



## SENIOR CRIMINALIST

<b>EXAM CODE:</b>	7JU46
<b>DEPARTMENT(S):</b>	DEPARTMENT OF JUSTICE
<b>EXAM TYPE:</b>	OPEN
<b>LOCATION(S):</b>	STATEWIDE
<b>BULLETIN RELEASE DATE:</b>	December 21st, 2017
<b>FINAL FILING DATE:</b>	January 8th, 2018
<b>SALARY INFORMATION:</b>	\$5,965 - \$7,985*
	<i>*The salaries used in this bulletin are the latest available from the state controller's office, but may not reflect the most recent salary adjustment.</i>
<b>CLASS &amp; SCHEM CODE:</b>	8478 / VF20

### EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

The state of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

### SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "examination application." You will be notified in writing to determine what assistance can be provided.

### WHO CAN APPLY

Persons who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the written test date. All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and applicable classification titles.

### ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the Department of Justice. The list will be abolished **12** months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.



## FINAL FILING DATE

**January 8th, 2018**

Examination applications (form STD 678) must be postmarked (U.S. mail) or personally delivered no later than the final filing date. Applications must have an original signature. Applications without original signature will be rejected from the examination.

**APPLICATIONS POSTMARKED OR PERSONALLY DELIVERED AFTER THE FINAL FILING DATE WILL NOT BE ACCEPTED FOR ANY REASON.**

## MINIMUM QUALIFICATIONS

### EITHER I

Two years of experience in the California state service performing the duties of a Criminalist, Range C.

### OR II

Experience: Four years of professional experience beyond the trainee level in a physical or biological science laboratory setting performing the duties of a chemist, biochemist or a related position. This experience must have included at least two years as a Criminalist having independent responsibility for making quantitative and qualitative analyses. (One year of postgraduate education in one of the physical or biological sciences may be substituted for one year of the required general experience.) Experience in California state service applied toward this requirement must include at least two years performing the duties of a Criminalist, Range C.

### and

Education: Equivalent to graduation from college with a major in one of the physical or biological sciences, including the equivalent of eight semester hours of general chemistry and three semester hours of quantitative analysis.

### OR III

Experience: Four years of professional experience in a physical or biological science laboratory setting performing independent research related to Forensic Science. (Possession of a master's degree in a physical or biological science may be substituted for one year of experience and possession of a Ph.D. in a physical or biological science for two years of the required experience.) Experience in California state service applied toward this requirement must include at least two years performing the duties of a Criminalist, Range C.

### and

Education: Equivalent to graduation from college with a major in one of the physical or biological sciences, including the equivalent of eight semester hours of general chemistry and three semester hours of quantitative analysis.

## DEFINITION OF TERMS

**“Performing the duties of...”** means that you must have been appointed to and working in the classification for the specified amount of time.

**“Equivalent to graduation from college...”** means possession of a bachelor's degree from an accredited or approved four-year academic institution.



## POSITION DESCRIPTION

Criminalists conduct examinations of crime scenes for physical evidence, and in complex cases make all types of chemical analyses such as alcohol determinations, toxicological analyses of foods and body viscera and fluids; test for drugs and explosives, and various types of microchemical tests; make the difficult microscopic, chemical, and serological tests on blood and other physiological fluid stains; identify and compare hair, fibers, soil, paint, glass, building materials and other substances in forensic cases; make visual, microscopic and other technical examinations and comparisons of tool marks, firearms and other weapons, bullets, cartridge cases and ammunition; make casts; make and develop photographs and photomicrographs using black and white and color films; use complex measuring, recording and testing instruments and devices; prepare evidence and exhibits and testify in court as expert witnesses; assist local law enforcement officers and prosecutors in analyzing and interpreting evidence; write reports and correspondence; give instruction in this field at peace officer training schools; and provide forensic research, application, advanced casework, methodology development, and training to State and/or local forensic scientists and law enforcement agencies.

This is the full journey level of the series. Incumbents are assigned to the more complex Criminalist analyses. They may act as leadpersons to coordinate the work of lower level Criminalists. Incumbents may also be assigned to provide training, application, methodology development, and research related to the field of criminalistics.

Positions exist in Chico, Eureka, Freedom, Fresno, Modesto, Redding, Richmond, Riverside, Sacramento, Santa Barbara, and Santa Rosa.

## EXAMINATION INFORMATION

In order to obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the examination. This exam will consist of the following:

### WRITTEN EXAMINATION - 100%

The written examination consists of a set of job-related multiple-choice questions. Candidates will be provided with scratch paper, scantron, pencils, and erasers. Scoring will be based on the number of correct responses.

## TEST DATE

It is anticipated that the test will be conducted the weeks of **February 5<sup>th</sup>** and **February 12<sup>th</sup>**. Testing locations will be determined based on the applicant pool.



## KNOWLEDGE, SKILLS, & ABILITIES

The **Written Examination** will measure the following:

### KNOWLEDGE OF:

1. Basic chemistry, including composition, structure, chemical properties, and interactions for use in forensic analysis.
2. The appropriate uses of chemicals used in evidence collection and analysis including interactions, risks, and disposal methods.
3. Chemical extraction and physical separation techniques used in forensic science.
4. Basic biological principles and properties including molecular and cellular structure and function.
5. Basic biological principles and properties involving physiological and anatomical structures and processes.
6. Basic physics principles such as mass, density, light refraction, inertia, and their application to forensic analysis.
7. The systematic approach, scientific methods, and techniques used to process crime scenes and analyze evidence.
8. The techniques used in the microscopic analysis of forensic evidence (infrared, polarized light, scanning electron, etc.)
9. The uses and techniques associated with chromatography and spectrometry.
10. The techniques, equipment, tools, principles, and methods for assessing biological evidence such as bodily fluids, hairs, and tissues.
11. Contamination prevention protocols and procedures pertaining to forensic analysis to ensure integrity of evidence.
12. The differences between class and individual characteristics.
13. Presumptive and confirmatory tests and the differences between them.
14. The rules governing evidence collection (e.g., handling, maintenance, and chain of custody) to ensure the integrity of evidence.
15. Basic statistical procedures and concepts used in research and laboratory work (e.g., descriptive statistics, difference tests, correlations, Gaussian probability distributions, etc.).
16. Basic mathematics (multiplication, division, addition, and subtraction) and its application to analyzing and interpreting forensic data.
17. Intermediate mathematics (algebra, trigonometry, etc.) and their application to the analysis and reporting of forensic and crime scene analyses.

### ABILITY TO:

1. Correctly mix/combine chemicals into reagents or precursors to perform specific analyses (e.g., dyes to aid in developing latent prints, etc.)
2. Analyze and correctly interpret forensic evidence to draw valid and supportable conclusions.
3. Identify other forms and sources of forensic evidence and how they impact the approach to examination and processing.
4. Think critically using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
5. Use a database program (e.g., Microsoft Access) to enter or retrieve data related to forensic analyses.
6. Interpret written procedures and apply them to new situations.



## ADDITIONAL EXAMINATIONS

### BACKGROUND INFORMATION:

Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs prior to appointment. Department of Justice regulations may require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

### MEDICAL EXAMINATION:

Pursuant to Government Code Section 12940 (e) (3), persons appointed to this class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively. The medical examination also includes a back x-ray, visual acuity, and color vision tests.

### DRUG TESTING REQUIREMENT:

Applicants for positions in this class series are required to pass a drug screening test.

### PERSONAL CHARACTERISTICS:

Tact, patience, and keenness of observation.

## VETERANS' PREFERENCE

Veterans' preference credits will be awarded in this examination, pursuant to government code section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans preference is not granted once a person achieves permanent civil service status.

## CAREER CREDITS

Career credits **do not** apply for this examination.



## FILING INSTRUCTIONS

To apply for this examination, please complete and return the following:

- [Standard State Employment Application \(Form STD 678\)](#)
- [Conditions of Employment \(Form 631\)](#)
- Official school transcripts (if applicable to meeting minimum qualifications): *Candidates unable to obtain official transcripts before the final filing date may submit unofficial transcripts for the examination process. However, candidates will be required to submit official transcripts upon appointment to a position.*

### MAILING ADDRESS:

DEPARTMENT OF JUSTICE  
TESTING & SELECTION UNIT  
ATTN: SENIOR CRIMINALIST EXAMINATION  
P.O. BOX 944255  
SACRAMENTO, CA 94244-2550

### FILE-IN-PERSON:

DEPARTMENT OF JUSTICE  
TESTING & SELECTION UNIT  
ATTN: SENIOR CRIMINALIST EXAMINATION  
1300 "I" STREET, FIRST FLOOR LOBBY  
SACRAMENTO, CA 95814

### DO NOT SUBMIT APPLICATIONS

- TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)
- THROUGH EMAIL
- THROUGH FAX
- THROUGH INTER-AGENCY MAIL

## CONTACT INFORMATION

Any questions regarding the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc., may be directed to the contact information below:

**PHONE NUMBER:** 916-210-6021  
**FAX NUMBER:** 916-445-1218  
**EMAIL ADDRESS:** [TSU@DOJ.CA.GOV](mailto:TSU@DOJ.CA.GOV)



## GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, seven days prior to the test date if he/she has not received his/her notice. For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, 916-324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at California Department of Human Resources Offices ([www.jobs.ca.gov](http://www.jobs.ca.gov)), and local Offices of the Employment Development Department ([www.edd.ca.gov](http://www.edd.ca.gov)).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Examination Locations:** Tests will be given in such places in California as the number of candidates and conditions warrant. Tests are not always given where positions currently exist.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the performance of the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

**Veterans Preference:** Pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans Preference is not granted once a person achieves permanent civil service status.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

**Career Credits:** In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento)

Department of Justice, Office of the Attorney General  
Office of Human Resources, Testing & Selection Unit  
1300 I Street, Sacramento, CA 95814  
916-210-6021

If hearing impaired, call the California Relay Service.  
1-800-735-2929 (From TDD Phone)  
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.



DEPARTMENT OF JUSTICE  
SENIOR CRIMINALIST  
DEPARTMENTAL OPEN- STATEWIDE

CONDITIONS OF EMPLOYMENT  
FORM 631  
IDENTIFICATION #: \_\_\_\_\_  
(Personnel Office Use ONLY)

NAME \_\_\_\_\_ (PLEASE PRINT)  
Last First M.I.

If you are successful in the above examination, your name will be placed on the active list and certified to fill vacancies according to the conditions you have specified on this form.

Note: The location of offices may vary depending on the hiring Department.

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PLEASE SELECT YOUR CHOICE(S) INDICATING LOCATION(S) YOU ARE WILLING TO WORK:

- |                          |                                     |                          |                          |
|--------------------------|-------------------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <i>Anywhere in the State (0500)</i> | <input type="checkbox"/> | <i>Shasta (4500)</i>     |
| <input type="checkbox"/> | <i>Alameda (0100)</i>               | <input type="checkbox"/> | <i>Sonoma (4900)</i>     |
| <input type="checkbox"/> | <i>Butte (0400)</i>                 | <input type="checkbox"/> | <i>Stanislaus (5000)</i> |
| <input type="checkbox"/> | <i>Contra Costa (0700)</i>          |                          |                          |
| <input type="checkbox"/> | <i>Fresno (1000)</i>                |                          |                          |
| <input type="checkbox"/> | <i>Humbolt (1200)</i>               |                          |                          |
| <input type="checkbox"/> | <i>Monterey (2700)</i>              |                          |                          |
| <input type="checkbox"/> | <i>Riverside (3300)</i>             |                          |                          |
| <input type="checkbox"/> | <i>Sacramento (3400)</i>            |                          |                          |
| <input type="checkbox"/> | <i>San Joaquin (3900)</i>           |                          |                          |
| <input type="checkbox"/> | <i>Santa Barbara (4200)</i>         |                          |                          |

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PLEASE INDICATE THE TYPE OF APPOINTMENT(S) YOU WILL ACCEPT

Please Check Your Choice(s):

- (D) Permanent - full time only.
- (R) Permanent - part time or intermittent.  
Temporary - full time, part time, or intermittent.
- (A) All of the above

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NOTE: PLEASE NOTIFY THE DEPARTMENT OF JUSTICE/ TESTING AND SELECTION UNIT, IN WRITING, OF ANY CHANGE IN YOUR ADDRESS OR AVAILABILITY FOR EMPLOYMENT.

DEPARTMENT OF JUSTICE  
TESTING & SELECTION OFFICE  
1300 "I" STREET  
SACRAMENTO, CA 95814