

Job Title: SENIOR PUBLIC SERVICE ADMINISTRATOR Opt 7 - 40070

Requisition ID **2650** - Posted **06/28/2021** - (Decatur - 1095 W Rotary Way)
(Administration/Management) - **Central Region** - (Macon)

Agency: Illinois State Police

Closing Date/Time: 07/12/2021

Salary: \$4,295.00-\$12,734.00/Monthly

Job Type: Salaried Full Time

County: Macon

Number of Vacancies: 1

Plan/BU: Term Appointment Gubernatorial (Management Bill) 000

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About the Position

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Job Responsibilities

25% 1.Serves as the Laboratory Director for the Decatur Forensic Science Laboratory which serves primarily as a DNA Property Crimes Laboratory,

- Develops policy and procedures for laboratory operations
- Manages and directs all laboratory operations, activities and personnel
- Manages and maintains control over the laboratory including the collection, preservation, analysis and court representation of evidence.
- Manages case analysis and coordinates major case reviews for all cases within the laboratory.
- Develops, executes, controls and evaluates the laboratory operational goals and objectives
- Prepares and submits the laboratory budget

(Job Responsibilities continued)

20% 2.Serves as 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

(Job Responsibilities continued)

15% 3. Oversees and directs laboratory inspections, equipment maintenance, evidence storage, record keeping, information systems, operational goals, and personnel reports.

- Maintains the security for the facility by keeping the inventory of keys and access cards for the laboratory, limiting access to secured areas to include evidence vaults.
- Administers maintenance to the laboratory's security computer.

(Job Responsibilities continued)

10% 4. Conducts regularly scheduled staff meetings and prepares training materials

- Provides education and motivation to staff on policies, procedures, and lab initiatives.
- Provides guidance to encourage staff discussions which foster enthusiasm and emphasize positive work behavior and promotion of a safe working environment.
- Compiles information for laboratory director meetings.
- Answers questions concerning the delegation, planning and overall control of assigned units.
- Confers with other laboratory directors to discuss ways to maximize the efficiency and quality of laboratory work.
- Provides advice guidance to assigned staff to promote a teamwork environment within the lab.

(Job Responsibilities continued)

10% 5. Manages the Quality Assurance Program for laboratory casework.

- Reviews and approves all case reports.
- Reviews reports for evidence of proper follow-up of all quality assurance matters including, but not limited to proficiency testing and quality assurance visits.
- Reviews all applicable staff member's annual performance reviews to ensure inclusion of proficiency testing results.
- Conducts an annual inspection of the laboratory utilizing the command laboratory inspection program and reports findings of the inspection to the bureau chief.

(Job Responsibilities continued)

10% 6. Evaluates operations to identify issues and develops and implements resolutions to improve efficacy and efficiency of laboratory policy, procedures and operations.

- Obtains facts and analyzes potential consequence to develop options and suggestions for improvements or changes.
- Implements decisions and/or develops recommendations for the Bureau Chief.
- Directs specialized lab examinations.
- Testifies in court concerning procedures and results.

(Job Responsibilities continued)

5% 7. Develops and maintains programs which will encourage law enforcement agency usage and understanding of a forensic laboratory.

- Travels and attends both external and internal law enforcement meetings.
- Creates mechanisms for the user agency participation in lab meetings and provides an ongoing, viable orientation program for users of the laboratory.

5% 8. Other duties as required or assigned.

Employment Conditions

1. Ability to pass an ISP background investigation.
2. Ability to pass a drug screen.
3. Ability to pass a polygraph test.
4. Ability to travel.
5. Ability to work non-routine hours occasionally.

Minimum Qualifications

1. Requires knowledge, skill and mental development equivalent to the completion of four (4) years of college.
2. Requires prior experience equivalent to four (4) years of progressively responsible administrative experience in a law enforcement related public or business organization.
3. Requires two (2) years of supervisory experience preferably in a law enforcement organization or laboratory setting.

Preferred Qualifications

1. Bachelor's Degree in law enforcement or related field.
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3. Three (3) or more years of professional experience supervising forensic science staff.
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5. One (1) year of experience managing, planning or creating a budget.
6. Knowledge of the Federal Bureau of Investigation (FBI) Quality Assurance Standards (QAS).
7. Knowledge of Laboratory Information Management Systems (LIMS).
8. Master's degree with coursework in one of the biological, physical, natural or forensic sciences or related disciplines.

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