

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

FORENSIC SCIENCE ADMINISTRATOR III

Position Code: 15913
Effective: 7-1-14

DISTINGUISHING FEATURES OF WORK:

Under general direction, supervises subordinate Forensic Science Administrators and performs professional forensic science functions in one of the following areas: manages a section in a large metropolitan forensic science laboratory of the Forensic Sciences Command Headquarters or serves as the Assistant Director of the State wide Forensic Science Training Program.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As manager of a section (e.g., Chemistry, Biochemistry, Criminalistics, Evidence Control and Resource) in a large metropolitan forensic science laboratory or the Forensic Sciences Command Headquarters, directs, coordinates and reviews the activities of administrative personnel through subordinate supervisory managers; revises or develops program objectives which support laboratory/command goals; formulates, recommends and implements policies and procedures for the section, including fiscal operation, budget preparation, etc.; coordinates the activities of section managers on collaborative matters to ensure production and program needs are achieved; develops long-range plans for the laboratory or the Forensic Sciences Command and monitors progress toward the implementation and completion of the plans.
2. As the Assistant Director of Forensic Science Training, plans, organizes, implements and evaluates the assigned training programs for the Forensic Sciences Command which may include microscopy, documents, trace chemistry, biology/deoxyribonucleic acid (DNA), firearms/tool marks, latent prints, drug chemistry, etc.; designs, develops and implements operational program policies, procedures, objectives and goals; conducts program needs assessment reviews and evaluations.
3. Serves as a full line supervisor of subordinate managers; 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 second level grievances; effectively recommends and imposes discipline, up to and including discharge; prepares and signs performance evaluations; determines and recommends staffing needs.
4. Conducts staff visits at assigned Forensic Sciences Command training locations; ensures annual training requirements are met by staff, including initial orientation/safety for new employees; reviews assigned training programs to determine if all accreditation standards have been taught; researches and develops budget projections in order to recommend the purchase of new laboratory equipment.
5. Oversees all security issues and contractual security staff; recommends policy regarding the use of the computerized security system and ensures adherence to all policies; notifies supervisor of all security issues; monitors all aspects of the security system (e.g., computers, cameras, video equipment, card access and alarm systems) to maintain proper operation, safety and security.

FORENSIC SCIENCE ADMINISTRATOR III (Continued)

6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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 supervisory forensic science work experience.

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

Requires thorough knowledge of training techniques and procedures.

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

Requires extensive 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.

Requires ability to compile and prepare administrative reports and records.

Requires ability to exercise sound judgment while developing a laboratory budget or 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.