

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
STATE POLICE LABORATORY DIRECTOR

JOB DESCRIPTION

Employees in this job function as Michigan State Police Forensic Laboratory Directors. Typical assignments are carried out in a laboratory environment. The work requires knowledge of analytical techniques used in scientific analyses and knowledge of law enforcement management principles. 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. All ECP Group 4 positions must be designated as such by the Appointing Authority and approved by Civil Service.

There is one classification in this job.

Position Code Title - State Police Lab Director

State Police Laboratory Director 15

The employee functions as the director of 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 proper labor relations and conditions of employment are maintained.

Conducts staff meetings and conferences to discuss operating problems, organization, budgetary matters, technical problems, and status of programs and projects.

Formulates and executes plans, procedures, and priorities designed to improve laboratory operations and services within a geographic region.

Directs and tracks major forensic investigations within an assigned geographic region.

Serves as the department's principal Forensic Science liaison with all other law enforcement agencies in a geographic region assigned to the laboratory; establishes and maintains cooperative working relationships with community agencies and organizations, courts, prosecutors, defense attorneys, and news media in a geographic region assigned to the laboratory on matters relating to laboratory practices, directives, requirements, and abilities.

Prepares written directives to inform subordinates of new or revised policies, procedures, laws, court decisions, and other information which may affect the performance or practice of laboratory work.

Conducts yearly management reviews concerning audit status, lab operations, and other pertinent items and reports this information to the accrediting body.

Manages the administrative, business, and technical affairs of the laboratory.

Assesses and responds to FOIA requests at the worksite.

Assists with conducting accrediting body supplemental self-audits of other laboratories within the State of Michigan laboratory system.

Functions as liaison for laboratory with local and federal governmental agencies.

Assists with conducting accrediting body supplemental assessments of other laboratories within the United States and worldwide as required by the accrediting body agreements.

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

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

Maintains membership in the American Society of Crime Laboratory Directors and adheres to all ethical, program and other requirements of this organization.

Administers federal grants essential for program operation, ensuring appropriate spending and reporting procedures are followed.

Administers laboratory programs of a specialized and highly technical nature, provides expert advice in a specialized area, conducts meetings and prepares written directives regarding the specialty area, and serves as the state's agent with other governmental entities and/or the public regarding the specialty.

Monitors departmental personnel activities to ensure compliance with policies and procedures. Intercedes in cases of deviance from policies, and provides guidance to other professionals and officers-in-charge, regardless of rank.

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

Represents the Director and serves as the department's advocate on issues of employee discipline, counseling, or misconduct.

Formulates and executes plans, procedures, and priorities designed to improve laboratory operations.

Develops budget recommendations for capital outlay, personnel services, equipment, and materials.

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

Testifies in court as an expert witness.

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

Performs related work as assigned.

Additional Job Duties

State Police Laboratory Director 15

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.

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 labor relations, collective bargaining agreements for both enlisted and civilian employees, personnel directives, and equal employment opportunity policies and procedures.

Thorough knowledge of the application of 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 Daubert procedure, background, and requirements for the admission of scientific evidence in a court of law within the State of Michigan.

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 the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.

Thorough knowledge of equipment used and its care.

Thorough knowledge of public speaking techniques.

Thorough knowledge of staffing requirements as to type, number, and training necessary for the accomplishment of Forensic Science Division goals.

Ability to communicate 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, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.

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

Ability to analyze and appraise facts and precedents in making administrative decisions.

Ability to formulate local policies and procedures based on information of a conceptual nature from varied and complex sources.

Ability to establish and maintain effective relationships with local and federal government officials, other law enforcement agencies, community organizations, news media, and others.

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 laboratory.

Additional Knowledge, Skills, and Abilities

State Police Laboratory Director 15

Thorough knowledge of law enforcement communication systems.

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

State Police Uniform Personnel:

Working Conditions

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

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.

Some jobs require an employee to work in adversarial situations.

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, criminal justice, or a related pure or applied scientific field.

Experience

State Police Laboratory Director 15

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 Technical Leader 15.

Special Requirements, Licenses, and Certifications

Positions in this class are test-designated and subject to pre-appointment, random-selection, and post-accident drug and alcohol testing.

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

STPLBDIR

Job Code Description

STATE POLICE LABORATORY DIRECTOR

Position Title

State Police Lab Director

Position Code

STPLBDIR

Pay Schedule

NERE-060P

JZ

07/30/2017