

## Job Title: FORENSIC SCIENCE ADMINISTRATOR II - TOXICOLOGY ASSISTANT LABORATORY DIRECTOR

**Agency:** Illinois State Police

**Position Title:** Forensic Science Administrator II

**Working Title:** Toxicology Assistant Laboratory Director

**Class Title:** FORENSIC SCIENCE ADMINISTRATOR 2 - 15912

**Skill Option:** None

**Bilingual Option:** None

**Closing Date/Time:** 03/17/2025

**Salary:** Anticipated Starting Salary \$8,481 Monthly; Full Range \$8,481-\$12,612 Monthly

**Job Type:** Salaried

**Category:** Full Time

**County:** Cook

**Number of Vacancies:** 1

**Plan/BU:** VR704

- This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.
- All applicants who want to be considered for this position **MUST** apply electronically through the [illinois.jobs2web.com](https://illinois.jobs2web.com) website. State of Illinois employees should click the link near the top left to apply through the **SuccessFactors** employee career portal.
- Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.
- 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.

**Posting Identification Number 43947**

### 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

Under the Division of Forensic Science serves as working supervisor at an off-site facility, including establishes annual goals and objectives; evaluating laboratory reports from the Toxicology section to ensure adherence to Command guidelines; coordinates examination of cases with other laboratory sections; maintains oversight of the off-site security, mechanical and operational needs.

### 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

- Performs technical and supervisory duties as the Assistant Laboratory Director for the Toxicology Section of the Forensic Science Center at Chicago (FSC-C).
- Administers the safety program and serves as the quality representative for the facility.
- Responsible for the analysis of casework and the administration of the Toxicology Section.
- Manages on-site operation.
- Review and evaluates the section's annual budget.
- Engages in ongoing learning of scientific information.
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## Minimum Qualifications

- 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, forensic sciences, or related discipline.
- Requires three years of professional forensic science experience such as would be gained at the advanced caseworker level.

## Preferred Qualifications

- Prefers a minimum of five years of work experience performing laboratory techniques and analytical methods utilized in Drug Chemistry, Trace Chemistry, or Toxicology forensic science discipline areas.
- Prefers at least two years of work experience supervising subordinate staff at a laboratory or business providing for their career development.
- Prefers at least three years of work experience applying State, Federal, and local criminal laws and regulations as they relate to the forensic examination and chain-of-custody of forensic evidence.
- Prefers at least one year of work experience in developing, implementing, and enforcing policies, procedures and quality standards for a forensic science laboratory.
- Prefers at least one year of work experience triaging forensic evidence submission and casework approach accounting for the various forensic science laboratory services provided and the different disciplines' examination techniques.
- Prefers at least one year of work experience in developing a laboratory budget for resources to include personnel and equipment needs or assisting in the preparation and implementation of the laboratory budget.
- Prefers at least one year of work experience in the principles and practices of public and business administration including preparing administrative reports.
- Prefers a Master's degree with coursework in one of the biological, natural, physical, forensic sciences, or related discipline.

## 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.
- Ability to travel on an as-needed basis.
- Ability to maintain proficiency in forensic science casework on an as-needed basis.
- No felony or misdemeanor convictions.
- The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job descriptions.

## 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](mailto:ISP.JobPostings@illinois.gov)

**Posting Group:**Science, Technology, Engineering & Mathematics

This position DOES NOT contain “Specialized Skills” (as that term is used in CBAs).

#### **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](http://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](http://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](http://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](mailto:donotreply@SIL-P1.ns2cloud.com)
- [systems@SIL-P1.ns2cloud.com](mailto:systems@SIL-P1.ns2cloud.com)