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**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

FORENSIC SCIENCES DIRECTOR

I. INTRODUCTION

A. Purpose and Use of this Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code for making classification decisions relative to the supervisory and management positions located within the Department of Justice's Division of Forensic Sciences (DFS) that function as the Deputy Division Administrator or as a Bureau Director. The State Crime Laboratories perform complex scientific analyses in the areas of drug identification chemistry, fingerprint and footwear identification, ten-print examination, firearms and toolmarks identification, photography, DNA/serology, DNA databank, toxicology, trace evidence analysis, and crime scene response. 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 the 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 classification encompasses positions that meet the definitions of management and supervisor as defined in s. 111.81 (13) and (19), Wis. Stats. in the Department of Justice's Division of Forensic Sciences. These positions direct a major and significant administrative or scientific program and serve as: 1) Deputy Division Administrator, 2) Madison Crime Laboratory Bureau Director, 3) Milwaukee Crime Laboratory Bureau Director, 3) Wausau Crime Laboratory Bureau Director, or 5) Quality Assurance Bureau Director.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions of management and supervisor as defined in s. 111.81(13) and (19), Wis. Stats.
2. Positions which spend the majority of time managing or supervising program areas which are not primarily of a true scientific nature. For example, positions specializing in policy analysis, program planning, facility or regional planning, land use, program evaluation, purchasing,

personnel, or budgeting activities which do not require the ongoing application of professional scientific principles and which are better identified within a different classification series.

3. Positions which spend the majority of time performing scientific work or analyses relating to the preservation of natural resources or environmental protection, or the management or supervision of such employees.
4. Positions which spend the majority of time functioning as first-line supervisors or managers of Chemists, Microbiologists, Medical Technologists, or other related scientists in laboratories other than the State's Crime Laboratories.
5. All other positions which are more appropriately identified by other classifications.

D. Entrance Into This Classification

Employees enter this classification through competition.

II. DEFINITION

FORENSIC SCIENCES DIRECTOR

The Deputy Division Administrator position provides oversight on the overall administration and management of Division of Forensic Sciences programs and services, and developing long range plans for operations and policies. This position is responsible for the supervision of DFS's bureau directors; leading the development of policies and procedures; planning and coordinating work flows; and functioning as a principal advisor to the Administrator in the areas of administrative management and services including personnel, facilities, fiscal, and purchasing. Work involves strategic planning and providing guidance to the entire division; assisting in the development of goals for the division related to case volume, quality standards, and customer service levels; analyzing capabilities, allocating and/or requesting resources, and providing information to executive staff and other interested parties as it relates to new laws impacting evidence submissions to the division; providing information to law enforcement and other interested parties regarding enhancements or changes in services available through the division; and performing special assignments within the program area. General direction is received from the division administrator.

Positions that function as bureau directors are responsible for: (1) the direction of scientific services through subordinate supervisors, professional, and technical positions in a variety of classifications located in one of the DFS locations; or (2) the direct management of multiple professional positions in a variety of classifications responsible for the quality assurance program that has statewide oversight of policies and procedures within the Division of Forensic Sciences.

- 1) Positions that function as Crime Laboratory Bureau Directors are responsible for the oversight and formulation and implementation of rules, policies, and procedures; planning and coordination of the assigned region's service delivery and accreditation; supervision and management of the staff and fiscal resources allocated to the laboratory; implementation of customer and public relations activities; management of facilities, security and space requirements; developing and implementing long range bureau goals; and serving as the bureau records officer.
- 2) The position that functions as the Quality Assurance Bureau Director is responsible for division wide formulation, determination and implementation of management policy as it relates to the Division of Forensic Sciences' Quality Assurance Program. This position is a key policy advisor to the crime laboratories regarding quality and accreditation standards. Duties will include formulation and implementation of rules, policies and procedures; management of the Wisconsin State Crime

Laboratories' accreditation process and preparation; implementation of industry required audits and training; addressing complex quality issues such as non-conformance and proficiency testing; and managing fiscal responsibilities related to training, accreditation, proficiency testing and instrumentation.

III. QUALIFICATIONS

The qualifications required for this classification will be determined on a position-by-position basis at the time of recruitment. Such determinations will be based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience(s) which provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification specification was created effective April 19, 1992 and announced in Bulletin CC-392 as a result of the Science Survey. This classification was modified effective December 5, 2010 and announced in Bulletin OSER-0275-CLR/SC to reflect changes in the management structure of the Wisconsin Crime Laboratory System. The classification was modified effective October 7, 2012 and announced in Bulletin OSER-0319-MRS/SC to reflect changes of the Wisconsin Crime Laboratory System to the WCL Bureau and to update the duties identified. This classification was retitled and modified effective September 29, 2019 and announced in Bulletin DPM-0503-CC/SC to reflect the creation of the Division of Forensic Sciences and to update the level of responsibility and job tasks completed.

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