

Job Title: SENIOR PUBLIC SERVICE ADMINISTRATOR OPT 7- 40070

Requisition ID **4582** - Posted **06/29/2021** - (Rockford - 200 S Wyman St)
(Administration/Management) - **Northern Region** - (Winnebago)

Agency: Illinois State Police

Closing Date/Time: 07/13/2021

Salary: \$4,295-\$12,734 MONTHLY

Job Type: Salaried Full Time

County: Winnebago

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 Rockford Forensic Science 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 a full-time supervisor.

- Assigns and reviews work.
- Provides guidance and training to assigned staff.
- Counsels staff regarding work performance.
- Reassigns staff to meet day-today operating needs.
- Establishes annual goals and objectives.
- 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 of the facility by keeping the inventory of keys and access cards for the laboratory, limiting access to secured areas to include evidence vaults.

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 promote 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 the 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 fact and analyzes potential consequence to develop options and suggestions for improvements or changes.
- Implements decisions and/or develops recommendations for the Bureau Chief.
- Directors 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 use 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.

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

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- 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.

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.

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