

Job Title: DEPUTY LABORATORY DIRECTOR (SENIOR PUBLIC SERVICE ADMINISTRATOR, OPT 7)

Requisition ID **6504** - Posted **09/10/2021** - (Chicago - 1941 W Roosevelt Rd)
(Administration/Management) - **Northern Region** - (Cook)

Agency: Illinois State Police

Closing Date/Time: 10/18/2021

Salary: \$4,295-\$13,237 / MONTHLY

Job Type: Salaried Full Time

County: Cook

Number of Vacancies: 1

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

*******A RESUME IS REQUIRED FOR THIS JOB POSTING*******

Please attach a DETAILED Resume/Curriculum Vitae (CV) to the MY DOCUMENTS section of your application. You WILL NOT be considered for the position if you attach a CMS100, CMS100b or any other document that is not a Resume or CV.

REQ 6504

ABOUT THE POSITION

The Illinois State Police (ISP) is seeking to fill the position of Deputy Laboratory Director at the Forensic Science Center at Chicago (FSC-C) in the Forensic Sciences Command (FSC). The ISP FSC is the third largest forensic laboratory system in the world. Currently, with six full service forensic laboratories throughout the state of Illinois and a Training and Applications Laboratory, the system has over 350 employees. This senior level position will provide management and oversight of the FSC-C. The Deputy Laboratory Director is expected to indirectly supervise a staff of analysts, evidence technicians, clerical, and supervisory personnel. This position promotes and ensures prompt, accurate and timely services to our user agencies. The ideal candidate will have laboratory supervisory experience, leading people with positive outcomes. In addition, the ideal candidate will demonstrate a work history of leading organizational change. The State of Illinois continually strives for a workforce that reflects the growing diversity within the State. A variety of employee backgrounds, perspectives, ideals and experiences is crucial to the ISP's ability to most effectively serve the public. We welcome interested applicants to apply for the position of Deputy Laboratory Director and help lead one of the nation's premier forensic science systems.

JOB RESPONSIBILITIES

40% 1. Serves as Operational Deputy Laboratory Director of the Forensic Science Center at Chicago.

- Manages, through subordinates, various operational and administrative aspects of the laboratory.
- Monitors the work activities of sections under their control.
- Directs and coordinates analytical strategies in major cases with cross sectional disciplines.
- Reviews major cases for consistency and thoroughness.

- Monitors the accuracy, completeness, and timeliness of analytical reports.
- Confers with other laboratory managers to discuss ways to maximize the efficiency and quality of laboratory work.
- Provides advice and guidance to assigned staff to promote a teamwork environment.

(Job Responsibilities continued)

20% 2. Serves as a full line supervisor.

- Assigns and reviews work.
- Reassigns staff to meet day-to-day operating needs.
- Provides guidance and training to assigned staff.
- 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)

10% 3. Prepares reports on special projects and examinations conducted at the laboratory.

- Completes and provides statistical reports to upper management.
- Assists the Laboratory Director in budget preparation.
- Coordinates the purchasing of major scientific equipment for the laboratory.

10% 4. Conducts regularly scheduled staff meetings.

- Schedules staff meetings.
- Motivates and educates staff on policies, procedures, and lab initiatives.
- Encourages discussion to foster enthusiasm, emphasize positive work behavior, and promote a safe working environment.
- Compiles information for meetings.
- Answers questions concerning delegation, planning, and overall control of laboratory sections.

(Job Responsibilities Continued)

5% 5. Ensures effective control of laboratory operational and administrative sections.

- Displays effective delegation, planning, and overall control of the operational and administrative sections of the laboratory.
- Communicates effectively with other Command Laboratory Directors and Assistant Laboratory Directors to ensure that caseloads are appropriately distributed.

5% 6. Manages professional development for laboratory.

- Attends professional meetings and seminars to ensure that the laboratory's analytical services are state-of-the-art and efficient.
- Ensures that analytical staff is afforded the opportunities to review scientific literature and to attend scientific seminars which will enhance their professional

capabilities.

- Disseminates useful information to staff and user agency personnel.

(Job Responsibilities Continued)

5% 7. Serves as Acting Laboratory Director when the Laboratory Director is absent.

5% 8. Other duties as required or assigned.

KNOWLEDGE, SKILLS AND ABILITIES

MINIMUM REQUIREMENTS

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

PREFERRED QUALIFICATIONS

- Bachelor's Degree in law enforcement or forensic related field.
- Five (5) years of professional supervisor forensic science work experience.
- Five (5) or more years of professional experience supervising forensic science staff.
- Five (5) or more years of forensic science work experience such as can be gained at the advanced casework level.
- One (1) year of experience managing, planning or creating a budget.
- One (1) year of experience leading organizational change.
- Two (2) or more years of experience working with laboratory management information systems (LIMS).
- Master's degree with coursework in one of the biological, physical, natural or forensic sciences or related disciplines.

CONDITIONS OF EMPLOYMENT

- Ability to pass an ISP background investigation.
- Ability to pass a drug screen.
- Ability to pass a polygraph test.
- Ability to travel.
- Ability to be work non-routine hours occasionally.
- No felony or misdemeanor convictions.

ABOUT THE AGENCY

The Illinois State Police strives for excellence in all we do, seeking to be one of the premier policing agencies in the country and promote public safety to improve the quality of life in Illinois. The Forensic Sciences Command is committed to serving the citizens of Illinois with the highest quality forensic analysis. We are accountable for always having the courage to do what is right, even when no one is observing or evaluating. The laboratories are committed to performing analysis to meet the needs of the public while promoting proactive partnership and strengthening relationships in the criminal justice community. Believing in the Integrity of our actions and the Service we provide, the

Illinois State Police takes Pride in the results that we achieve as a public service organization.

Work Hours: 8:30-5 Mon-Fri

Work Location: Forensic Science Center at Chicago, 1941 W Roosevelt Rd Chicago, IL 60608-1248

Agency Contact: ISP.JOBPOSTINGS@ILLINOIS.GOV

Job Function: Administration/Management