

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

FORENSIC SCIENCE ADMINISTRATOR I

Position Code: 15911
Effective: 12-01-09

DISTINGUISHING FEATURES OF WORK:

Under direction, performs professional forensic science functions and serves as a group supervisor, supervises the daily operations of a single specialty section of subordinate Forensic Scientists.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As a group supervisor, supervises subordinate Forensic Scientists and monitors and reviews the work activities in one of the specialty areas (e.g., Drug Chemistry Section, Latent Print Section); ensures that services are provided in a timely manner to all user agencies and the courts by assigning cases and monitoring backlogs and making appropriate adjustments as needed.
2. 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.
3. 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.
4. 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.
5. Performs in-depth case file reviews, participates in major case reviews, observes testimony of subordinates and provides administrative assistance to section personnel. Acts as a liaison between section personnel and user agencies as necessary; performs advanced casework as necessary.
6. Performs other duties as required or assigned which are reasonably within the scope and duties enumerated above.

FORENSIC SCIENCE ADMINISTRATOR I (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 two years of professional forensic science work experience such as would be gained at the advanced caseworker level.

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.