

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 Services Bureau
4. Civil Service Position Code Description Forensic Technician-E	10. Division Forensic Science Division
5. Working Title (What the agency calls the position) Forensic Technician	11. Section Lansing North Forensic Laboratory
6. Name and Position Code Description of Direct Supervisor KELLOGG, SAMANTHA; STATE POLICE LAB MANAGER-3	12. Unit Toxicology Unit
7. Name and Position Code Description of Second Level Supervisor HALL, GLEN A; STATE POLICE LAB DIRECTOR	13. Work Location (City and Address)/Hours of Work 7320 N. Canal Road, Lansing, MI 48913 / 8 a.m. to 5 p.m. Monday - Friday
14. General Summary of Function/Purpose of Position Individuals in this position perform forensic technician duties in the Toxicology Unit and are responsible for providing casework support at the direction of professional staff, entry of case information into Laboratory Information Management System (LIMS), maintenance of equipment and supplies, evidence handling, and management of stored evidence. This position is required to perform all duties 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: 40**

Provide analytical assistance in casework as related to the Toxicology Unit

Individual tasks related to the duty:

- Prepare samples for testing.
- Perform analytical examinations on samples using laboratory equipment following approved techniques.
- Evaluate results and update case worksheets.
- Operate, adjust, and maintain scientific instruments, including, but not limited to, pH meters, scales, infrared spectrophotometers, chromatography instrumentation, balances, genetic analyzers, and microscopes.
- Assist Forensic Scientists/Examiners in other procedures as needed.
- Perform computerized data entry into laboratory information systems.
- Strictly adhere to and stay informed of new techniques, policies, and procedures.
- Complete proficiency tests independently as assigned.

Duty 2**General Summary:****Percentage: 25**

Provides assistance to the laboratory through maintenance and logistics

Individual tasks related to the duty:

- Prepare reagents and instrumentation for analysis in the Toxicology Unit.
- Perform quality control checks on critical reagents and instrumentation as required by the assigned unit procedure manual.
- Clean, test, and calibrate scientific and analytical equipment in the Toxicology Unit.
- Keep inventories of supplies and orders consumables when necessary.
- Distribute evidence collection materials.

Duty 3**General Summary:****Percentage: 20**

Administrative

Individual tasks related to the duty:

- Assist with collecting information to support FOIA requests.
- Serve as a court liaison between the assigned unit and state and federal courts.
- Manage subpoenas.
- Receive and respond to calls from law enforcement agencies regarding evidence tracking and status.

Duty 4**General Summary:****Percentage: 5**

Provide support to the evidence reception area as it relates to Toxicology evidence.

Individual tasks related to the duty:

- Conduct property audits for the entire site as determined by the Laboratory Operations Manual.
- Receive and return evidence in the lab reception area as necessary.
- Enter pertinent information into LIMS.
- Assist with weekly evidence transports.

Duty 5**General Summary:****Percentage: 5**

Provides court testimony.

Individual tasks related to the duty:

- Provide court testimony to evidence processing and chain of custody.
- Maintain case records of court appearances and chain of custody.

Duty 6**General Summary:****Percentage: 5**

Crime scene response

Individual tasks related to the duty:

- Respond to crime scenes as a member of the Crime Scene Response Team.
- Assist with evidence collection, scene reconstruction, and documentation of crime scenes.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Preparation of reagents, use of formulas, evaluation of evidence and use of equipment. Evaluates the equipment with respect to needed repairs.

17. Describe the types of decisions that require the supervisor's review.

- Purchasing requests and equipment quality control checks.
- Monthly report review
- Maintenance of court book
- FOIA requests

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.

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?

Individuals in this position perform forensic technician duties in the Toxicology Unit and are responsible for providing casework support at the direction of professional staff, entry of case information into Laboratory Information Management System (LIMS), maintenance of equipment and supplies, evidence handling, and management of stored evidence.

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

New position

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 is a variety of forensic disciplines.

This position helps provide support to the laboratory system as well individual case work.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of an associate's degree in forensic science, chemistry, biochemistry, biology, microbiology, or a related pure or applied science.

EXPERIENCE:

Forensic Technician 8

No specific type or amount is required.

Forensic Technician 9

One year of experience equivalent to a Forensic Technician 8.

Forensic Technician E10

Two years of experience equivalent to a Forensic Technician, including one year equivalent to a Forensic Technician 9.

Alternate Education and Experience

Forensic Technician E10

Possession of a bachelor's degree or higher with 16 semester (24 term) credits in job specific or related course work may be substituted for the education and experience requirements.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of lab terminology and equipment. Methods of preparing solutions and media. Ability to keep records, communicate effectively, and computer skills.

CERTIFICATES, LICENSES, REGISTRATIONS:

Possession of a valid Michigan driver's license.

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.

JENNIFER GRAY

6/18/2024

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