



Request for City Council Committee Action from the Department of Human Resources

Date: May 4, 2011

To: Mayor R. T. Rybak and the Executive Committee

Referral to: Ways and Means Committee

Subject: New Appointed Position: Director MPD Crime Lab - 593 points/Grade 13

(\$89,712 - \$99,155)

Recommendation:

1. Find that the proposed position meets the criteria in Section 20.1010, Council to Establish (Appointed) Positions, as follows:
 - (1) The person occupying the position will report to the head of the designated city department or the designated city department head's deputy.
 - (2) The person occupying the position will be part of the designated department head's management team.
 - (3) The duties of the position involve significant discretion and substantial involvement in the development, interpretation, or implementation of city or department policy.
 - (4) The duties of the position do not primarily require technical expertise where continuity in the position would be significant.
 - (5) The person occupying the position needs to be accountable to, loyal to, and compatible with the mayor, the city council, and the department head.
2. Approve the proposed position: Director MPD Crime Lab; 593 points/Grade 13 The position is FLSA - Exempt
3. Approve an annual salary for the position in accordance with the adopted appointed employee's compensation plan, effective May 4, 2011, as follows:

Step A	Step B	Step C	Step D
\$89,712	\$94,433	\$97,266	\$99,155

Prepared or Submitted by: Timothy Giles, Director of Employee Services; 673-3341

Approved by: _____

Pamela French
Director of Human Resources

Steven Bosacker
City Coordinator

Permanent Review Committee (PRC) - Not Applicable
Policy Review Group (PRG) - Not Applicable

Presenters in Committee: Pamela Nelms, Employee Services 673-3344

Financial Impact (Check those that apply)

- No financial impact (If checked, go directly to Background/Supporting Information).
- Action requires an appropriation increase to the ____ Capital Budget or ____ Operating Budget.
- Action provides increased revenue for appropriation increase.
- Action requires use of contingency or reserves.
- Business Plan: ____ Action is within the plan. ____ Action requires a change to plan.
- Other financial impact (Explain):
- Request provided to department's finance contact when provided to the Committee Coordinator.

Background/Supporting Information

Dear Mayor Rybak:

The Minneapolis Police Department is civilianizing the crime lab operation. As part of that effort, they are creating this position to replace the Police Captain currently assigned to oversee the crime lab operation.

The position independently supervises, manages and coordinates the resources and activities of the Minneapolis Police Crime Laboratory to ensure the provision of timely and accurate scientific services. The position will report directly to Police Deputy Chief, Investigations Bureau.

The duties and responsibilities proposed for the position include but are not limited to:

- Plan, organize, manage and direct the overall activities of the Minneapolis Police Department Crime Laboratory.
- Establish and direct the implementation of laboratory policies, procedures, standards and internal and external quality assurance programs to ensure to the collection, security, analysis, and integrity of evidence and that accreditation and/or other standards are met and maintained.
- Ensure that all methods, standards and practices of the Crime Laboratory meet the highest level of professionalism and quality assurance, and are court worthy.
- Ensure responsive, high quality service to Minneapolis Police Department employees and representatives of outside agencies and members of the public
- Keep current with new developments in forensic science, or other relevant sciences, and its application to criminal proceedings.
- Evaluate and select new technical procedures.
- Represent the Minneapolis Police Department regarding forensic science issues.
- Prepare laboratory statistics and activity reports.
- Select new employees and oversees the technical training of laboratory employee.
- Provide direction over staff responsible for performing the most complex cases.
- Provide immediate direction of Crime Lab activities at the scene of a major emergency or in the event of an unusually complex problem.
- Develop and maintains effective communication with other law enforcement and criminal justice agencies.
- Consult with law enforcement officers, attorneys, experts and others on the solution of problems involving the analysis and evaluation of evidence.
- Direct and oversee the selection and purchase of new laboratory equipment.

- Research federal, state, and local grant opportunities available for all disciplines within the laboratory and direct and/or prepare grant applications, grant funds, expenditures, budgets, and reports.
- Oversee the budget of the Minneapolis Police Department Crime Laboratory by reviewing and authorizing expenditures, monitoring revenues, and making necessary adjustments.

Below is a summary of the study conducted to ensure proper evaluation of the positions. See attached classification report for a complete description and a more detailed discussion of the factor analysis.

Factor	Points	Analysis
Pre-requisite Knowledge (1)	70	The position will require a Bachelor's Degree in Chemistry, Biology, or Forensic Science, Public Administration or Equivalent. It will require at least seven years of experience in progressively responsible forensic science/criminalist positions, with at least two years of program supervision in a forensic science laboratory, including budget, and personnel selection. Experience in an American Society of Crime Laboratory Directors Laboratory Accredited (ASCLD/Lab) lab is preferred.
Decisions and Actions (2)	65	The position is responsible for all aspects of the Crime Lab, including: personnel actions; operations, communications; budget; business and operations planning; ensuring that appropriate quality assurance (QA) and quality control (QC) methodologies are employed throughout the laboratory.
Supervisory Responsibility (3)	30	Directly supervises Supervisor Field Operations (Crime Lab), Forensic Scientist, Senior Forensic Scientist, Police Officers, Photo Technician, Video Technician, Firearms technician, and support staff (30 plus employees). A rating of 30 points is appropriate for the staff size in Crime Lab, and will be applied.
Relationships Responsibility (4)	55	Daily or frequent contact with the Police Chief, Assistant Chief, and Deputy Chiefs regarding budget, training requests, special projects, and administrative and organizational issues. It will have frequent contact with the Criminal Investigation Unit personnel, other MPD supervisors, and others internally and externally to the City.
Working Conditions (5)	20	Normal office setting similar to other City management positions
Effort (6)	65	The position requires considerable mental effort in planning, organizing, managing and directing the overall activities of the Minneapolis Police Department Crime Laboratory. There are frequent time pressures to complete work within limited time frames and under deteriorating crime scene conditions that threaten evidence collection (i.e. weather conditions, scene security). Attention to detail personally and through the supervision of others is essential.

Attached: Classification Report

Facts supporting the five criteria of Minneapolis Code of Ordinances, Section 20.1010 are listed at the end of the attached classification study.