

**State of Michigan  
Civil Service Commission**

**Position Code**

## 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.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency STATE POLICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Service Bureau
4. Civil Service Position Code Description STATE POLICE LAB MANAGER-3	10. Division Forensic Science Division
5. Working Title (What the agency calls the position) Unit Supervisor	11. Section Lansing Forensic Laboratory
6. Name and Position Code Description of Direct Supervisor MOLNAR, DEAN S; STATE POLICE LAB DIRECTOR	12. Unit Firearms and Toolmarks Unit
7. Name and Position Code Description of Second Level Supervisor BOWEN, JOHN E; STATE ADMINISTRATIVE MANAGER-2	13. Work Location (City and Address)/Hours of Work 7320 N. Canal Road, Lansing MI 48913 / 8 a.m. - 5 p.m. / Monday - Friday

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

The primary responsibility of the Laboratory Manager is to ensure the technical compliance with unit policies of scientists, examiners, and technicians working within the Firearms and Toolmarks Unit. The Laboratory Manager 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. The Laboratory Manager 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. The Laboratory Manager is responsible for ensuring scientists and examiners work on discipline specific training until they have reached competency. This position functions 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: 65**

Supervise scientists/examiners and technicians within the Firearms and Toolmarks Unit.

**Individual tasks related to the duty:**

- Case management: assign and direct case work, review reports, and monitor court testimony.
- Maintain instrumentation and equipment within the unit.
- Facilitate ordering of necessary consumable items within the unit.
- Keep Laboratory Director apprised of technical activities within the unit.
- Keep Technical Leader apprised of operational activities within the unit.
- Ensure staff is compliant with departmental and division policies and procedures.
- May serve as acting laboratory director.

**Duty 2**

**General Summary:**

**Percentage: 15**

Perform analysis within the unit.

**Individual tasks related to the duty:**

- Know and understand the submission guidelines.
- Strictly adhere to and stay informed of new technologies, policies, and procedures.
- May use a variety of processing techniques to develop evidence specific to the Firearms and Toolmarks, 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.
- May use dedicated systems to enhance the collected unknown samples.
- May 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.
- May use databases to search samples to determine the identity of sample contributors.
- Author a 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.
- May lead a CSRT as the crime scene coordinator.

**Duty 5**

**General Summary:**

**Percentage: 10**

Research and training.

**Individual tasks related to the duty:**

- Responsible for Firearms and Toolmarks specific training for scientists, examiners, and technicians within the Firearms and Toolmarks Unit.
- Work on research projects related to the Firearms and Toolmarks Unit.
- May be called upon to teach law enforcement officers and other criminal justice customers about submission guidelines and laboratory practices and procedures.
- Read journal articles, publications, court rulings, etc. related to the Firearms and Toolmarks Unit.
- Attend meetings, seminars, conferences, etc. to share and gain new knowledge related to Firearms and Toolmarks Unit.

**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.

**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>
THACKER, SHERISE N	FORENSIC SCIENTIST-A 12	STROM, HATTIE A	FORENSIC SCIENTIST-E P11
WEBB, JENNIFER L	FORENSIC SCIENTIST-E P11	STROMER, TRACY D	FORENSIC TECHNICIAN-E E10
DUNSMORE, GARRETT A	FORENSIC TECHNICIAN-E E10	VACANT	STATE POLICE SPECIALIST SGT
VACANT	STATE POLICE SPECIALIST SGT		

**Additional Subordinates**

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

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

Provide first line supervision to scientists and technicians in the Firearms and Toolmarks Unit.

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

Updating position description as no current one was on file, also to reflect same language as other State Police Laboratory Manager 14's in the agency.

**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 in a variety of forensic disciplines.

This position provide supervision over the Firearms and Toolmarks 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.

n/a

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

ASHLEY ALVARADO

1/28/2026

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