STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

DNA ANALYST
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future DNA Analyst positions in the State Crime Laboratories within the Department of Justice which perform highly specialized DNA analysis testing, including DNA databank analysis, relating to felony criminal investigations. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future, rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This series encompasses positions located in the Department of Justice's State Crime Laboratories which perform highly specialized forensic scientific testing, analysis, and research work in DNA analysis relating to felony criminal investigations.

C. Exclusions

Excluded from this classification series are the following types of positions:

1. Positions which, for a majority of the time, perform duties which are more appropriately classified as Computer Evidence Recovery Specialist, Controlled Substance Analyst, Firearm and Toolmark Examiner, Forensic Science Training Coordinator, Forensic Imaging Specialist, Fingerprint and Footwear Examiner, Quality Assurance Coordinator, Examiner of Questioned Documents, Toxicologist, and Trace Evidence Examiner.

2. Positions which meet the statutory definition of supervisor or management as defined in Wis. Stats. 111.81 (19) and (13).

3.   Positions which, for a majority of the time, are assigned and perform duties which are more appropriately classified by other classification specifications, e.g., Chemist, Microbiologist, Medical Technologist, Environmental Toxicologist.

4.   Positions which, for a majority of the time, are assigned and perform duties which are more appropriately classified as Fingerprint Technicians.

5.   Positions specializing in policy analysis, program planning, facility or regional planning, program evaluation, purchasing or budgeting activities for a majority of the time.

6.   Positions responsible for activities found in a hospital, clinic, or institution laboratory, or related to misdemeanor criminal investigations, or found in a teaching laboratory for a majority of the time.

D.   Entrance Into and Progression Through This Classification Series

Employees enter this classification series by competitive examination. Progression to the senior level may occur through reclassification, after the attainment of the specified training, education, or experience. Progression to the advanced level occurs through competition. Entrance into the senior level Team Lead allocation will require competition.

II.   DEFINITIONS

DNA ANALYST

Positions work under close progressing to limited supervision. Principles and practices have been learned prior to entrance into this classification series. The emphasis is in developing skills in the examination of blood, bloodstains and body fluids and stains or DNA databank samples; and developing an understanding of and applying the statutes, rules, regulations, administrative codes and standards required in the program area. Initial work assignments are well defined and short term in duration. Over time the work assignments become long term or short term with the employee expected to exercise independent judgment in determining specifics and priorities, as the objectives are progressively less clear. The positions may be in contact with outside entities and may have assignments which cross program lines depending on where the individual employee's performance level is determined. The supervisor reviews the work to determine the completeness or accuracy and adherence to policy.

Positions in this series perform scientific analysis of evidence, including blood and bloodstains, body fluids, and stains of body fluids, hair, and any other items needing DNA or related analyses; perform forensic serological and biochemical tests for the identification of blood and other bodily fluids, both as liquid and stains; generate DNA profiles using standard Crime Laboratory procedures; perform visual and microscopic examinations of hairs; perform examination of DNA databank samples for the purpose of quality assurance; review databanking results returned from contract labs for quality, quantity and timeliness; and compare evidence from victims, scenes, or instruments of crimes to evidence from suspects, scenes, or instruments of crimes in order to associate or dissociate the questioned evidence with the crime. Positions submit unidentified genetic profiles generated from their casework for upload to the Combined DNA Index System (CODIS) and National DNA Index system (NDIS) for comparison with convicted offender profiles and other case profiles.

DNA ANALYST – SENIOR

Positions allocated to this level function at the full performance level and independently perform complex DNA examinations of physical evidence. Positions at this level perform all of the duties identified at the DNA Analyst level and in addition testify in court as an expert witness; perform quality assurance

procedures to maintain high standards for a quality work product; prepare confidential reports of analytical laboratory findings, evaluations and conclusions; conduct related research; maintain equipment; conduct laboratory tours and training sessions for new section members as well as for law enforcement and other related groups; may be "on call" to provide law enforcement agencies with technical assistance at crime scenes and autopsies; and consult with and provide assistance to law enforcement personnel relative to the services of the laboratory. Work at this level is differentiated from the DNA Analyst level both by the complexity of cases assigned, and the degree of independence the scientist has in the DNA analysis performed. Some positions at the senior level will serve as a team leader for a group of other DNA Analysts. The work is performed under general supervision, with general review of casework by peers, advanced level DNA Analysts, and Crime Laboratory Supervisors, where applicable.

<u>Representative Position</u>:

<u>DNA Team Leader</u>: Team leaders will serve as a member of the technical lead team for the sole Technical Unit Leader. A team leader will provide leadership in daily operational and scientific duties or special projects as assigned by the Forensic Scientist Supervisor. In addition to their case work responsibilities, additional team leader duties will include some combination of the following: Team case assignment and management; method development; in-house training; validation; quality assurance (i.e., evaluation, operations and equipment); safety; public relations and outreach (law enforcement training/instruction); robot administration; and local CODIS administration.

DNA ANALYST - ADVANCED

In addition to the duties described at the Senior level, these positions also function as the technical expert in DNA analysis. These positions provide technical assistance to the Forensic Scientist Supervisor in assessing the needs of submitters for service from the section, prioritizing and assigning cases to maximize service; reviewing work of other section scientists and administering the quality assurance plan for the section; preparing justifications and specifications; maintaining supplies and equipment; assisting in the recruitment, selection, and training of new personnel; assisting in the establishment of goals and objectives for the section; and assisting in the performance evaluation process when requested. The work is performed under the general supervision of a Forensic Scientist Supervisor.

III.   QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV.   ADMINISTRATIVE INFORMATION

This classification series was created effective July 14, 2002, and announced in Bulletin MRS-SC-141. These positions were previously classified as Forensic Scientists. The classification was modified effective November 9, 2008, and announced in Bulletin OSER-0231-MRS/SC to add an allocation for the senior-level positions that serve as Team Leader. This classification was modified effective February 10, 2013 and announced in Bulletin OSER-0319-MRS/SC to adjust the Advanced level to reflect changes in the Crime Laboratory Bureau's use of technical unit leads.

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