

**State of Michigan  
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

**Position Code**

1. STPLMGR3A33N

**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> STATE POLICE LAB MANAGER-3	<b>10. Division</b> Forensic Science Division
<b>5. Working Title (What the agency calls the position)</b> Laboratory Manager 14	<b>11. Section</b> Metro Detroit Lab
<b>6. Name and Position Code Description of Direct Supervisor</b> CORSI, JODI L; STATE POLICE LAB DIRECTOR	<b>12. Unit</b> Firearms and Toolmarks
<b>7. Name and Position Code Description of Second Level Supervisor</b> BOWEN, JOHN E; STATE ADMINISTRATIVE MANAGER-2	<b>13. Work Location (City and Address)/Hours of Work</b> 1301 Third Street, Detroit, MI 48226 / 8 a.m. thru 5 p.m., Monday - Friday

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

The Laboratory Manager primary responsibility is to ensure the technical compliance with unit policies of scientists, examiners, and technicians working within the Firearms and Toolmarks Unit. It is also responsible for scientist and examiners compliance with departmental and division policies and training requirements. The Laboratory Manager serves as a liaison between the technical leader and the Laboratory Director and vice versa. It is responsible for case management within the Firearms and Toolmarks Unit. The Laboratory Manager may serve as acting Laboratory Director in the absence of the Laboratory Director. This position is responsible for ensuring scientists and examiners work on discipline specific training until they have reached competency. 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: 55**

Supervision of examiners, technicians, and scientists in the Firearms and Toolmark Unit at the Metro Detroit Lab.

**Individual tasks related to the duty:**

- Monitor court testimonies
- Keep Technical Leader apprised of operational activities within the unit.
- Review analytical reports.
- Assign and direct work.
- Directs research.
- Plans growth and organizes activities of the sub-unit.
- Keeps Laboratory Director informed of sub-unit progress.
- Acts in the capacity of Laboratory Director in his/her absence.
- Ensure instrumentation is maintained and supplies are available.
- Supervises crime scene crews.
- Completes and signs service ratings.
- Provide formal written counseling.
- Approve sick and annual leave requests.
- Approve timesheets.
- Orally reprimand.

**Duty 2**

**General Summary:**

**Percentage: 25**

Participates in the examination of evidence

**Individual tasks related to the duty:**

- Implement and support submission guidelines.
- Strickly adhere to and stay informed of new technologies, policies, and procedures.
- Use a variety of processing techniques to develop evidence specific to the assigned unit, such as powders, light sources, and chemical methods.
- Collect unknown samples for the assigned unit, which may include, but is not limited to, lifting, casting, extracting, swabbing, and photography.
- Use dedicated systems to enhance the collected unknown samples.
- Analyze samples with instrumentation specific to the assigned unit, which may include, but is not limited to, microscopes, lasers, camera equipment, chromatography instrumentation, genetic analyzers, centrifuges, and thermal cyclers.
- Compare unknown samples to known standards.
- Use databases to search samples to determine the identity of sample contributors.
- Author technical record of examinations conducted on evidence once competency has been obtained.
- Participate in the technical and administrative review of casework.
- Receive and respond to calls from customers regarding evidence tracking, status of cases, and educating on procedures and practices.

**Duty 3**

**General Summary:**

**Percentage: 5**

Testify in court

**Individual tasks related to the duty:**

- Review case records in preparation for trial.
- Prepare necessary exhibits or documents for trial.
- Testify to the analytical results and conclusions at local, state, and federal court.
- Interact with customers such as judges, prosecutors and defense council, and law enforcement regarding discipline and case specific topics.

**Duty 4**

**General Summary:**

**Percentage: 5**

Crime scene response

**Individual tasks related to the duty:**

- Respond to major criminal investigations to assist with the collection and preservation of physical evidence for laboratory examination.
- Testify to duties performed while serving on the Crime Scene Response Team.
- Lead a CSRT as the crime scene coordinator.

**Duty 5****General Summary:****Percentage: 5**

Research and training

**Individual tasks related to the duty:**

- Read and study journal articles, publications, court rulings, etc. related to the Firearms and Toolmarks and provides motivation and direction for developing new laboratory techniques and improvement of existing techniques.
- Responsible for discipline specific training for scientists, examiners, and technicians within the assigned unit.
- Work on research projects related to the assigned unit.
- May be called upon to teach law enforcement officers and other criminal justice customers about submission guidelines and laboratory practices and procedures.
- Attend required meetings, seminars, conferences, etc. to share and gain new knowledge related to the Firearms and Toolmarks Unit to ensure accreditation requirements.

**Duty 6****General Summary:****Percentage: 5**

Other duties as assigned

**Individual tasks related to the duty:****16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Prioritizing casework, selecting procedures for analysis, approving use of leave. Those affected include police agencies, prosecutors, and unit members.

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

Bargaining contracts, labor relations matters, responses to FOIA/court orders and technical matters beyond those outlined in the procedure manuals.

**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.**

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 odors.

If filled by an enlisted member, must be able to perform the full range of law enforcement officer duties as described in the composite position description for the State Police Trooper 10/11 and is required to carry a firearm.

**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.**

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>

**Additional Subordinates**

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

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

This position is primary responsibility is to ensure the technical compliance with unit policies of scientists, examiners, and technicians working within the assigned unit. It is also responsible for scientist and examiners compliance with departmental and division policies and training requirements. The Laboratory Manager serves as a liaison between the technical leader and the Laboratory Director and vice versa. It is responsible for case management within the unit. The Laboratory Manager may serve as acting Laboratory Director in the absence of the Laboratory Director. This position is responsible for ensuring scientists and examiners work on discipline specific training until they have reached competency. 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 vacancy.

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

This position is in one of the multiple State Police Forensic Laboratories.

These Laboratories conduct analysis and provide courtroom testimony related to criminal investigations is a variety of forensic disciplines.

This position provide supervision over assigned discipline/unit.

**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, chemistry, biochemistry, biology, microbiology, or a related pure or applied science.

**EXPERIENCE:**

**State Police Laboratory Manager 14**

Two years of experience equivalent to a Forensic Scientist 12 or a State Police Specialist (Sergeant) or State Police Sergeant 12 in the State Police Forensic Science Division.

**Alternate Education and Experience**

**State Police Laboratory Manager 14**

For the Firearm specialty area, possession of a bachelor's degree in any major and two years of experience as a State Police Specialist (Sergeant) or State Police Sergeant 12 in the State Police Forensic Science Division may be substituted for the education and experience requirement.

For the Latent Prints and Questioned Documents specialty areas, possession of a bachelor's degree in natural science, criminal justice, forensic science, or a related pure or applied science with 8 semester hours in chemistry and two years of experience as a State Police Specialist (Sergeant) or State Police Sergeant 12 in the State Police Forensic Science Division may be substituted for the education and experience requirement.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of forensics and laboratory equipment/instrumentation.
- Strong ability to keep detailed records.
- Excellent communication skills, tactfulness, well-groomed appearance, and ability to testify in court as an expert witness.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of a valid Michigan driver's license.

State Police uniform personnel must be absent of a criminal record of felony convictions which would prohibit the applicant from receiving, possessing, and carrying a firearm.

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.

NA

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

JENNIFER GRAY

1/9/2025

\_\_\_\_\_  
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