

# Job Title: FORENSIC SCIENCE LABORATORY DIRECTOR (SENIOR PUBLIC SERVICE ADMINISTRATOR Opt 7) - 40070

Agency: Illinois State Police

Closing Date/Time: 10/03/2022

Salary: \$10,000-\$13,760 monthly - Anticipated

Job Type: Salaried Full Time

County: Macon

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), a copy of your transcripts or diploma for all degrees earned, and a copy of any applicable professional licensures to the MY DOCUMENTS section of your application. Please note that the Illinois State Police must verify proof of higher education for any degree earned (if applicable) before any offer can be extended. You WILL NOT be considered for the position if you attach a CMS100, CMS100b or any other document in lieu of a Resume or CV.

## About the Position

The Illinois State Police (ISP) is seeking to fill the position of Laboratory Director for the Decatur Forensic Science Laboratory (DFSL) 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 new Decatur Forensic Science Laboratory will be the seventh laboratory in the system. This laboratory will primarily function as a DNA Property Crimes Lab. This senior level position will provide management and oversight of the DFSL. The Laboratory Director is expected to indirectly supervise a staff of 22 analysts, clerical, supervisory and maintenance staff. This position promotes and ensures prompt, accurate and timely services to all our user agencies. The ideal candidate will have experience with the FBI QAS standards. In addition, the ideal candidate will demonstrate a work history of managing staff with positive outcomes. 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 Laboratory Director and help lead one of the nation's premier forensic science systems.

## 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

**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.

**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 members' 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.

**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.

**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 assigned or required

**Minimum Qualifications**

- Requires knowledge, skill and mental development equivalent to the completion of four (4) years of college.
- Requires prior experience equivalent to four (4) 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 related field.
- Two (2) years of professional Biology, DNA or forensics science work experience.
- Three (3) or more years of professional experience supervising forensic science staff.
- Three (3) 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.
- Knowledge of the Federal Bureau of Investigation (FBI) Quality Assurance Standards (QAS).
- Knowledge of Laboratory Information Management Systems (LIMS).
- Master's degree with coursework in one of the biological, physical, natural or forensic sciences or related disciplines.

### Employment Conditions

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

Work Hours: 8:30-5:00 Mon-Fri

Work Location: 1053 W Rotary Way, Decatur, IL 62521-9082

Agency Contact: [ISP.JobPostings@illinois.gov](mailto:ISP.JobPostings@illinois.gov)

Job Family: Administration/Management; Sciences and Natural Resources

### Agency Statement

The Illinois State Police strives for excellence seeking to be one of the premier policing agencies in the country. Our core values are Intergity, Service, and Pride. We are seeking individuals with similar values to join us on our mission to promote public safety.

### Term Appointment:

Candidates hired into a term position shall be appointed for a term of 4 years and are subject to a probationary period. The term may be renewed for successive four-year terms at the Director of the 's discretion.

### Revolving Door:

Certain provisions of the revolving door restrictions contained in 5 ILCS 430/5-45 apply to this position. As a result, the employee should be aware that if offered non-State employment during State employment or within one year immediately after ending State employment, the employee shall, prior to accepting any such non-State employment offer, notify the Office of the Executive Inspector General for the Agencies of the Illinois Governor ("OEIG") or may be subject to a fine.

### APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the [illinois.jobs2web.com](https://illinois.jobs2web.com) homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the [illinois.jobs2web.com](https://illinois.jobs2web.com) homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the [career portal](#) for State employees and review the [Internal Candidate Application Job Aid](#)

Non-State employees: on [illinois.jobs2web.com](https://illinois.jobs2web.com) – click "Application Procedures" in the footer of every page of the website.

The main form of communication will be through email. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com

**THE ISP IS A DRUG FREE WORKPLACE**