

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

IDENTIFICATION TECHNICIAN SUPERVISOR

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 a supervisory position located within the Department of Justice's Madison Crime Laboratory. The position allocated to this classification supervises Identification Technician positions and functions as the system administrator for the State's Automated Fingerprint Identification System (AFIS). This classification specification is not intended to identify every duty which may be assigned to the position, but is intended to serve as a framework for classification decisions 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 single supervisor position located within the Department of Justice's Madison Crime Laboratory. This position has responsibility for supervising technical employees classified as Identification Technicians. The position allocated to this classification serves as the first-line supervisor for the Technical Identification Section within the Madison Crime Laboratory and provides oversight and coordination of the statewide Automated Fingerprint Identification System (AFIS) for the Department of Justice and other state law enforcement agencies with a remote AFIS. This position must continue to maintain certification of having successfully completed FBI and DOJ ten-print fingerprint and AFIS training courses in order to remain in this classification. The position allocated to this classification meets the statutory definition of supervisor, as defined in s. 111.81(19), Wis.Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that, for a majority of the time, supervise professional employees performing highly specialized, professional level forensic science testing, analysis, and research functions and who are more appropriately classified as Forensic Scientist Supervisor.

2. Positions that do not meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
3. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competitive examination.

II. DEFINITIONS

IDENTIFICATION TECHNICIAN SUPERVISOR

This is responsible work supervising staff at various levels within the Identification Technician series. This position functions as the supervisor of the Technical Identification Section located within the Madison Crime Laboratory of the Department of Justice. In addition to supervisory functions, this position is responsible for providing and maintaining an in-depth program for instruction. This includes entry level Identification Technicians and entry level Fingerprint and Footwear Examiners within the Crime Laboratories in the instruction of fingerprint pattern recognition and AFIS functions. This position also serves as the system administrator of the department's AFIS which includes managing system administrative operations; developing appropriate policies and procedures; developing and managing a system of procedures to train and test all State AFIS users; monitoring and maintaining the Data Management System; directing the security and coordination of state and local criminal justice access to the AFIS data base for fingerprint identification services; maintaining quality assurance; and serving as the AFIS liaison between the department, contracted vendors, federal, state, local government users and national/international AFIS user groups. This position functions under the general supervision of a Forensic Scientist Supervisor.

III. QUALIFICATIONS

The qualifications required for this position will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired. However, previous experience in technical identification work is preferred.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective May 10, 1998, as a result of a jointly conducted study by the Department of Employment Relations and the Department of Justice. (See Bulletin CC/SC-85.) This classification was abolished and replaced with a new classification per Bulletin CC/SC-13. This classification was further modified effective November 13, 2005 and announced in Bulletin OSER-0082-MRS/SC to reflect the assignment of new duties and responsibilities and the reassignment of this position from the Crime Information Bureau to the Madison Crime Laboratory within the Division of Law Enforcement Services of the Department of Justice. This classification was previously titled Fingerprint Technician Supervisor.