MEMORANDUM

State of Alaska
Department of Administration
Division of Personnel

To: Nicki Neal
Director

Thru: Cindy Gouveia
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Date: February 1, 2008

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Subject: Forensic Sciences Study

Introduction:
The Department of Public Safety (DPS), Division of Statewide Services requested a classification study to replace the Criminalist and Latent Fingerprint Examiner series with a single new series that would combine the duties and bring the class specifications up to date. The Division Director stated that on going changes within the forensic sciences field such as the trend to move away from the forensic generalist to more specialized positions, standardized national crime laboratory accreditation requirements for the specified forensic disciplines, and the expansion of the Alaska Scientific Crime Detection Laboratory, necessitated the need to reorganize the laboratory's operational structure. DPS indicated that overhauling the existing class specifications to more accurately define the work and incorporate the minimum accreditation requirements would not only help ensure that national accreditation standards are met, but would also facilitate the successful restructure of the laboratory's organization.

Because extensive training is required in both the technical and professional series, DPS requested that the Division of Personnel (DOP) consider the option of establishing a flex series for both the Forensic Scientists and Forensic Technicians.

Citing the lack of appropriately comparable job classes, DPS requested a market based pay salary comparison rather than the standard internal alignment salary analysis.

Study Scope:
The study included the review of all permanent full time Forensic Technicians, Latent Fingerprint Examiners, Criminalists, and the Forensic Laboratory Supervisor position. The following lists the number of permanent and seasonal positions by job classes that were included in the study: 6 Forensic Technicians; 1 Criminalists I; 2 Criminalists II; 16 Criminalists III; 5 Criminalists IV; 3 Latent Fingerprint Examiners III; 1 Latent Fingerprint Examiner IV and 1 Forensic Laboratory Supervisor.

Study Method:
A formal planning meeting to discuss the various milestones, expectations, and phases of the study was held on June 28, 2006. An occupational consultant presentation was given by the requesting agency on August 8, 2006. The classifier toured the Alaska Scientific Detection Crime Laboratory in Anchorage and met with the Division Director and Laboratory Supervisor to discuss their vision of the reorganization, the best approach to achieving the agency's goals, and the overall classification study process.

Class specifications were drafted and provided to the agency for review and feedback. A test allocations session was conducted with the classification staff to test the clarity and accuracy of the draft specifications. After receiving comments from classifiers and the agency, revisions to the drafts specs were made and re-submitted to DPS for another review. The class specifications were finalized after reaching consensus with the agency, and positions were allocated using the new class specifications. A draft allocation spreadsheet was submitted to DPS for review, and concurrence with position allocations was attained.

Market based pay data was used to establish the salary ranges. DOP acknowledged that there were no appropriately comparable job classes within the state system, and agreed to use market based pay data for the salary analysis rather than the internal alignment process.

History of Job Class:
The Latent Fingerprint Examiners were established in 1970. From 1972 through 1986 several minor changes occurred to the class specifications and an "interim" range change was effective on June 16, 1986. In 1993 the series underwent a complete revision which included adding the trainee and first working levels. The title and codes were also changed.

The Criminalists were established in September 1984. On July 1, 1990 a salary increase was implemented. In 1993 the DPS personnel office was asked to study both the Latent Fingerprint Examiners and the Criminalist series with the objective to merge the two series. Several classification issues were raised by the Human Resources Manager and the changes never occurred. In 1996 the Criminalist I-IV distinguishing characteristics were clarified and minimum qualifications were narrowed.

The Forensic Technician job class was established as a single level job class in July 2003 as a result of the Microbiologist Study.

Class Analysis:
Position grouping and new job classes:
The Alaska Scientific Crime Detection Laboratory's staff consists of Latent Fingerprint Examiners, Criminalists, and Forensic Laboratory Technicians. The Latent Fingerprint Examiners were set up as a specialist series that combined both technical and professional level job classes. The combination of technical and professional level job classes in the same series is not appropriate from a classification standpoint, and has also been problematic from the agency's perspective. When applying these class specifications, the knowledge, skills, and abilities required to perform the work do not logically flow from the entry to the advanced level. In addition, the minimum qualifications between the technical and professional levels do not provide for a consistent progression, and substantially limit the career path in the series. The

inherent problems associated with combining the types of work (i.e. technical and professional) within the same job series is underscored by the fact that at this time there are no incumbents in the Latent Fingerprint Examiner I and II job classes, and those duties that would normally assigned at the Latent Fingerprint I and II levels are currently being performed by the Forensic Laboratory Technicians.

In recent years the national accreditation standards and educational recommendations from various scientific working groups contributed to raising the bar on education and training requirements in the forensic field. These changes have led to increased professionalism in Latent Fingerprint Examiner work at all levels and as a result latent print work is acknowledged as a professional discipline in the Forensic Sciences field. This shift supported DPS's request to include the Latent Fingerprint Examiners in the new series. On the other hand, the Criminalist series was originally written as a generalist job class. Again, advances in forensic technology as well as the changes affecting accreditation standards and educational requirements helped fuel the national trend to move towards specialized disciplines. While the Alaska Scientific Crime Detection Laboratory has attempted to keep pace with this trend, the class specifications have not been updated to reflect the changes and developments in the field. This has resulted in limited flexibility for training, cross training, and the ability to organize the laboratory's working units into logical and efficient working groups. The need to expand the laboratory and meet the accreditation standards necessitated the laboratory's reorganization, and in order to fully accommodate these changes and care for future growth and technological developments, the full analyses and revision of the class specifications undertaken.

The Alaska Scientific Crime Detection Laboratory is accredited by the American Society of Crime Laboratory Directors Laboratory Accreditation Board (ASCLD/LAB), the body that specifies minimum educational requirements, and also follows mandates set by the FBI. ASCLD/LAB recognizes the following disciplines in the forensic field: controlled substances; latent prints; biology; trace evidence; firearms/toolmarks; toxicology; questioned documents; digital evidence and multimedia evidence; and crime scenes. The initial plan during this study was to create a single Forensic Scientist series. However, the state's classification plan provides for the grouping of positions into job classes when they are sufficiently similar with respect to duties and responsibilities, degree of supervision exercised and received, and entrance requirements so that: 1) the same title can be used to clearly identify each position; 2) the same minimum qualifications for initial appointment can be established for all positions; 3) the same rate of basic pay can be fairly applied to all positions; and 4) employees in a particular class are considered an appropriate group for purposes of layoff and recall. Although the job classes were constructed as broadly as possible, because of the requisite differences in the minimum educational requirements and training between the disciplines, the criteria for creating one series was not met and the plan to group positions into a single series was abandoned. It was determined that the best approach was to create three separate but closely related Forensic Scientist series that would be distinguished by specialty area and educational requirements. Recognizing that forensic science is a continually evolving field, each series was written as broadly as feasible to allow for the inclusion of new disciplines. For classification purposes and in accordance with ASCLD/LAB educational requirements, the disciplines were divided into these three groups: Chemistry, Physical, and DNA:

- Forensic Scientist I- IV, Chemistry – incumbents specialize in one or more disciplines such as: controlled substances, biology, trace evidence, toxicology, and crime scenes.

- Forensic Scientist I- IV, Physical – incumbents specialize in one or more disciplines such as: latent prints, firearms/toolmark identification, document examination, digital evidence and multimedia evidence, and crime scenes.

- Forensic Scientist I-IV, DNA – incumbents specialize in DNA analysis.

In addition, ASCLD/LAB requires that the DNA Unit have a DNA technical manager on staff. ASCLD/LAB sets the minimum educational requirements for this position higher than those for the Forensic Scientists. Because of this, the DNA Technical Manager fails the grouping criteria and is precluded from the Forensic Scientist series. A separate job class was created to accommodate this single position job class.

Flexible staffing
Flexible staffing is a management tool used to aid in recruitment and facilitate entry into an occupational field. DOP's criteria for establishing flexibly staffed positions is that the series must include trainee and journey levels, and have a formalized training plan in place. While flexible staffing is appropriate for a job series that includes both trainee and journey levels, current DOP policy does not extend flexible staffing beyond the journey level. Although there are occasions when a class series may be flexed up to three levels, this occurs only when it has been demonstrated that an extended training period is needed between the entry/trainee and journey levels, and is considered to be a developmental or advanced trainee level.

Flexible staffing was in place for both the Latent Fingerprint Examiners and Criminalists and was inappropriately extended beyond journey to the advanced level for each series. DPS maintained at the beginning of this study that an extended flex series was needed to address training needs. DPS requested that as part of the class specification revisions we continue to allow an entry/trainee level, and consider creating a developmental (extended) training level. Under this scenario the third level was defined as the full proficiency or journey level. In support of the request for flexible staffing, DPS cited recruitment difficulties, and the need to facilitate program flexibility and reorganize the Crime Lab's structure. The agency indicated that flexible staffing would provide them with the ability to keep up with workflow, develop areas of expertise in the lab, and allow for staff movement among the sub-disciplines at the entry and developmental levels. By recognizing the rapidly growing and changing forensic field, the specific laboratory certification requirements, and the need for extended training, it was clear that the use of flexibly staffed positions at the Forensic Scientist trainee and developmental levels was both appropriate and consistent with DOP's flex staffing criteria.

DPS also requested expanding the Forensic Laboratory Technician to include an entry/trainee and journey level to also establish this as a flexibly staffed series. In this series only those Forensic Technician positions with crime scene processing as the primary duty would be eligible for flexible staffing. Crime Scene processing work requires an extended training period with a specific training plan. For the same reasons as stated earlier, flexible staffing at the entry level was considered appropriate for the Forensic Laboratory Technicians.

Defining levels:
Forensic Laboratory Technician I:
There are two options in this technical job class, entry or trainee. Entry level work in this series has been identified as routine laboratory support work and evidence control. Work is performed under strict guidelines using established procedures with supervision and direction readily available to incumbents. The work may be reviewed while in progress and upon completion. The trainee option is defined as the level where specific training and instruction is provided to develop proficiency in crime scene processing.

Forensic Laboratory Technician II:
The journey level work was defined as only that technical support work provided on crime scenes, usually to crime scene investigators. Incumbents identify, collect, document, and preserve physical evidence left at the crime scene. At this level incumbents perform the full range of crime scene processing, and includes the regular assignment of high profile and complex cases. Incumbents exercise independence, initiative, and discretion in identifying, organizing, and carrying out assignments, and must possess and apply sufficient knowledge and skills to make appropriate decisions and work out solutions to technical problems or unique situations.

There are three separate Forensic Scientist series: Forensic Scientist Chemistry, Forensic Scientist Physical, and Forensic Scientist, DNA. Although each is unique by discipline, the complexity, responsibility, and authority at each level in all series is the same:

Forensic Scientist I is a flexibly staffed job class and this is the first trainee level in the professional series where the incumbent follows a formal training plan to develop the knowledge, skills, and techniques necessary to perform forensic casework. The incumbent receives on-the-job training and instruction to become familiar with and gain experience and competency in forensic testing, analysis, and courtroom testimony practices and procedures. At this level, work is performed under close supervision and under strict adherence to guidelines and standards.

Forensic Scientist II is the intermediate level with two possible options: 1) the advanced trainee where incumbents work under the guidance of the supervisor or lead forensic scientist to continue training and professional development in a specific discipline. On-the-job training and work assignments are selected for the purpose of further advancing the incumbent's knowledge base and skill development. Training involves working with cases that are limited in difficulty and complexity and selected to provide a broad range of work experience. As knowledge and experience are gained, the incumbent is given progressively more difficult tasks to perform.
2) This is the first working level where incumbents perform routine casework of limited scope and complexity. Incumbents are assigned work that is well defined, and receive general instructions of the work to be performed. They may independently develop their own sequence and methods of performing the work within the scope of standard procedures. At this level test results are readily apparent and conclusive. New, unusual, or complex work situations are referred to higher level staff for guidance or assignment.

Forensic Scientist III is the full proficiency journey level. Incumbents may specialize in one or more forensic disciplines. Incumbents perform complex analysis that is highly detailed and analytical, and requires considerable knowledge and skills. The overall work is often complex

and consists of difficult case assignments that require planning, problem solving, and research. It is at this level where the majority of the work exists and is performed. It is at this level where the Forensic Scientists are required to independently perform the full range of assignments.

Forensic Scientist IV is the advanced level in the series. At this level, there are two options: 1) Incumbents serve as a unit supervisory to provide oversight of the day-to-day unit operations and technical direction to professional staff in the unit. The unit supervisor provides guidance and training to subordinate scientists, allocates assignments, determines staffing needs, and participates in the budget process to identify funding and resources needs for their unit. 2) A quality assurance manager responsible for ensuring that all professional laboratory and performance standards and guidelines are met. The Quality Assurance Manager audits lab activities, monitors and evaluates staff proficiency and training needs, and administers performance testing and measures for all but the DNA laboratory staff. Advanced level knowledge and skills are necessary to make technical decisions that may affect lab productivity or the legal resolution of criminal cases. Incumbents serve in a consultant role to staff and other agency representatives on testing and problem resolution.

DNA Technical Manager is responsible for the technical operations of the laboratory as it relates to DNA analysis and practices in the Alaska Scientific Crime Detection Laboratory. As the technical expert in genetics and DNA analysis, the incumbent evaluates existing as well as proposed modifications to analytical procedures, and oversees training, quality assurance, safety and proficiency testing of DNA personnel to ensure the scientific Biology/DNA evaluation and analysis is in accordance with current ASCLD/LAB standards, protocol, and FBI guidelines.

Forensic Laboratory Manager administers, directs, and ensures the implementation of the Alaska Scientific Crime Detection Laboratory's forensic operations. The incumbent coordinates and manages all forensic activities of the Alaska Scientific Crime Detection Laboratory directly and through subordinate supervisors. The incumbent also serves as senior technical expert by directing crime scene analysis for the most complex or sensitive cases, and approving and directing the analysis of evidence that requires unusual or novel testing or evaluation techniques.

Class Title:
A class title should be the best descriptive title for the work. It is intended to concisely and accurately convey the kind and level of work performed and should be brief, easily recognized, gender neutral, and understood by potential applicants.

The title "Forensic Scientist" best describes the work performed by professionals who apply scientific principles to detect, test, analyze, and evaluate physical evidence related to criminal cases and law enforcement investigation. Because the ASCLD/LAB requires specific educational requirements within the various disciplines, the Forensic Scientist series was delineated based on the discipline. The title was expanded to include the discipline focus: Forensic Scientist - Chemistry; Forensic Scientist - Physical; and Forensic Scientist - DNA.

The title "Forensic Scientist, DNA Technical Manager" best describes the position responsible for the technical operations of the laboratory as it relates to DNA and ensures that all professional laboratory and performance standards and guidelines in this specialty area are met.

The title "Forensic Technician" best describes the work performed by the technicians who assist professional staff in setting up laboratory tests, preparing evidence for testing, and cleaning equipment or provide laboratory and crime scene support in the identification, collection, and preservation of evidence, laboratory samples, and related materials.

The title "Forensic Laboratory Manager" best describes that position which is responsible for administering, directing, and implementing the Alaska Scientific Crime Detection Laboratory's forensic operations.

Minimum Qualifications:
The minimum qualifications established for a job class must relate to the knowledge, skills, and abilities needed to perform the work and must not create an artificial barrier to employment of individuals in protected classes. Required training should be limited to the basic formal training that customarily prepares individuals for work in the field. Experience requirements are intended to ensure new employees can successfully perform the work after a period of orientation or familiarization. Required experience should be directly related to the actual duties of positions in the class and should not be equivalent to the work to be performed.

The original Forensic Technicians minimum qualifications that were in place remain appropriate for the Forensic Technician I. The substitutions were expanded to include potential candidates with two years of experience as a police officer. The knowledge, skills, and abilities gained from two years of experience as a police officer offered a logical substitution to the two years of higher level education or coursework. At the Forensic Technician II level, in addition to the basic educational requirement at the entry level, the successful completion of the training criteria or a year of experience in a crime lab was consistent with the overall nature and complexity of the work at this level.

When setting minimum qualifications for the Forensic Scientists within the respective discipline group (chemistry, physical, or DNA), the ASCLD/LAB educational requirements were used as the basic minimum requirement and starting point. Specific and progressive forensic experience was required for each level as we advance beyond the entry level. This included the successful completion of the flexible staffing criteria for the flexibly staffed job classes, or additional professional forensic laboratory work.

The ASCLD/LAB also specified the minimum educational standards for the Forensic Scientist DNA Manager and Forensic Laboratory Manager. ASCLD/LAB requires that the laboratory have a DNA technical leader with a master's degree for the DNA discipline. This is higher than the Forensic Scientist's minimum educational requirement. For the Forensic Laboratory Manager a combination of education standards and appropriate managerial experience set the minimum qualifications.

Class Code:
A Class Code is assigned based on the placement of the job class in the classification schematic of Occupational Groups and Job Families. Occupational Groups are made up of related Job Families and encompass relatively broad occupations, professions, or activities. Job Families are

groups of job classes and class series that are related as to the nature of the work performed and typically have similar initial preparation for employment and career progression.

The Latent Fingerprint Examiners and Criminalists, Forensic Technician, and Forensic Laboratory Supervisor are currently assigned to the Evidence Investigation job family PI04. This job family includes classes of positions that advise on, administer, supervise, or perform law enforcement work involving the detection, collection, custody, and interpretation of evidence used in investigation or prosecution of violations of law. The Forensic Technician I and II, newly defined and titled Forensic Scientists, and the Laboratory Manager are appropriately placed in the PI04 Evidence Investigation job family.

AKPAY Code:
AKPAY Codes are assigned to job classes for use in computer systems which cannot use the six-digit Class Codes established with the revision of the Classification Outline on July 1, 2006. The AKPAY Code for new job classes are five-digit alpha-numeric codes beginning with K and numbered in sequence.

The Forensic Technicians I and II are assigned AKPAY codes K0026 and K0027.
The Forensic Scientists I-IV Chemistry are assigned AKPAY codes K0028, K0029, K0030, and K0031.
The Forensic Scientists I-IV Physical are assigned AKPAY codes K0032, K0033, K0034, and K0035.
The Forensic Scientists I-IV DNA are assigned AKPAY codes K0036, K0037, K0038, and K0039.
The Forensic Scientist, DNA Technical Manager is assigned AKPAY code K0040.
The Forensic Laboratory Manager is assigned AKPAY code K0041.

Fair Labor Standards Act
The positions in this study are covered by the minimum wage and maximum hour provisions of the Fair Labor Standards Act of 1938, as Amended (FLSA). While exemption from the provisions of the Act are determined based on the specific circumstances of an individual employee on a work-week basis, there are general aspects of the classes and their influence on the exemptions for employees in bona fide executive, professional, or administrative positions that can be addressed in general.

There are both salary and duty requirements which dictate FLSA exemption status. There are three categories used in analyzing the eligibility for overtime exemptions under the Fair Labor Standards Act: Administrative, Professional, and Executive:

Administrative Exemption Status: in order to qualify an employee must be compensated on a salary or fee basis at a rate of not less than $455 per week and his or her primary duty must be the performance of office or non-manual work that is directly related to the management or general business operations of the employer that includes the exercise of discretion and independent judgment with respect to matters of significance. Some examples of this type of work include tax, finance, accounting, budgeting, personnel, and procurement related functions. No Forensic Technicians or Forensic Scientists perform office work related to management or business

operations as a primary duty and therefore do not meet the FLSA administrative criteria for overtime exemption. While the Forensic Laboratory Manager performs some administrative tasks, the primary duty and responsibility is for the overall operation and management of the laboratory functions. This includes policy and procedure development, setting program standards, and serving as the senior technical expert by directing crime scene analysis for the most complex or sensitive cases. Because administrative functions as defined are not the primary duty, the Forensic Laboratory Manager does not meet the FLSA exemption under this option. In addition, for the same reason, all Forensic Scientists and Technicians are precluded from this exemption.

Professional Exemption Status: in order to qualify an employee must be compensated on a salary or fee basis at a rate of not less than $455 per week requires the employee's primary duty be performing work that requires knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction. This test includes three elements: 1) the employee must perform work requiring advanced knowledge; 2) the advanced knowledge must be in a field of science or learning; and 3) the advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction. The Forensic Scientists at all levels are required to have advanced knowledge in specific scientific courses. However at the Forensic Scientist I and II levels, incumbents are training and not performing at the journey or advanced level. At the Forensic Scientist III level, incumbents are independently performing the full range of duties. Again, this work requires advanced knowledge in a field of science and is acquired through both post-secondary education and specific forensic training offered through the agency and outside agencies. The same is true for the Forensic Scientists IV, DNA Technical Manager, and Forensic Laboratory Manager. The Forensic Scientists III and IV, DNA Technical Manager, and Forensic Laboratory Manager meet the FLSA professional exemption criteria. The Forensic Technicians are precluded from this exemption.

Executive Exemption Status: in order to qualify an employee must be compensated on a salary or fee basis at a rate of not less than $455 per week and the primary duty must be the management of a customarily recognized subdivision of the organization, including the customarily and regularly directing of work of two or more employees; and include authority to hire or fire other employees or make recommendations as to the change of status of other employees that are given particular weight. Most Forensic Scientists IV and the Forensic Laboratory Manager have management and supervision as a primary duty. Under FLSA, management is defined as activities such as interviewing, selecting, training and directing employees; maintaining production for use in supervision or control; appraising employee's productivity and efficiency for the purpose of recommending promotions or changes to status; handling complaints, grievances, and discipline; determining techniques, apportioning the work among employees; planning and controlling budgets and monitoring or implementing legal compliance measures. Only those Forensic Scientists with full supervisory and managerial duties and the Forensic Laboratory Supervisors meet the executive criteria for FLSA exemption. The Forensic Technicians are precluded from this exemption.

Internal Alignment:

The salary range of a job class is determined based on internal consistency within the State's pay plans, in accordance with merit principles, with the goal of providing fair and reasonable

compensation for services rendered and maintaining the principle of "like pay for like work." In evaluating internal consistency, the difficulty, responsibility, knowledge, skills, and other characteristics of a job are compared with job classes of a similar nature, kind, and level in the same occupational group and job family or related job families. In the case of the Forensic Scientist series, DPS requested that market survey data be used to establish salary ranges rather than the standard method of conducting internal alignment. DPS stated that the nature and primary functions of the Forensic Scientists are so unique that there are no suitable state job classes with which to compare. In this case, DOP agreed to use market survey data rather than internal alignment to set the salary range for the Forensic Scientists I- IV. Internal alignment was used for the Forensic Scientist, DNA Technical Manager, the Forensic Laboratory Manager and the Forensic Technicians.

Market Survey

Three primary surveys were used by DOP to provide market data. They were the National Association of State Personnel Executives (NASPE), the Central States Compensation Association (CSCA) survey, and the AFT Public Employees Compensation Survey. These are the primary surveys that are used by DOP when seeking salary information outside of the state's system.

NASPE is a nationwide organization of personnel administrators from the 50 states who provide information on state governments' human resource issues, trends, policies and practices to compare the salaries of state employee professionals in specific job classes. The CSCA's survey is sponsored by the Central States Compensation Association and includes approximately 25 State Governments in the central U.S. that participate annually in this survey. The AFT Public Employees Compensation Survey provides comprehensive information on the compensation of state-employed professionals from all 50 states. All three surveys used 2007 salary data to compare the work of the journey level Forensic Scientists, and each included the minimum, midpoint, and maximum range point on the salary schedule. A geographical differential was applied to reflect the higher cost of living in Anchorage. The median of the three surveys at all three points in the salary range was selected and compared to the most current GG salary schedule 1A (strike class 1). Another factor included was the 4% increase in wages which was bargained by the unions, accepted by the Department of Administration, and is awaiting final legislative approval this session. Once final approval is granted, the new contract which includes the 4% salary will go into effect and the salary changes will be retroactive to July.

The result was that the survey data most closely compares with the salary range 19 that includes the approved 4% cost of living increase:

*salary ranges provided are for journey level positions	Min	Mid	Max
AFT median salary*	51544	64297	75822
CSCA median salary*	50964	65906	80321
NASPE median salary*	51718	64059	75930
[redacted]	[redacted]	[redacted]	[redacted]
Using AK current schedule range 19	51132	60600	72636
Using AK current schedule range 20	54612	64740	77652
[redacted]	[redacted]	[redacted]	[redacted]
AK plus 4% @ range 20	56796	67330	80758
Diff between current sched and median @range 19	-412	-3697	-3294
Diff between current sched and median @range 20	+3068	+443	+1722
[redacted]	[redacted]	[redacted]	[redacted]
Diff between AK plus 4% and median @range 20	+5252	+3033	+4828
% diff between current sched and median @ range 19	-1%	-6%	-5%
% diff between current sched and median @ range 20	+6%	+1%	+2%
[redacted]	[redacted]	[redacted]	[redacted]
% diff between AK plus 4% and median @ range 20	+9%	+5%	+6%

The standard practice for internal alignment is to establish the journey level range as the benchmark for range comparison. Once the journey level range has been established, a two range difference between levels above and below journey is typical. Since the survey results show that the journey level Forensic Scientist III aligned at range 19, the Forensic Scientists I-IV are appropriately assigned salary ranges 15, 17, 19, and 21.

Internal Comparison For:
Forensic Scientist, DNA Technical Manager and Forensic Laboratory Manager

The classes used for comparison at range 22 include Wildlife Scientist I, Fisheries Scientist I, Chemist V, and Geologist V. These are advanced scientist. At this level incumbents in these job classes possess and apply extensive knowledge of theories, principles, and concepts to independently plan and manage original research with national and international implications. These are highly specialized experts in their field who provide guidance to staff and make recommendations to management in areas such as policies, strategy, and research. The minimum qualifications are at least a master's degree and often higher requiring a doctorate degree with several years of advanced level experience.

The classes used for comparison at range 23 include the Chief, Public Health Laboratories and Chief, Environmental Health Laboratory. Classes at this range are principally responsible for administering and managing a very large complex statewide program. At this level incumbents have full responsibility for planning, organizing, directing, and controlling program services; including developing and implementing procedural controls, budget development and control, personnel administration, and procurement. In addition to directing the services of these statewide laboratories, incumbents serve as consultants and advisors to outside agencies and are

responsible for ensuring that laboratory resources, methods, and practices stay current with trends in the field.

The job classes used for comparison at range 24 include Wildlife Scientist II and Fisheries Scientist II, and Deputy Directors. These are policy level job classes with full line authority for all activities in a multiplicity of programmatic areas within a division. The Wildlife and Fisheries Scientist II serves as the Commissioner's representative to defend and represent the State as Chief of Research on technical and scientific committees comprised of national and international agencies. The Deputy Director is assigned supervisory responsibility over a significant portion of the division's sections or programs.

The Forensic Scientist, DNA Technical Manager is a single position job class responsible for the technical operations of the laboratory as it relates to DNA analysis and practices in the Crime Lab. Similar to the senior Forensic Scientists IV, this position may be responsible for supervising a unit of professional staff. However the class controlling feature is the required expertise in genetics and DNA analysis. As the DNA Technical specialist, this position is responsible for all laboratory activities related to DNA testing and analysis. The ASCLD/LAB educational requirements for this job class are higher than Forensic Scientists' and require that at a minimum, the incumbent possess a master's degree. The duties of this job class most closely compare with job classes at salary range 22.

The Forensic Laboratory Manager administers and manages the State Crime Laboratory. This job class reports to the director and is responsible for directing and managing a single program, the Forensic Sciences Laboratory Program. This position is not responsible for policy development, research activities, or the overall operations of multiple areas or sections within a division. The scope of responsibility and duties of the Forensic Laboratory Manager most closely align with job classes at salary range 23.

Internal Comparison for:
Forensic Technician I/II

The Forensic Laboratory Technician job class was created as a result of the Microbiologist Study. Journey level positions within the Legal, Judicial, and Related Group (PI), the same group as the Forensic Technicians, were appropriately used in this alignment. Incumbents in these job classes provide paraprofessional support to legal, law enforcement, or criminal justice programs and agencies by conducting research and investigation, preparing reports and/or drafting legal documents. The journey level technical job classes used for comparison were Criminal Justice Technician II (SR14), Paralegal (SR16), and the Victim/Witness Paralegal II (SR16).

The Criminal Justice Technician II performs paraprofessional work including program specific research, investigation, reporting and procedural drafting. Assignments are carried out independently and in accordance with and through the interpretation of standard practices, rules and regulations. The Paralegal II's focus is on legal research and legal practices and procedures. Incumbents perform legal research on points of law and assist staff in the preparation of formal decisions. Paralegals II make determinations on what are the relevant facts; identify legal problems involved; formulate questions which must be answered in order to resolve problems;

verify information; assist executive level staff in preparation of formal decisions; determine and recommend appropriate statutes, regulations and policies to be used as support of formal decisions.

The journey level Forensic Technician II is responsible for locating, identifying, collecting, and securing physical evidence. Incumbents prepare reports and maintain records of crime scenes and evidence collected and must have a working knowledge of law enforcement activities, regulations, processes, and procedures related to crime scene investigation and criminal prosecution. Comparing the Forensic Technician II with the Criminal Justice Technician II, both apply knowledge that is obtained through formal or on-the-job training. However the Forensic Technician II performs work that is more technically complex, requires an longer, extended training period, and demands more discretion and initiative from incumbents. Comparing the Forensic Technician II's work to the Paralegal II, the nature and scope of recommendations, decisions and commitments made, and the guidelines and discretion by the Paralegal II is more complex.

Because of the complexity of the work, level of discretion and decision making, and scope of recommendations, the journey level Forensic Technician II is appropriately placed between these two comparable job classes at salary range 15.

Conclusion:

This project was a study of the Forensic Technicians, Latent Fingerprint Examiners, Criminalists and Laboratory Supervisor job classes.

The following are the results of this study:
Forensic Technician I SR 13
Forensic Technician II SR 15

Forensic Scientist, Chemistry I-IV SR 15, 17, 19, and 21.
Forensic Scientist, Physical I-IV SR 15,17,19, and 21.
Forensic Scientist, DNA I – IV SR 15, 17, 19, and 21.
Forensic Scientist, DNA Technical Manager SR 22.
Forensic Laboratory Manager SR23.

The Latent Fingerprint Examiners I-IV and the Criminalists I-IV job series were abolished.

Attachments:
Final class specifications

cc: David Schade, Director
Division of Statewide Services
Department of Public Safety

Danial Spencer, Director
Division of Administrative Services

Department of Public Safety

Kim Peterson, Special Assistant to the Commissioner
Commissioner's Office
Department of Public Safety

Management Services – Public Protection Group

Technical Services – Public Protection Group

Employee Services