

**ILLINOIS STATE POLICE
Division of Forensic Services
Forensic Sciences Command**

**Senior Public Service Administrator Option 7
Commander, Forensic Sciences Command**

Salary range: \$4,295 - \$10,093 per month.

Closing Date: June 30, 2009

Selection: Through an interview process.

Summary of duties:

This is a code (civilian) position responsible for but not limited to the following: manages and administers the ISP statewide forensic science laboratory system, Research and Development Laboratory and Statewide Training Program; determines priorities of a highly scientific staff; initiates, develops and implements methods of analysis, programs, and policies; manages technical and scientific resources.

Represents the Division in conferences, meetings, and correspondence with external and internal agency officials; determines short and long-range planning objectives. Formulates and directs the implementation of all policies within the Forensic Sciences Command involving the total management process; assists in formulating departmental policy.

Administers and evaluates current scientific programs and the technical performance of all programs; implements the extension and/or modification of scientific programs and methods of analysis; provided technical training and reviews of staff workloads.

Supervises staff, assigns work; approves time off; provides guidance and training; administers discipline; effectively recommends grievance resolutions; completes and signs performance evaluations. Establishes goals and objectives; counsels staff on problems with productivity, quality of work, and conduct; and determines staffing needs to achieve program objectives.

Qualifications for the Position:

The position requires: (1) completion of four years of college supplemented by a Master's degree with an emphasis on coursework in one of the biological, natural, physical, or forensic sciences or related disciplines; (2) requires three years of forensic science work experience such as can be gained at the Laboratory Director level; (3) must be court qualified in at least one of the forensic science disciplines.

Application procedure:

Interested individuals must access the Department of Central Management website for application procedures: <http://work.illinois.gov/>

In addition the Division of forensic Services requests a letter stating interest in the position and a copy of a current resume is sent to:

Ms. Carol Walters
Forensic Sciences Command
801 South 7th St Suite 900A
PO Box 19461
Springfield, Illinois 62703-2487