

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

FORENSIC SCIENCE PROGRAM CHIEF

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 positions located within one of the Department of Justice's State Crime Laboratories. The State Crime Laboratories perform complex scientific analyses in the areas of Drug Identification Chemistry; Fingerprint and Footwear Identification; Firearms and Tool marks Identification; Photography; Questioned Documents Identifications; DNA/Serology; Toxicology; and Trace Evidence Analysis.

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 in the Department of Justice's Crime Laboratory system that function as a Laboratory Manager of one of the full service laboratory facilities or as the Deputy Crime Lab Bureau Director responsible for assisting the Crime Laboratory Director with oversight of the three laboratory facilities.

The State's Crime Laboratory facilities perform highly specialized forensic scientific testing and analysis in one or more areas of specialization (as listed in Section I.A) for the purpose of analyzing and identifying materials, substances, chemicals, objects, devices, tools, machines and individuals connected to felony criminal investigations.

Work involves managing the day to day operations of the laboratory locations. Positions are responsible for managing local supervisors; implementing and managing quality assurance programs and providing input to the Quality Assurance Manager; instructing employees and supervisors on changes in policies, programs, rules, laws, procedures, rules, and/or regulations; evaluating staff work activities to ensure uniform interpretation and application of laws and standards and performing special assignments within the program area.

Per Wis. Stats., sec. 111.81(13), " 'Management' includes those personnel engaged predominately in executive and managerial functions, including such officials as division administrators, bureau directors, institutional heads, and employees exercising similar functions and responsibilities as determined by the [Wisconsin Employment Relations] commission." The

position will participate in the formulation, determination, and implementation of management policy.

C. Exclusions

While the focus of positions allocated to this classification is administrative and managerial, all positions in this classification require background in a professional laboratory environment and extensive knowledge of forensic science.

Excluded by this classification specification are positions responsible for spending a majority (i.e. 50% or more) of their work time supervising employees in the performance of the following duties and functions or performing the following:

1. Managing/supervising in 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.
2. Scientific work or analyses relating to the preservation of natural resources or environmental protection or the management or supervision of such employees.
3. Functioning as first-line supervisors or manager of Chemists, Microbiologists, Medical Technologists or other related scientists in laboratories other than the State's Crime Laboratories.
4. Positions responsible for strategic crime laboratory planning and guidance to the Crime Lab Bureau which are more appropriately classified as Crime Laboratory Director.
5. All other positions which are more appropriately identified by other series.

D. Entrance Into This Classification

Employees enter this classification through competition.

II. DEFINITION

FORENSIC SCIENCE PROGRAM CHIEF

This is responsible professional managerial work in the field of crime laboratory management. Positions allocated to this classification (1) manage one of the Department of Justice's full-service State Crime Laboratory facilities. Responsibilities include: managing the regional laboratory both from a scientific and a policy/program standpoint; supervising local Forensic Scientists Supervisors; functioning as the liaison between Federal and State agencies as well as local law enforcement entities, the media and other agencies or parties interacting with the laboratory locations; or (2) function as the Deputy Crime Lab Bureau Director over all crime laboratory locations. Responsibilities include: managing the operations of the crime laboratory locations from a scientific and policy/program standpoint; supervising local Forensic Science Program Chiefs; and functioning as the liaison between Federal and State agencies as well as local law enforcement entities, the media and other agencies or parties interacting with the laboratory locations. Positions in this classification work to develop uniform procedures, policies and functions within the state-wide crime laboratory bureau and ensure consistent application. Positions at this level must maintain an extensive knowledge of scientific techniques and must keep abreast of changing scientific and technological developments and methods related to forensic science.

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 November 20, 2011, and announced in Bulletin OSER-0290-MRS/SC as a result of the Wisconsin Crime Laboratory System reorganization which created a centralized crime lab management team. 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 add an allocation for a Deputy Crime Lab Bureau Director.

KJC/PLW
LMH/PLW
67250