

**State of Washington
Washington State Patrol
invites applications for the position of:
WSP Forensic Laboratory Services Bureau
Director**

careers.wa.gov
Working for Washington State

SALARY: \$14,175.00 - \$15,750.00 Monthly

OPENING DATE: 04/01/21

CLOSING DATE: Continuous

DESCRIPTION:



Application review will be ongoing, therefore we encourage you to submit your application materials as soon as possible.

First review of applications will be April 15, 2021.

About The Area

The City of Olympia is located in Thurston County. The county is 774 square miles in size and is located at the southern tip of Puget Sound in beautiful Washington State. Majestic Mount Rainier and the rugged Cascades are nearby to the east, while Washington's Pacific Ocean coast is just an hour's drive to the west. Thurston County is 60 miles south of Seattle and is 100 miles north of Portland, Oregon. The area has it all: ocean waters, mountains, rivers, forests, rural splendor and seclusion; cities and shopping; not to mention affordable housing, good wages, strong, stable employment and school systems that are some of the best in the State. Blessed with a mild climate, outdoor activities like biking, boating, hiking, tennis, and golf can be enjoyed year-round in Thurston County. Livability is a key word when describing the county.

Olympia, along with neighboring cities Lacey and Tumwater, have experienced significant growth over the past several years. The county is now home to more than 290,000 residents with approximately half living in the urban tri-city area, while others prefer the smaller towns of Yelm, Tenino, Rainier and Bucoda, and the unincorporated Thurston County area. Thurston County is one of the fastest growing areas in Washington State.

About The Agency

The Washington State Patrol (WSP) is an internationally accredited public safety agency made up of approximately 2,200 employees statewide who work in a variety of specialties and programs. The agency's six bureaus provide essential contributions to the WSP mission.

Mission Statement

The Washington State Patrol makes a difference every day, enhancing the safety and security of our State by providing the best in public safety services.

The Field Operations Bureau is comprised of eight districts. Field Operations is primarily responsible for traffic law enforcement, collision investigation, and motorist assists on 17,524 miles

of state and interstate highways.

The Investigative Services Bureau consists of six divisions that provide various public services, including vessel and terminal safety; narcotics investigation and dismantling of clandestine labs; fatality, criminal and missing person investigations; computer forensics; and organized crime intelligence.

The State Fire Marshal and Fire Protection Bureau have broad responsibility to ensure fire and life safety for the people of Washington State. The Fire Protection Bureau consists of Emergency Mobilization, Fire code and Information Services, Fire Services Training, and the Regional Fire Protection Services.

The Forensic Laboratory Services Bureau is comprised of the Toxicology Laboratory and Crime Laboratory Divisions as well as the Impaired Driving Section. The bureau coordinates the efforts of the State's Breath Alcohol Test Program, Drug Evaluation and Classification (DEC) Program, six Crime Laboratories, the Latent Print Laboratory, the Combined DNA Index System (CODIS) laboratory, and the State Toxicology Laboratory.

The Commercial Vehicle Enforcement Bureau is responsible for protecting state infrastructure by enforcing size, weight and load laws, ensuring compliance of commercial motor vehicle regulations and consists of the Commercial Vehicle Division, the Motor Carrier Safety Division and the Property Management Division.

The Technical Services Bureau provides many diverse support services to the entire department, as well as many other law enforcement and government agencies throughout the state, and members of the general public. This bureau is comprised of the Communications Division, Electronic Services Division, Human Resource Division, Information Technology Division, Risk Management Division, and the Training Division.

DUTIES:

About the Bureau

The Forensic Laboratory Services Bureau (FLSB) was formed in 1999 when the Washington State Toxicology Laboratory merged with the Washington State Patrol Crime Laboratory Division. The FLSB provides professional accredited forensic science services to law enforcement agencies, prosecuting attorney offices, medical examiners and coroners, and other criminal justice agencies.

The Crime Laboratory Division operates five multiservice crime laboratories in addition to two limited service laboratories throughout the state. These laboratories provide quality forensic services and training to over 300 law enforcement agencies within Washington State. All laboratories are accredited through the American Society of Crime Laboratory Directors.

The Washington State Toxicology Laboratory performs drug and alcohol testing for coroners, medical examiners, law enforcement agencies, prosecuting attorneys, and the State Liquor Control Board in all 39 Washington counties. The laboratory receives approximately 10,000 cases per year of which approximately 50 percent are law enforcement DUI cases and 50 percent coroner/medical examiner cases.

The Impaired Driving Section is made up of the Breath Test and Drug Recognition Expert Programs of the Washington State Patrol. Drug Recognition Experts (DREs) are trained to recognize the symptoms of intoxication for seven different categories of drugs. The Breath Test Program manages and maintains all evidentiary breath-testing instruments in the state and provides all recertification training. This section provides computerized statistical data and analysis related to DUI enforcement to members of the criminal justice community and also provides expert witness testimony in support of the statewide breath alcohol testing program.

The Position Profile

This is an exempt, at-will position (special deputy per RCW 43.43.020) reporting to the Chief of the Washington State Patrol. The Director of Forensic Laboratory Services acts in concert with the Washington State Forensic Investigations Council (FIC) in the development and implementation of statewide policy for forensic services to ensure the public safety mission and goals of the agency are achieved. In addition to staff supervision and budget responsibility, the FLSB Director maintains liaison with other departments and agencies, the FIC, Washington Association of County Officials, and other criminal justice agencies to allow customer input, an interchange of goals, policies, procedures, and budgetary considerations.

In addition to administering resources and managing people and programs, the FLSB Director is responsible for the staffing, budget, accreditation, fiscal policy, legislative requests, policy development, training, technical assistance and human resources for the bureau. Serving as the principal advisor to the Chief of the Washington State Patrol on all matters relating to forensic services, the FLSB Director will also provide advice and consultation to the Governor and the Legislature as necessary.

The responsibilities and essential functions of this position are as follows:

- Administer the orders, directives, and plans of the Chief of the WSP in order to effectively ensure the organizational objectives of the department are achieved.
- Establish the operational policies and procedures of the FLSB.
- Set goals, objectives, and strategic direction for the FLSB.
- Provide clear objectives and direction for FLSB division commanders allowing them to make decisions and solve problems.
- Maintain liaison with other departments and criminal justice agencies including the Forensic Investigations Council, the Washington Association of Sheriffs and Police Chiefs, the Washington Association of Prosecuting Attorneys, and the Washington Association of County Officials.
- Determine the needs of the criminal justice community and direct the appropriate resources to ensure those needs are met effectively and efficiently.
- Ensure FLSB personnel understand and adhere to established policies and procedures of FLSB and the WSP.
- Establish effective vertical and horizontal coordination and lines of communication among departmental divisions, districts, and sections.
- Assist the Chief in developing the agency's vision and ensuring agency resources are directed to accomplish the Strategic Plan.
- Ensure all FLSB functions maintain their professional accreditation.

QUALIFICATIONS:

Required Knowledge, Skills, and Abilities:

- A Master of Science Degree in forensic science, natural science, or closely related field is required.
- Thorough knowledge of the modern principles and practice of the forensic sciences.
- Understanding of scientific principles in biology, physics and chemistry.
- Understanding of management concepts with ten years or more of increasingly responsible management and leadership experience.
- Knowledge of accreditation programs and standards.
- Knowledge of the national trends and developments in the management of forensic laboratory services.
- Willingness to delegate authority and carry out assignments.
- Willingness and ability to understand, support, and comply with departmental goals, objectives, policies, and procedures.
- Ability to understand and apply state statutes and directives concerning the administration of various criminal justice services.
- Knowledge of budgetary methods and accounting procedures.

- General knowledge of human resource issues, training and adult learning, accreditation, audits and inspections, and internal administrative investigations and procedures.
- Ability to communicate orally and in writing at all levels.
- Willing and able to occasionally travel throughout the state.

Preferred/Desired Education, Experience, and Competencies.

- A Doctoral Degree in science or forensic science is desirable.
- Ten years or more of increasingly responsible management and leadership experience in a crime laboratory system, with an emphasis on the ability to lead a statewide technical assistance and policy organization.
- Other requirements as the Chief deems necessary.

SUPPLEMENTAL INFORMATION:

The act of submitting application materials electronically is considered affirmation that the information is complete and truthful. The agency will verify this information and any untruthful or misleading answers will be cause for rejection of potential employment.

Salary Range

The salary range for this position is \$14,175 to \$15,750 monthly; however, as the final authority, the WSP Chief will set the salary in the range based on the incumbent's experience and competencies for the position.

How to Apply:

Please complete the on-line application process at www.careers.wa.gov.

If you have questions regarding this announcement, please contact Tracy Moore at (360) 704-2315 or tracy.moore@wsp.wa.gov.

Veteran's Preference:

Applicants who meet the minimum qualifications and wish to claim Veterans Preference **MUST attach a copy of their Form DD214**, or other verification of military service, that shows the type of military discharge. Typically this is found on the Member 4 version of the Form DD214. Please blackout any personally identifiable data such as social security numbers.

Note: Applicants claiming veteran's preference points must attach the documentation with each on-line application. **If you do not provide appropriate documentation to qualify for these preference points, the points will not be awarded.** Preference will not be granted until service documents are verified. Documents must be received by the closing date of the announcement.

For additional information on Veterans Preference and guidance on how to determine if you are eligible, [click here](#).

We thank you and are grateful for your service.

Selection Process:

The hiring authority reserves the right and may exercise the option to make a hiring decision at any time. Candidate evaluation will be ongoing. It will be to the applicant's advantage to submit application materials as soon as possible.

The candidate evaluation and selection process will include a preliminary screening of application materials for qualifications, clarity and completeness. The applicants who meet or exceed the required qualifications and possess the most competitive background in directly related experience, knowledge, and training may be invited for interviews and testing by one or more panels.

Polygraph & Background Investigation: Prior to a hire, a polygraph examination and background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position.

Applicants are required to sign release of information forms and will not have access to any investigative materials, files, or results. The Washington State Patrol has strict guidelines relating, but not limited to, personal and employment characteristics, arrests, convictions, and illegal drug usage, etc. During the polygraph examination, candidates are required to sign an assessment sheet and participate in an oral interview process to verify responses to the Personal Background Evaluation, the Personal History and Background Questionnaire, and a Pre-Employment Interview. **Untruthful or misleading answers or omissions will be treated as a falsification which will be cause for rejection of potential employment.**

Transcripts:

Education verification is part of the selection process. If selected as a top candidate, all position required or applicant specified education must be verified. If High School diploma or equivalent is required but the applicant indicates a degree has been earned, the accredited degree will be accepted in place of the High School diploma or equivalent. Please do not send these transcripts at the time of application. If you are selected as a top candidate you will be contacted by the Human Resource Division and asked to provide transcripts at the appropriate time.

Other Information:

Persons with a disability, who need assistance in the application or assessment process, or those needing this announcement in an alternative format, may call (360) 704-2317. Applicants that are deaf or hard of hearing may call through the Washington Relay Service 7-1-1 or 1-800-833-6384.

The Washington State Patrol actively supports Diversity, Equity, Inclusion in the workplace, and is an Equal Opportunity Employer.

WSP Forensic Laboratory Services Bureau Director Supplemental Questionnaire

- * 1. No additional point value is given for questions 1-3. Have you ever worked for the Washington State Patrol (WSP)?
 - Yes
 - No
- 2. If you answered "yes" to question #1, what month/year were you last employed with WSP?
- 3. If you answered "yes" to question #1, what district/division were you assigned to prior to separation from WSP?
- * 4. +WSP-PBE01 - The Washington State Patrol has strict hiring standards for all employees within our agency. Carefully review questions 5 - 23 and respond honestly. If you are selected to move forward in the hiring process, you will be required to respond to these questions during a polygraph test. UNTRUTHFUL RESPONSES WILL RESULT IN YOUR PERMANENT DISQUALIFICATION FOR EMPLOYMENT WITH OUR AGENCY. "POSSESSION" is defined as having actual physical control of any illegal (non-prescribed) drug for personal use with the intent to commit a crime. "USE" is defined as trying, testing, or

experimenting - which includes but is not limited to – tasting, smoking, injecting, absorbing, sniffing, or inhaling. Note: Marijuana cannot be regarded as legal until federal law regards it as legal. Do you understand the importance of answering these questions honestly AND that untruthful responses will permanently disqualify you from employment with our agency?

- Yes
 No

- * 5. +WSP-PBE02 - For the questions related to past drug use, definitions of illegal Schedule 1-5 drugs are listed here for your reference: Schedule I (RCW 69.50.204) - Examples could include: Codeine, Heroin, Morphine, Ecstasy, LSD, Peyote, GHB, Methaqualone, Marijuana/Cannabis, etc. Schedule II (RCW 69.50.206) - Examples could include: Opium, Cocaine, Codeine, Hydrocodone, Oxycodone, Methadone, Methamphetamine, Amphetamine, Depressants, Hallucinogenic substances, etc. Schedule III (RCW 69.50.208) - Examples could include: Stimulants, Depressants, Hallucinogens, Ketamine, Anabolic steroids, Hallucinogenic substances, etc. Schedule IV (RCW 69.50.210) - Examples could include: Barbitol, Diazepam, Fludiazepam, Halazepam, Lorazepam, Phenobarbital, etc. Schedule V (RCW 69.50.212). Have you possessed or used any non-prescribed Schedule 1-5 drugs (except for Marijuana/Hashish) over five (5) times? This also applies to synthetic versions of these drugs.
- Yes
 No
- * 6. +WSP-PBE03 - Have you possessed or used any non-prescribed Schedule 1-5 drugs (except for Marijuana/Hashish) in the last three (3) years? This also applies to synthetic versions of these drugs.
- Yes
 No
- * 7. +WSP-PBE04 - Have you possessed or used Marijuana/Hashish in the past one (1) year? Note: Marijuana cannot be regarded as legal until federal law regards it as legal.
- Yes
 No
- * 8. +WSP-PBE05 - Have you ever possessed or used non-prescribed Opiates?
- Yes
 No
- * 9. +WSP-PBE06 - Have you ever possessed or used Heroin?
- Yes
 No
- * 10. +WSP-PBE07 - Have you ever injected any non-prescribed illegal drugs?
- Yes
 No
- * 11. +WSP-PBE08 - Have you ever trafficked, sold, offered to sell, or transported for sale any illegal drugs?
- Yes
 No
- * 12. +WSP-PBE09 - Have you ever possessed or used any non-prescribed Schedule 1-5 drugs (except Marijuana/Hashish) after submitting any law enforcement application?
- Yes
 No
- * 13. +WSP-PBE10 - Have you ever used or illegally possessed any non-prescribed Schedule 1-5 drugs while employed by a law enforcement agency (this includes military law enforcement)?
- Yes
 No

- * 14. +WSP-PBE11 - Have you intentionally inhaled (huffed) any aerosol or substance (nitrous oxide, whippets, paint, glue, DXM, etc.) in the last three (3) years?
 Yes
 No
- * 15. +WSP-PBE12 - For the following questions, the term "conviction" refers to any disposition adverse to you. A decision not to prosecute, a dismissal, or acquittal will not be considered a conviction for the purpose of these questions; however, a dismissal received after a period of probation, suspension, or deferral of prosecution or sentence will be considered a conviction for the purposes of these questions. Have you ever been convicted of a felony?
 Yes
 No
- * 16. +WSP-PBE13 - Have you ever been convicted of a misdemeanor involving DUI?
 Yes
 No
- * 17. +WSP-PBE14 - Have you ever been convicted of a misdemeanor involving the use or possession of firearms in the commission of a crime, crimes of violence (i.e., domestic violence, assault, sex crimes, etc.), or controlled substances?
 Yes
 No
- * 18. +WSP-PBE15 - Have you been convicted of a misdemeanor in the last three (3) years?
 Yes
 No
- * 19. +WSP-PBE16 - Have you been convicted of a misdemeanor (other than those listed in PBE13) OVER the age of 21?
 Yes
 No
- * 20. +WSP-PBE17 - Have you ever been convicted of a misdemeanor UNDER the age of 21?
 Yes
 No
- * 21. +WSP-PBE18 - Have you been convicted of more than two (2) major moving violations (Reckless Driving, Negligent Driving 2nd Degree, etc.) in the last ten years?
 Yes
 No
- * 22. +WSP-PBE19 - Have you ever been convicted of a crime or had a charge reduced or dismissed for any reason?
 Yes
 No
- * 23. +WSP-PBE20 - If you answered Yes to one or more questions listed in #5 through #22, you MUST provide detailed information (including dates) for each situation. NOT PROVIDING AN EXPLANATION FOR EACH YES ANSWER WILL DISQUALIFY YOU FROM FURTHER CONSIDERATION FOR THIS POSITION. If you marked No to each of these questions please type -Does not apply-.
- * 24. Are you legally authorized to work in the United States?
 Yes
 No
- * 25. Will you now or in the future require sponsorship for an immigration-related employment benefit? For purposes of this question "sponsorship for an immigration-related employment benefit" means "an H-1B visa petition, an O-1 visa petition, an E-3 visa

petition, TN status and 'job flexibility benefits' (also known as 1-140 portability or Adjustment of Status portability) for long-delayed adjustment of status applications that have been pending for 180 days or longer." (Please ask us if you are uncertain whether you may need immigration sponsorship or desire clarification.)

- Yes
 No

- * 26. As part of the pre-employment process, are you willing and able to undergo an extensive background investigation? This would include a polygraph examination, credit check, criminal records check, and fingerprinting.

- Yes
 No

- * 27. Do you possess a valid Washington State driver's license or can you obtain one within 30 days of employment?

- Yes
 No

- * 28. Are you willing and able to travel throughout the state as needed?

- Yes
 No

- * 29. Do you have a Master's degree (or higher) in natural science, forensic science, or closely related field?

- Yes
 No

- * 30. Which of the following describes your increasingly responsible management experience?

- I have less than 5 years of this experience.
 I have between 5 and 10 years of this experience.
 I have at least 10 years of this experience.
 I have between 10 and 15 years of this experience.
 I have more than 15 years of this experience.
 I do not have this experience.

- * 31. Which one of the following best describes your increasingly responsible management and leadership experience IN A CRIME LABORATORY SYSTEM, with an emphasis on the ability to lead a statewide technical assistance and policy organization?

- I have less than 5 years of this experience.
 I have between 5 and 6 years of this experience.
 I have between 6 and 7 years of this experience.
 I have between 7 and 8 years of this experience.
 I have between 8 and 9 years of this experience.
 I have between 9 and 10 years of this experience.
 I have more than 10 years of this experience.
 I do not have this experience.

- * 32. In detail, please describe your experience applying state statutes and directives concerning the administration of various criminal justice services. If you do not have this experience, please respond with "I do not have this type of experience."

- * 33. Which of the following best describes your experience with state policy and legislative processes, including development and negotiation of request legislation, legislative testimony, and working with Legislators and legislative staff in forming legislation?

- I have less than 5 years of this experience.
 I have between 5 and 6 years of this experience.
 I have between 6 and 7 years of this experience.
 I have between 7 and 8 years of this experience.
 I have between 8 and 9 years of this experience.

- I have between 9 and 10 years of this experience.
 - I have more than 10 years of this experience.
 - I do not have this experience.
- * 34. Which of the following best describes your experience developing and monitoring operating budgets, including analyzing and developing decision packages; monitoring the utilization of appropriated funds and grants; reviewing and approving the acquisition of equipment, supplies, and services; monitoring contract performance; and making recommendations for agency action regarding grant proposals?
- I have less than 5 years of this experience.
 - I have between 5 and 6 years of this experience.
 - I have between 6 and 7 years of this experience.
 - I have between 7 and 8 years of this experience.
 - I have between 8 and 9 years of this experience.
 - I have between 9 and 10 years of this experience.
 - I have more than 10 years of this experience.
 - I do not have this experience.
- * 35. How did you learn about this job opportunity?
- www.careers.wa.gov
 - WSP Employee
 - WSP Recruiter
 - WSP Jobs Page
 - Facebook
 - Twitter
 - LinkedIn
 - American Academy of Forensic Sciences (AAFS)
 - The American Society of Crime Laboratory Directors (ASCLD)
 - California Association of Criminalists (CAC)
 - International Association for Identification (IAI)
 - Society of Forensic Toxicologists, Inc. (Soft-Tox) Job Board
 - Job Fair
 - Newspaper
 - Other State Agency
 - Other Website
 - Other Professional Association
 - Radio
 - University Job Board
 - WorkSource
 - Community Based Organization

* Required Question