Monitors and evaluates expert testimony of forensic scientists and specialists through observations and witness evaluations.
- Initiates and/or approves preventative (PAR) and corrective action (CAR) reports.
- Ensures MCOLES certifications and annual training requirements are met and maintained for enlisted personnel.

Duty 4: Other duties as assigned.

- Conducts annual performance reviews and evaluations.
- Works with facility management to ensure a safe and secure working environment for employees in a secured access facility.
- Establishes and approves security access levels for personnel and visitors.
- Serves as a member and delegate to the American Society of Crime Laboratory Directors (accrediting body).
- Facilitates and reviews the Guiding Principles of Professional Responsibility annually as required by the accrediting body.
- Schedules work assignments and approve leave requests.
- Audits and certifies time and attendance for personnel in Data Collection and Distribution System (DCDS).
- Authorizes purchases and expenditures for laboratory instruments and supplies.
- Reviews and approves contracts and purchases.
- Approves travel and expense reimbursements using MiTime & Expense reporting system.
- Approves expenditure payments through MAIN

Types of decisions made independently and whom or what those decisions affect: Dispatching crime scene response teams – decides what state resources will be committed and the scale of the response based on the specifics of the request for assistance. Quality crime scene response services are requested by all levels of law enforcement and have a direct impact on public safety.

Case management and prioritization – manages and prioritizes casework based on the severity of the crime and threat to public safety. The laboratory director accepts or declines requests for services.

Types of decisions that require the supervisor's review: Labor relations matters and problems which go beyond the local laboratory areas.

Physical effort used to perform this job and environmental conditions of this position: Exposure to caustic and hazardous material, flammable liquids, and/or explosives. Crime scene responsibilities may involve working for extended periods without proper nourishment or rest under adverse conditions. 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. Enlisted members are required to fulfill the duties of a Trooper 11 and are required to carry a firearm.

Names and classes and levels of employees whom this position immediately supervises:

The essential functions of this position: Responsible for the management of a full-service laboratory.

The function of the position's work area and how it fits into that function: To provide forensic science service to all criminal justice agencies in a large geographical area of the state. This position oversees one of eight State Police Forensic Laboratories.

Minimum education, experience, and credentials typically needed to perform the position's essential functions:

EDUCATION:

Possession of a bachelor's degree in forensic science, chemistry, biochemistry, biology, microbiology, criminal justice, or a related pure or applied scientific field.

EXPERIENCE:

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Three years of experience equivalent to a Forensic Scientist 12, or as a State Police Specialist (Sergeant) 12 or State Police Sergeant 12 in the Forensic Science Division; or one year of experience equivalent to a State Police Laboratory Manager 14 or a State Police Laboratory Manager 15 in the Forensic Science Division.

KNOWLEDGE, SKILLS, AND ABILITIES:

Good command of the language, excellent people skills, tact and diplomacy.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A