

Job Title: SENIOR PUBLIC SERVICE ADMINISTRATOR OPT. 7 - LABORATORY DIRECTOR, FORENSIC SCIENCE CENTER

Agency: Illinois State Police

Position Title: Senior Public Service Administrator

Working Title: Laboratory Director, Forensic Science Center at Chicago

Class Title: SENIOR PUBLIC SERVICE ADMINISTRATOR - 40070

Skill Option: Law Enforcement/Correctional

Bilingual Option: None

Closing Date/Time: 02/11/2025

Salary: Anticipated Starting Salary \$10,000-\$13,760 Monthly

Job Type: Salaried

Category: Full Time

County: Cook

Number of Vacancies: 1

Plan/BU: None

- **THIS IS A NON-UNION POSITION (MERIT COMP)**
- **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.
- **Please upload a copy of your official/unofficial transcripts for all degrees earned, and a copy of any applicable professional licenses you possess to the MY DOCUMENTS section of your application.**
- **Note: The Illinois State Police must verify and have proof of higher education and coursework (if applicable) for any degree earned before any offer can be extended.**
- **Answer all questions thoroughly- DO NOT STATE SEE RESUME**
Position Identification # 44067

Why Work for Illinois?

Working with the State of Illinois is a testament to the values of compassion, equity, and dedication that define our state. Whether you're helping to improve schools, protect our natural resources, or support families in need, you're part of something bigger—something that touches the lives of every person who calls Illinois home. No matter what state career you're looking for, we offer jobs that fit your life and your schedule—flexible jobs that provide the gold standard of benefits. Our employees can take advantage of various avenues to advance their careers and realize their dreams. Our top-tier benefits and great retirement packages can help you build a rewarding career and lasting future with the State of Illinois.

Position Overview

The Illinois State Police (ISP) is seeking a motivated individual for the Division of Forensic Services to fill the position of Laboratory Director for the Forensic Science Center at Chicago, in the Forensic Sciences Command (FSC). The ISP FSC is the third largest forensic laboratory system in the world. The Forensic Science Center at Chicago (FSC-C) is a major, full-service metropolitan forensic science laboratory in the system. It provides services to the city of Chicago and the surrounding suburbs. This senior level leader will manage and oversee FSC-C as the Laboratory Director. Through delegated authority, this individual supervises around 150 forensic scientists, evidence technicians, and support staff in the laboratory. This individual is responsible for maintaining the highest level of quality for the analytical procedures being performed on over 30,000 case assignments annually. The ideal candidate will have experience leading people with positive outcomes, be a critical thinker, and a good communicator. This position will work cooperatively with various staff in the forensic science laboratory system and officials in the criminal justice system. 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.

About the Agency

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

Essential Functions

- Manages, directs, and coordinates the activities of approximately 150 staff members at the Forensic Science Center at Chicago, a major metropolitan forensic science laboratory.
- Maintains a favorable working relationship with law enforcement agencies, states' attorneys, and other elected state and federal officials.
- Develops, plans, and schedules for guidance of subordinates for the accomplishment of work to meet program goals, objectives, and priorities established by upper management.
- Administers the in-house quality assurance program for the analysis of physical evidence from over 30,000 case assignments annually.
- Directly supervises the Deputy Laboratory Directors.
- Performs other duties as assigned or required included but not limited to the duties enumerated above.

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 public or business organization.
- Requires two (2) years of professional supervisory work experience in a forensic science laboratory setting or law enforcement organization.

Preferred Qualifications

- Prefers a Bachelor's degree in one of the biological, chemical, physical, natural or forensic sciences.
- Prefers at least four (4) years of professional forensic science experience such as would be gained at the advanced caseworker level.
- Prefers at least four (4) years of professional, supervisory forensic science work experience.
- Prefers at least four (4) years of knowledge in State, Federal, and local criminal laws and regulations as they relate to the forensic examination of physical evidence.
- Prefers at least two (2) years of experience in developing, implementing, and enforcing policies, procedures, and quality standards for a forensic science laboratory.
- Prefers at least two (2) years of knowledge in the various forensic science laboratory services provided and the relationship between the different examination techniques utilized.
- Prefers at least two (2) years of knowledge in the principles and practices of public and business administration including labor and hiring.
- Prefers at least two (2) years of experience in maintaining a laboratory budget, reconciling accounts, and developing program budgeting.
- Prefers at least one (1) year of experience in developing scientific research efforts, new procedures, and/or training as it relates to the field of forensic science.
- Prefers a Master's degree or higher with coursework in one of the biological, chemical, physical, natural or forensic sciences.

Conditions of Employment

- Successful completion of initial and on-going, random, alcohol and drug screens.
- Successful Completion of a Background investigation.
- Successful Completion of a polygraph examination.
- Ability to maintain credibility in providing courtroom testimony.
- Ability to adhere to Illinois State Police's ethical standards.
- Ability to adhere to Illinois State Police's policies and procedures.
- No felony or misdemeanor convictions.
- Ability to travel on an as-needed basis.
- Ability to work non-routine hours occasionally.
- The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job descriptions.

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.

Benefits Package

The Illinois State Police offers a robust benefit package including:

- Flexible work schedules in many program areas
- Health, life, vision, and dental insurance.
- 12 weeks paid maternity/paternity leave.
- Pension Plan
- Deferred Compensation, and other pre-tax benefit programs.
- Employees earn twelve (12) paid sick days annually.
- Ten to twenty-five (10-25) paid vacation days based on years of service.
- Employees earn three (3) paid personal days pro-rated based on start date.
- Thirteen-Fourteen (13-14) paid state holidays annually.

Work Hours: Monday-Friday 8:30am-5:00pm

Work Location: 1941 W Roosevelt Rd, Chicago, Illinois, 60608-1248

Agency Contact: ISP.JobPostings@illinois.gov

Posting Group: Science, Technology, Engineering & Mathematics

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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