

MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION

STATE POLICE LABORATORY MANAGER

JOB DESCRIPTION

Employees in this job function as managers in the Michigan State Police Forensic Science Division. Typical assignments are carried out in a laboratory environment. The work requires knowledge of analytical techniques used in scientific analysis in a forensic science laboratory, knowledge of law enforcement management, and knowledge of supervisory techniques, and personnel policies and procedures. State Police uniform personnel have the authority to enforce the general criminal laws of the state and may be used in other law enforcement areas in case of an emergency.

There are two classifications in this job.

Position Code Title - State Police Lab Manager-3

State Police Laboratory Manager 14

The employee functions as either a manager of forensic scientists and technicians or a as a manager of uniform specialists in a State Police Forensic Laboratory.

Position Code Title - State Police Lab Manager-4

State Police Laboratory Manager 15

The employee functions as either a program coordinator for a forensic specialty and a manager of forensic scientists and technicians, or as a program coordinator for a forensic specialty and a manager of uniform specialists, in a State Police Forensic Laboratory.

JOB DUTIES

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures that proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Provides training for developing level specialists and/or laboratory scientists in laboratory examinations, reporting, and testifying procedures.

Participates in the examination and analysis of cases and evidence.

Testifies in court as an expert witness.

Develops research pertinent to laboratory analysis within the unit and participates in the more difficult casework.

Studies scientific journals and provides motivation and direction for developing new laboratory techniques and improvement of existing techniques.

Leads and coordinates the crime scene team in conjunction with members and representative of other enforcement agencies.

Directs the testing and analysis of a variety of samples, specimens, products, or materials by following standardized chemical/biological procedures.

Coordinates and reviews qualitative and quantitative examination of human tissues, blood samples, other specimens, arson evidence, etc.

Adapts methods and procedures to deal effectively with unusual or unique situations at crime scenes.

Functions as liaison for the Department with local and federal governmental agencies.

Performs related work as assigned.

#### Additional Job Duties

##### State Police Laboratory Manager 14 - 15

Additional Job Duties for State Police Uniform Personnel:

Participates in criminal investigations, effects arrests of suspected criminals, and responds to civil disorders requiring personal confrontation and use of physical force, as required.

May be required 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.

## State Police Laboratory Manager 15

Coordinates and reviews annual proficiency tests for all analysts within their discipline.

Oversees quality assurance within their forensic discipline.

Conducts annual audits of all units within their forensic discipline in the division.

Coordinates all statewide support activities within their forensic discipline.

Ensure continuity and consistency in all aspects of the forensic discipline practiced in the division.

Facilitates an annual unit meeting in their forensic discipline.

Develops training programs for all levels of police officers and forensic scientists in evaluation and interpretation of physical evidence.

Manages the technical affairs of their discipline for all state police forensic laboratories.

Ensures written procedures are practiced, are current, and updated when applicable.

Facilitates corrective actions as a result of any technical errors or discrepancies identified in casework or proficiency testing.

## JOB QUALIFICATIONS

### Knowledge, Skills, and Abilities

Thorough knowledge of analytical techniques and equipment used in scientific analysis in a forensic science laboratory.

Thorough knowledge of departmental rules, regulations, and policies; and of state and federal laws.

Thorough knowledge of the rules of evidence and other standards governing the use of evidence in the criminal justice system.

Thorough knowledge of the court system, court procedures, and appropriate court decisions of state and federal laws.

Thorough knowledge of the application and fundamentals of physics and mathematics.

Thorough knowledge of the application of the principles of biochemistry and elementary bacteriology.

Thorough knowledge of the application of chemical laboratory tests used in crime detection.

Thorough knowledge of current methods and technical phases of criminal investigations.

Thorough knowledge of state and federal regulatory agencies.

Thorough knowledge of supervisory methods and techniques.

Thorough knowledge of employee policies and procedures.

Thorough knowledge of equal employment practices.

Thorough knowledge of equipment used and its care.

Thorough knowledge of public speaking techniques.

Skill in communicating effectively.

Ability to perform laboratory procedures, tests and analyses required in the work and to interpret results obtained.

Ability to apply analytical and scientific techniques in the evaluation of evidence and in the conducting of investigations.

Ability to lead State Police uniform personnel.

Ability to plan the work of, direct, control, evaluate, and instruct personnel.

Ability to make decisions, maintain composure, and take appropriate actions under pressure and in emergencies.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to identify training needs and initiate appropriate training methods.

Ability to operate a motor vehicle.

Ability to meet the public and gain the cooperation of others.

Ability to manage the business, administrative, and technical affairs of a forensic laboratory.

### Additional Knowledge, Skills, and Abilities

#### State Police Laboratory Manager 14 - 15

Additional Knowledge, Skills and Abilities for State Police Uniform Personnel:

Thorough knowledge of law enforcement management, include the principles, concepts, theories, and practices of police work.

Thorough knowledge of law enforcement communication systems.

### Working Conditions

Some jobs may expose an employee to the risk of sustaining illness and injury from the use of chemicals, high-pressure laboratory systems, biological materials and organisms, and high energy light sources and voltage.

Employees may be subject to transfer on a temporary or permanent basis anywhere in the state.

Some jobs require an employee to work in a hostile environment.

Some jobs require an employee to be exposed to inclement weather conditions.

An employee may be assigned to work any day of the week or on any shift.

### Physical Requirements

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

The job duties require an employee to be absent of any physical limitation which would impair effective performance.

The job duties require an employee to work under stressful conditions.

### 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.

State Police Laboratory Manager 15

One year of experience equivalent to a State Police Laboratory Manager 14; or, three 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.

For the Polygraph specialty area, possession of a bachelor's degree in a major related to the specialization as a polygraph examiner as determined by the Michigan State Board of Forensic Polygraph Examiners 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.

Special Requirements, Licenses, and Certifications

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.

Specific positions may require that applicants have experience in specialized areas.

Possession of a Michigan driver's license.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

Job Code Description

STPLBMGR

STATE POLICE LABORATORY MANAGER

Position Title

Position Code

Pay Schedule

State Police Lab Manager-3

STPLMGR3

NERE-108

State Police Lab Manager-4

STPLMGR4

NERE-277

05/03/2012