

Forensic Scientist Supervisor

Position Summary:

This position acts as a mid-level Supervisor within the Division of Forensic Sciences, Wausau Crime Laboratory Bureau. They independently supervise one or more technical units, perform case management for the units supervised, assist the site Laboratory Director with certain administrative needs and oversee laboratory wide programs. In addition, they maintain compliance with ISO/IEC 17025, ANAB requirements for Accreditation of Forensic Science Testing Laboratories, and Division of Forensic Sciences' Policies and Procedures. This position works closely with law enforcement personnel, District Attorneys and their office personnel, and Crime Laboratory analysts. This position works under general supervision of the site Laboratory Director.

TIME % GOALS AND WORKER ACTIVITIES

25% A. Provision of personnel performance and supervision of assigned crime laboratory unit(s)

- A1. Recommend the hiring, assignment, reclassification, transfer, and promotion of personnel in technical units supervised. Actively contribute to efforts to attract, employ, and advance affirmative action groups in permanent, part-time and limited term employment.
- A2. Plan, instruct, and conduct training and orientation for forensic scientists and technicians in the appropriate methods of investigation, evaluation, monitoring and reporting workplace hazards.
- A3. Assist with planning, and monitor, training for forensic scientists and technicians in unit methods, policies, and procedures.
- A4. Supervise, coordinate, and review the work of forensic scientists and technicians in the technical unit(s) supervised.
- A5. Conduct annual and probationary evaluations of personnel in technical unit(s) supervised.
- A6. Recommend performance improvements, discipline, discharge, and suspension of personnel in the technical unit(s) supervised.
- A7. Monitor attendance, review and approve accurate timesheets.

35% B. Oversight of operations of assigned crime laboratory unit(s)

- B1. Maintain knowledge of state statutes applicable to the Division of Forensic Sciences, crime laboratory policies, submission guidelines, and accreditation requirements. Evaluate incoming submission requests to adhere to these requirements.
- B2. Assign cases within unit(s) supervised to maintain case priority, and effective use of time and lab resources.
- B3. Collaborate with supervisory counterparts within the Division of Forensic Sciences to maintain case workflow between units.
- B4. Consult with and provide assistance to law enforcement officers and attorneys regarding case submissions for the units supervised.
- B5. Perform administrative review of cases.
- B6. Prepare justifications and specifications for the purchase of supplies, services and equipment for the technical unit(s) supervised.

B7. Monitor expenses of the technical unit(s) supervised to assure correct and efficient use of funds.

15% C. Provision of policies, procedures, and laboratory standards to maintain compliance with assigned unit(s).

- C1. Ensure compliance with laboratory Quality Control program guidelines in order to meet accreditation standards.
- C3. Assist with completion and compliance of all internal/external audits performed in units supervised.
- C4. Participate in internal and external audits as requested.
- C5. Recommend needed changes to applicable laws, rules, regulations, policies, and procedures to higher level supervisors.

20% D. Provision of technical knowledge to DOJ entities, law enforcement, attorneys, and others.

- D1. Represent the Division of Forensic Sciences at various seminars, committee meetings and public speaking engagements.
- D2. Maintain liaison and working contacts with federal, state, and local agencies to include environmental/public health and/or related laboratories.
- D3. Conduct tours of the laboratory.
- D4. Provide expert testimony when required. Remain free of any Brady or Giglio obligations.
- D5. Advise DOJ attorneys on Division policies and procedures to assist with responses to a variety of legal claims.
- D6. Participate in DFS programs and initiatives to support Division operations.

5% E. Miscellaneous Other Duties

- E1. Analyze forensic science and related programs and assist in the development and implementation of improved forensic science and related analyses, instrumentation, evaluation, and regulatory techniques and procedures.
- E2. Actively contribute to efforts to attract, employ, and advance diverse Division employees. Ensure that processes relating to hiring, training, advancement, and performance evaluation reflect and progress DEI goals. Promote inclusion and equity throughout the Division.
- E3. Perform other administrative duties as assigned by the site Laboratory Director.

Knowledge, Skills and Abilities

1. General knowledge in hiring and training personnel.
2. Thorough knowledge and experience managing workflow, supervising and evaluating staff performance.
3. Thorough knowledge of submission guidelines as related to assigned unit(s).
4. Thorough knowledge of the crime laboratory's safety program principles as applied to the handling of forensic evidence.
5. General knowledge in developing and monitoring training of forensic scientists.
6. Thorough knowledge of laboratory policies and standards.
7. Knowledge of forensic science programs, analyses, instrumentation and procedures related to assigned unit(s).
8. Knowledge of program management techniques including analysis, plan development, implementation and evaluation.
9. General knowledge of quality control procedures.
10. Skill in organizing and prioritizing duties or tasks.
11. Ability to communicate in a clear, concise manner.
12. Ability to develop and maintain professional working relationships with lab submitters, staff, prosecutors and vendors.
13. Ability to apply policies, procedures, operations and goals of the Wisconsin Department of Justice and the Division of Forensic Sciences.
14. Ability to maintain confidentiality.
15. Ability to be detailed and accurate.
16. General knowledge of computer office programs and database systems.