

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

ADMINISTRATOR, DIVISION OF FORENSIC SCIENCES

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 single position located within the Department of Justice that functions as the Administrator of the Division of Forensic Sciences. 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 the professional management position located in the Department of Justice that serves as the division administrator for the Division of Forensic Sciences. This position is responsible for the overall management and administration of the Division of Forensic Sciences and meets the statutory definitions of management and supervisor as defined in s. 111.81 (13) and (19), Wis. Stats. This leadership position provides the strategic direction for the programs and services, accreditation processes and all associated legal, fiscal and administrative matters for the division and implements statewide policy regarding forensic science. This position will provide information to executive staff and other interested parties as it relates to new laws impacting evidence submissions to the division.

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 that 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. Positions which spend the majority of time functioning as managers or supervisors of the day-to-day operations of the laboratory locations that are more appropriately classified as Forensic Sciences Director.
6. All other positions which are more appropriately identified by other classifications.

D. Entrance Into This Classification

Employees enter this classification through competition.

II. DEFINITION

The position allocated to this classification functions as the Administrator of the Division of Forensic Sciences within the Department of Justice. This executive level position manages all activities of the Division of Forensic Sciences and oversees laboratory administration across multiple locations. The position is responsible for ensuring quality scientific functions; management of the division to include the monitoring and direction of on-going programs and activities; and the development and oversight of the division's budget and business plans, and personnel activities. This position also directs, coordinates, manages and evaluates all internal and external operations for the division; establishes, implements, and maintains policies and procedures; establishes objectives, goals and work priorities; and ensures compliance with state and federal laws. This position will function as the liaison between Federal and State agencies, the media, and other agencies or parties interacting with the Division of Forensic Sciences. Positions at this level must keep abreast of changing scientific and technological developments related to forensic science and methods utilized by other state crime laboratories

General direction is received from the Department of Justice's Office of the Attorney General.

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 September 29, 2019 and announced in Bulletin DPM-0503-CC/SC to reflect the creation of the Division of Forensic Sciences. This Senior Management position was created as a result of the reorganization.

