

Position Summary

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

Position Code: STPLMGR

Civil Service Class and Level: STATE POLICE LAB MANAGER-3

Working Title (What the agency calls the position): Biology Unit Manager

Name and Position Code Description of Direct Supervisor: BLAKSMITH, ZACHARY B; STATE POLICE LAB DIRECTOR

Department/Agency: STATE POLICE

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

Division: Forensic Science Division

Section: Marquette Forensic Laboratory

Unit: Biology Unit

Work Location (City and Address)/Hours of Work: 1924 Industrial Parkway, Marquette, MI 49855, / 8 am – 5 pm - Monday

- Friday

General Summary of Function/Purpose of Position: Supervises the work of subordinates in the Biology Unit which includes both Body Fluid Identification and DNA analysis. Examines and evaluates evidence in the more complex cases in his/her area of expertise. Reports findings to the submitter and may be required to testify in court. May act in the absence of the lab director. Trains new employees and participates in research projects. May perform all duties of the Local CODIS Administrator.

Assigned duties and tasks for each duty.

Duty 1: Supervision of journeyman specialists or scientists in the Biology Unit, which includes the Body Fluid Identification and DNA disciplines.

- Review analytical reports.
- Assigns work.
- Directs research.
- Review literature and analytical methods.
- Plans 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.
- Supervises crime scene crews.

Duty 2: Participates in the examination of evidence in both Body Fluid Identification and DNA Analysis.

- Must be innovative in solving analytical problems.
- Must have a broad working knowledge of all aspects of forensic science and the principals of criminal law and investigation.

Duty 3: Testifies extensively and is qualified as an expert witness in all levels of state courts.

- Consults with prosecutors and other criminal justice officials to assist in preparing cases for court.
- Monitors and critiques testimony of subordinates.

Duty 4: Conducts training for newly hired employees as it relates to the Biology discipline.

- Assists in the training of new employees in his/her area of expertise.
- Develops training materials for use by the criminal justice community.
- Coordinates or directs training programs for law enforcement, service groups, and academic institutions.
- Instructs in expert witness seminars.

Duty 5: Involved in research projects directly related to the Biology Unit.

- Coordinates and conducts research in his/her area of expertise.
- Interacts with the scientific community for the exchange of information.
- Presents technical papers before groups at seminars and meetings.
- Performs other duties as assigned.

Duty 6: Perform all duties of the Local CODIS Administrator as described in the CODIS Procedures Manual, National DNA Index System (NDIS) Procedures Manual and in accordance with the Memorandum of Understanding for Participation in the NDIS

- Administers the laboratory's local CODIS network.
- Schedules and documents the CODIS computer training of casework analysts.
- Assures that the security of data stored in CODIS is in accordance with state and/or federal law and NDIS operational procedures.
- Assures that the quality of data stored in CODIS is in accordance with state and/or federal law and NDIS operational procedures.
- Assures that matches are dispositioned in accordance with NDIS operational procedures.
- Is authorized to terminate an analyst's or the laboratory's participation in CODIS until the reliability and security of the computer data can be assured if an issue with the data is identified.

Types of decisions made independently and whom or what those decisions affect: Prioritizing casework, selecting procedures for analysis, approving use of leave. Those affected include police agencies, prosecutors, and sub-unit members.

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.

Physical effort used to perform this job and environmental conditions of this position: Lifting up to 30 pounds and carrying that load for a distance of 100 feet, walking, standing, kneeling, bending, squatting, climbing stairs, driving a motor vehicle. Daily exposure to hazardous chemicals in a laboratory environment. Exposure to explosives or improvised explosive devices.

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

The essential functions of this position: Provide first line supervision to scientists and technicians in the Biology Unit.

The function of the position's work area and how it fits into that function: The work area function is to provide analyses of evidence submitted to a forensic laboratory. This position provides supervision over one of the laboratory disciplines.

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, or a related pure or applied science. Must have successfully completed a minimum of nine (9) cumulative semester hours or equivalent covering the following subject areas: biochemistry, genetics, molecular biology and course work or training in statistics and/or population genetics as it applies to forensic DNA analysis.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must possess excellent communication and interpersonal skills.

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.

If filled by an enlisted member, the person in this position must be able to perform the duties of a State Police Trooper 11 and is required to carry a firearm.