

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

FORENSIC SCIENCE ADMINISTRATOR II

Position Code: 15912  
Effective: 12-01-09

DISTINGUISHING FEATURES OF WORK:

Under direction, performs professional forensic science functions and supervises the daily operations of Forensic Scientists in more than one specialty section, or serves as the state-wide DNA Technical Leader, or functions as the Health and Safety Coordinator for the Forensic Science Center at Chicago, or functions as a training instructor and/or state-wide research coordinator for one of the major discipline areas of the law enforcement forensic science system or serves in a position with primary responsibilities encompassing an entire laboratory or the entire state.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As an assistant laboratory manager, supervises the daily operations of assigned specialty sections, monitors the work activities of subordinate Forensic Scientists, and clerical support staff; directs or designs analytical strategy in major cases requiring the services of Forensic Scientists from more than one crime laboratory, reviews major cases; provides technical consultation for lower level Forensic Scientists and other jurisdictions; troubleshoots problems in examinations, report wording, testimony and safety problems, provides courtroom testimony as necessary.
2. As the state-wide DNA technical leader, establishes policies and procedures for all DNA analysis; approves all DNA training programs; ensures required quality control checks are conducted; reviews and approves all validation studies and research on new DNA technologies prior to implementation in casework; evaluates each DNA laboratory through on-site visits; suspends a laboratory's DNA testing if a technical problem is unresolved.
3. Coordinates and directs state-wide specialty area and crossover research efforts, examines any recommended research project; remains abreast of new breakthroughs in examining physical evidence, equipment, and literature available as reference material; represents the State on work-related panels, committees, and work groups nationwide; solicits grant monies, writes grant proposals, and coordinates research projects through manuscript publication in scientific journals; conducts independent research in undeveloped areas.
4. Develops and implements state-wide comprehensive technical training for new Forensic Scientist Trainees in one of the specialty areas; instructs personnel in the crime laboratory setting in all techniques and equipment currently used to examine physical evidence, trains personnel in the handling and receiving evidence, report writing and courtroom testimony.
5. Serves as a full line supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off; adjusts first level grievances; effectively recommends and imposes discipline, up to and including discharge; prepares and signs performance evaluations; determines and recommends staffing needs.

FORENSIC SCIENCE ADMINISTRATOR II (Continued)

6. Serves as the Health and Safety Coordinator of the Forensic Science Center at Chicago, administers all aspects of the Health and Safety program; conducts periodic health and safety inspections of the laboratory; monitors compliance of health and safety policy and procedures; provides initial and on-going training for staff; provides training on health and safety issues on a laboratory-wide basis; assures that examinations, inoculations and inspections occur as scheduled; disseminates health and safety bulletins and other information to center staff.
7. As a training instructor, supervises trainees while they are assigned to the training and applications laboratory; assigns and evaluates the new trainees progress by reviewing their analytical results or troubleshooting technical problems ensuring they follow existent agency methods and procedures, and other guides in their developing stages; prepares salary and suspension recommendations.
8. Plans, coordinates, and implements state-wide in-service training seminars for current employees, provides technical, theoretical, and methodological upgrading for bench working forensic scientists arranges for outside speakers and instructors, seminar sites and lodging, honorarium, and preparing course materials while maintaining operating costs within budgetary limitations.
9. Serves as property control officer, compiles all orders for commodities including quarterly operation orders and materials requested, and monitors vehicle and building maintenance activities for budget purposes; assists laboratory manager in the preparation and administration of the laboratory facility budget.
10. Manages the technical specifications process of leasing and purchasing forensic scientific instruments, administers the state-wide laboratory information system and monitors the repair and maintenance process for all forensic laboratories, or directs all aspects of the state-wide DNA outsourcing program and directs all fiscal operations of the state-wide forensic sciences command.
11. Prepares reports on special projects and examinations conducted at laboratory, compiles and provides statistical data concerning overall subordinate activity including casework, court appearances, meetings, lectures, training, travel and vehicle usage activities. Attends professional meetings and seminars in management, forensic science, and/or reviews literature that will help improve the service and operations of the crime laboratory; evaluates and disseminates useful information to the staff and user agencies.
12. Performs other duties as required or assigned which are reasonably within the scope and duties enumerated above.

## FORENSIC SCIENCE ADMINISTRATOR II (Continued)

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires a bachelor's degree in a natural or forensic science, preferably supplemented by a master's degree in one of the biological, natural, physical, or forensic sciences, or related disciplines.

Requires three years of professional forensic science work experience such as would be gained at the advanced caseworker level.

Additionally, the State-wide DNA Technical Leader position must meet all requirements of the Federal Bureau of Investigations' Quality Assurance Standards for Forensic DNA Testing Laboratories.

#### Knowledges, Skills and Abilities

Requires thorough knowledge of modern methods of criminal investigation and identification.

Requires thorough knowledge of laboratory techniques and methods of application utilized in one of the forensic science discipline areas.

Requires thorough knowledge of collecting and preserving physical evidence and maintaining the chain of custody of same.

Requires thorough knowledge of State, Federal, and local criminal laws and regulations as they relate to the examination of physical evidence.

Requires thorough knowledge of the rules of evidence in criminal law.

Requires extensive knowledge of scientific research methods and procedures as it relates to the field of forensic science.

Requires extensive knowledge of training techniques and procedures.

Requires working knowledge of the principles and practices of public and business administration.

Requires elementary knowledge of the principles of governmental accounting, program budgeting, and procurement.

Requires ability to establish and maintain satisfactory working relationships with subordinates, co-workers, other law enforcement personnel, and legal system personnel.

Requires ability to supervise subordinate staff and provide for their professional development.

Requires ability to develop, implement, and evaluate policies, procedures and performance standards for either a training program or a regional laboratory.

Requires ability to supervise research efforts on a regional or state-wide basis.

Requires ability to compile and prepare administrative reports and records.

Requires ability to exercise sound judgment while assisting in the preparation and implementation of the laboratory budget.

Requires ability to maintain proficiency in forensic science casework.

Requires ability to become familiar with the various evidence examination techniques utilized and their relationship in the overall forensic science laboratory system.

Requires ability to pass an agency background investigation.

May require ability to develop and conduct a comprehensive training program.