



CRIMINALIST

EXAM CODE:	2JUAA
EXAM TYPE:	OPEN – CONTINUOUS – STATEWIDE
SALARY INFORMATION:	A: \$3250 – \$4117; B: \$4253 – \$5679; C: \$5123 – \$6844* <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. See the alternate range criteria definitions below.</i>
CLASS & SCHEM CODE:	8466 / VF30

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.

CONTINUOUS TESTING

The testing office will accept examination packets continuously throughout the year, however, the packets will only be processed during the current administration period. Generally, this examination is administered **QUARTERLY**, although this is subject to change based on testing needs. Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the entrance requirements does not assure a place on the eligible list. Once you have taken the examination, you may not retest for **9 MONTHS** from the established list date.

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 administration of the written exam. All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and applicable classification titles.

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.



DEFINITION OF SALARY RANGES

Range A. This range shall apply to those incumbents who do not meet the criteria for payment at Ranges B and C.

Range B. This range shall apply to incumbents who have satisfactorily completed: (1) a minimum of six months of experience as a Criminalist, Range A; or (2) six months of Laboratory Technician (Criminalistics) experience and 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 (3) one year of professional experience in a physical or biological sciences laboratory setting performing the duties of a chemist, biochemist, or a related position (this experience must have included independent responsibility for making quantitative and qualitative analysis), general chemistry and three semester hours of quantitative analysis; or (4) one setting performing independent research related to Forensic Sciences general chemistry and three semester hours of quantitative analysis.

Range C. This range shall apply to those incumbents who have satisfactorily completed: (1) two years of Criminalist, Range B, experience; or (2) three years of professional experience beyond the trainee level in a physical or biological sciences laboratory setting performing the duties of a chemist, biochemist, or a related position (experience must have included at least one year as a Criminalist having independent responsibility for making quantitative and qualitative analyses), and 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. (One year of postgraduate education in one of the physical sciences may be substituted for one year of the required general experience in number 2.); or (3) three biological sciences laboratory setting performing independent research related to Forensic Sciences and equivalent to graduation from college with a physical or biological sciences may be substituted for one year of the required experience.)

ELIGIBLE LIST INFORMATION

An open eligible list will be established for the Department of Justice. The names of successful competitors will be merged on the list in order of final scores, regardless of test date. Competitors' eligibility will expire **12 MONTHS** after it is established unless the needs of the service and conditions of the list warrant a change in this period.

CUT-OFF DATE

Examination applications (form STD 678) must be postmarked (U.S. mail) or personally delivered no later than the cut-off date located on the Examinations Page of the OAG website (oag.ca.gov). Applications must also have an original signature.

APPLICATIONS POSTMARKED OR PERSONALLY DELIVERED AFTER THE CUT-OFF DATE WILL NOT BE PROCESSED UNTIL THE NEXT ADMINISTRATION (PLEASE SEE THE "CONTINUOUS TESTING" SECTION FOR MORE INFORMATION).

MINIMUM QUALIFICATIONS

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. **Registration as a senior in a recognized institution will admit applicants to the examination but they must produce proof of graduation or its equivalent before they are eligible for appointment.** Candidates who have graduated from college with a major in one of the physical or biological sciences, including the eight semester hours of general chemistry, but do not possess the three semester hours of quantitative analysis will be admitted to the examination, **but they must produce proof of completion of the three semester hours of quantitative analysis before they are eligible for appointment.**

NOTE: Competitors must submit a copy of their transcripts from the college or institute from which the required degree was obtained, and transcripts which indicate completion of the specific course requirements. Please attach the transcripts to the application packet. Competitors who fail to provide copies of transcripts will be eliminated from the examination.



POSITION DESCRIPTION

The Criminalist is the entry, training and sub journey level for the series. Criminalists will perform routine and less complex technical laboratory analyses and assist higher-level Criminalists in the examination of crime scenes and in the scientific investigation of crimes.

DEFINITION OF TERMS

Physical Sciences: Chemistry (any type), biochemistry, biology, physics, geology, mineralogy, petrology, chemical engineering, forensic science, pharmacology, microbiology, biological sciences, entomology, and criminalistics.

Quantitative Analysis: Involves the measurement of quantities of substances produced in reactions rather than simply noting the nature of reactions. Quantitative Analysis seeks to establish the amount of a given element or compound in a sample. This requirement can be satisfied by the completion of other courses which contain specific topics in analytical chemistry such as:

Chemical Equilibrium; Oxidimetric Analysis; Photo Detector Systems; Phase Equilibrium; Aqueous phase; Vapor Phase; Liquid Chromatography; Properties of Gases; Polychromatic Nature of Light; Quantitative Spectrometry; Quantitative Infrared Spectroscopy

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 solely of a:

TRAINING AND EXPERIENCE QUESTIONNAIRE-WEIGHTED 100%

KNOWLEDGE, SKILLS, & ABILITIES

The **TRAINING AND EXPERIENCE QUESTIONNAIRE** will measure the following:

KNOWLEDGE OF

1. Scientific methods and techniques used in examining crime scenes.
2. Tests for the identity and comparison of blood and physiological fluids.
3. Tests for explosives and flammable materials.
4. Toxicological analyses.
5. Tests for hair and fibers, glass, soil, paint, and similar materials and equipment necessary to conduct these tests.
6. Modern methods and techniques in investigations of major crimes.
7. Current trends in toxicology, general chemistry and microchemistry.
8. Modern types of small arms and the techniques of conducting all types of firearms, bullet and tool mark comparisons.
9. Methods used in the examination of documents in criminal cases, chromatographic techniques, and photographic and photo micrographic principles and practices.

ABILITY TO

1. Make extensive use of scientific methods and techniques at the scene of a crime.
2. Make effective use of microscopes, spectrograph, infrared and ultra-violet spectrophotometer, and gas chromatograph.
3. Use micro methods for determining physical constants such as refractive index and density.
4. Recognize the need for and develop and evaluate new test methods and procedures.
5. Analyze situations accurately and take effective action.
6. Conduct applied research to develop and validate state-of-the art evidence examination techniques.
7. Testify effectively in court.
8. Instruct law enforcement and forensic personnel in criminalistics, including preparing course outlines and lesson plans which will satisfy the requirements set forth by the Commission on Peace Officer's Standards and Training.



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:

Pass/Fail – 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.

Applicants for positions in the class series will be required to pass a drug-screening test.

SPECIAL CHARACTERISTICS

PERSONAL CHARACTERISTICS:

Tact, patience, and keenness of observation. The candidate must be able to accurately see and record different colors and color transitions.



VETERANS' PREFERENCES

Veteran's 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:

- [State Examination Application \(Form STD 678\)](#)
- [Training & Experience Questionnaire](#)
- Official school transcripts: Candidates unable to obtain official transcripts before the cut-off date may submit unofficial transcripts for the examination process. However, candidates will be required to submit official transcripts upon appointment to a position.
- [Conditions of Employment](#)

MAILING ADDRESS:

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

FILE-IN-PERSON:

DEPARTMENT OF JUSTICE
TESTING & SELECTION UNIT
ATTN: CRIMINALIST
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: 916-324-5039
FAX NUMBER: 916-445-1218
EMAIL ADDRESS: 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, three days prior to the written 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), and local Offices of the Employment Development Department (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: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

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 and recency of pertinent experience and evidence of the candidate's 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 12th 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
916-324-5039

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.



California Department of Justice

Criminalist

Training and Experience Questionnaire

This Training and Experience (T&E) Questionnaire is the examination for the classification of Criminalist. The results of this examination will determine your placement on the hiring list for the classification should any open positions become available. This process will create a list of candidates to fill a wide range of positions requiring vastly different levels of education, background and experience.

The assessment is a self-rating process. In the following pages, you will provide written responses to several questions, in addition to rating yourself on a series of statements. Both formats are designed to measure how your education, training, and work history has provided you the essential knowledge, skills, and abilities required to successfully perform in the Criminalist position. Your responses in this questionnaire may be later used as information for follow-up questions during a hiring interview.

The overall assessment consists of nine sections:

- Minimum Qualifications
- Educational Experience
- Related General Experience
- Laboratory Equipment
- Forensic Science
- Independent Research
- Court Testimony
- Licenses and Certifications
- Writing Exercise

The T&E Questionnaire is the sole component of the Criminalist examination. All instructions should be read carefully and understood before completing this examination. Failure to do so may result in an inability to process your T&E Questionnaire and disqualification from this examination. Please keep a copy of your completed questionnaire for your records.

If you have any questions regarding this questionnaire, please contact:

Testing and Selection Unit
916-324-5039
TSU@doj.ca.gov

How to take a T&E

What is a T&E?

A Training and Experience Questionnaire (T&E) is a way to measure the previous experience, training, and/or education that a candidate has that is relevant to the job for which the exam is being conducted.

T&Es are typically questionnaires that consist of a series of statements that represent qualities important for successful job performance. You will be asked to rate yourself on the experience, training, and education that you will bring to the job.

How do I rate myself?

Making judgments about your own level of skills or amount of experience can be a difficult task, but there are steps you can take to help increase the accuracy of your ratings.

- To start, pull together some important personal reference materials. You're most likely going to be asked to rate yourself based on your previous work experience. It can be difficult to accurately recall in detail the accomplishments you have achieved in your career. So take a moment to refresh your memory.
 - Pull out your resume and review it. Update it if you need to. Look over your previous positions and the tasks that you performed while in those positions.
 - Review past performance appraisals. These may contain development plans or details of projects that you completed in the past.
 - Look over your transcripts. Remind yourself of the courses that you have taken in your educational path. If there are educational requirements, you may be asked about specific courses that you took while pursuing your education.
 - Make a list of training courses and professional classes that you have taken throughout your career. Note any certifications that you may have achieved. Sometimes you may not have the previous work experience but you may have taken coursework that exposed you to similar knowledge or skills.
 - Read the questions and the response options carefully. Consider all your relevant training and experience.

How do I choose which rating best represents me?

- After you have reviewed some of your personal reference materials you should be in a pretty good position to rate yourself accurately.
 - Be honest. Don't diminish your accomplishments or the amount of time that you have put into your career. As you rate yourself, keep your personal resources next to you and refer to them as needed to refresh your memory.
 - Be truthful. Don't exaggerate what you have done. While it's common to want to present yourself to the best advantage, T&Es are of most use when your ratings are accurate. Rating yourself higher in certain experiences or indicating that you have more training than you do in actuality isn't necessarily going to result in a higher score. Often candidates' responses on the T&E questionnaire are confirmed during the hiring interview. Blatantly falsifying your employment history may lead to disciplinary action and/or removal from the employment list.

Affirmation Page

All applicants **must complete and return the entire** Training and Experience Questionnaire in addition to a copy of their transcripts by the announced cut-off date to be considered for this examination process.

The completed Training and Experience Questionnaire and a copy of your transcripts must be returned to one of the following addresses:

Mailing Address:

Department of Justice
Testing & Selection Unit
PO Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing & Selection Unit
1300 I Street, 1st Floor Lobby
Sacramento, CA 95814

I hereby certify that the information provided on this Training and Experience Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State examinations.

Your Signature: _____ Date: _____

Your Name (printed): _____

Contact Information:

Address: _____

City, State, Zip _____

Phone Number: _____

Email address: _____

SECTION 1 – MINIMUM QUALIFICATIONS

A. DEGREE REQUIREMENT

This section addresses the minimum degree qualification required for this position. Use the following criteria to answer these questions.

A = YES

B = NO

- | | Answer |
|--|--------|
| 1. Do you have a Baccalaureate degree with a major in a Physical or Biological Science? | 1. A B |
| 2. If you do not have a Baccalaureate degree, are you a Senior in a recognized college or university majoring in a Physical or Biological Science? | 2. A B |

Check your major below:

Chemistry

Biochemistry

Biology (any type)

Physics

Geology

Forensic Science/Criminalistics

Other Physical or Biological Science:

If you answered YES to question 1 or 2 continue completing this Supplemental Application. If you answered NO, please be advised that you do not meet the minimum qualifications and are not eligible to compete in this exam.

B. COURSEWORK REQUIREMENTS

Using the following criteria, answer the questions below.

A = YES

B = NO

- | | Answer |
|--|--------|
| 3. Do you have the equivalent of eight semester units (12 quarter units) of general chemistry? | 3. A B |

4. Do you have the equivalent of three semester units (5 quarter units) of quantitative analysis? *(See Below) 4. A B

*This requirement can be satisfied by the completion of other courses which contain specific topics in analytical chemistry. Courses used to meet this requirement must include the following information:

- a. Knowledge of chemical equilibrium processes, oxidimetric analysis, and photo detector systems.
 - b. Knowledge of phase equilibrium as applied to the distribution of volatile organic compounds between the aqueous phase and the vapor phase and as applied to the distribution of compounds between the two phases used in chromatographic separations.
 - c. Knowledge of the properties of gases as applied to the volatile properties of alcohol which are used to separate alcohol from biological matrix and knowledge of the proportional relationship of partial pressures to the concentrations of the components in two-phase systems.
 - d. Knowledge of the polychromatic nature of light, absorption and diffraction of light, light absorption as summarized by Lambert-Beer laws applied to quantitative spectrometry and knowledge of quantitative infrared spectroscopy including interferences by organic compounds other than ethyl alcohol.
5. Do you meet this qualification based on a combination of other courses rather than a single course in quantitative analysis? 5. A B

(You will be asked to provide an official letter from your college/university certifying the content of the courses).

SECTION 2 - EDUCATIONAL EXPERIENCE

A. COURSEWORK

This section addresses educational experience. Using the criteria below, identify the number of units you have successfully completed in each course of study.

- A = Equivalent to 11+ semester units
- B = Equivalent to 8 to 10 semester units
- C = Equivalent to 4 to 7 semester units
- D = Equivalent to 1 to 3 semester units
- E = Equivalent to 0 semester units

NOTE:

(to convert quarter units to semester units, multiply quarter units by two thirds {2/3})

	Answer
6. General Chemistry	6. A B C D E
7. Quantitative Analysis	7. A B C D E
8. Inorganic Chemistry	8. A B C D E
9. Organic Chemistry	9. A B C D E
10. Physical Chemistry	10. A B C D E
11. Biochemistry	11. A B C D E
12. Biology	12. A B C D E
13. Anatomy	13. A B C D E
14. Physiology	14. A B C D E
15. Microbiology	15. A B C D E
16. Genetics	16. A B C D E
17. Molecular Biology	17. A B C D E
18. Statistics	18. A B C D E
19. Forensic Science/Criminalistics	19. A B C D E
20. Botany	20. A B C D E
21. Toxicology	21. A B C D E
22. Geology	22. A B C D E
23. Immunology	23. A B C D E
24. Embryology	24. A B C D E
25. Zoology	25. A B C D E
26. Physics	26. A B C D E
27. Instrumental Analysis	27. A B C D E
28. Pharmacology	28. A B C D E
29. Other Describe:	29. A B C D E

Please list the overall number of actual semester units completed in all the courses listed in 6-29 above.

B. COLLEGE DEGREES

In answering questions 30 and 31, use the following criteria to indicate any degrees you have received in either a physical, chemical, biological science or non-science-related major.

- A = PhD
- B = Masters
- C = Bachelor of Science/Arts
- D = Associate of Arts
- E = None

30. Identify the highest college degree you have earned in a physical, chemical or biological science. 30. A B C D E
Describe:

31. Identify the highest college degree you have earned in a non-science related major. 31. A B C D E
Describe:

SECTION 3 – RELATED GENERAL EXPERIENCE

A. COMMUNICATION AND PROBLEM SOLVING

This section addresses oral and written communication skills. Using the following criteria, indicate the level of experience you have in each of these areas.

- A = Extensive (more than 15 times)
- B = Moderate (5-15 times)
- C = Limited (1-4 times)
- D = None

- | | Answer |
|---|-------------|
| 32. What experience do you have providing informal or formal training? (job training, tutoring, teaching assistant etc.)
Describe: | 32. A B C D |
| 33. What experience do you have making oral presentations to groups of 10 or more people? (seminars, workshops, toastmasters, etc.)
Describe: | 33. A B C D |
| 34. What experience do you have, on the job or in the community, leading or facilitating meetings of 10 or more people?
Describe: | 34. A B C D |
| 35. What experience do you have writing instruction manuals for other people to use or proofreading/editing documents? (formal correspondence, manuals, reports, etc.)
Describe: | 35. A B C D |
| 36. What experience do you have working with sensitive or confidential information?
Describe: | 36. A B C D |

37. What experience do you have performing literature searches?
(research papers using professional journals) 37. A B C D
Describe:

38. What experience do you have solving problems of a technical nature
using the scientific method? 38. A B C D
Describe:

B. COMPUTER SKILLS

This section addresses knowledge of and abilities with personal computers. Using the following criteria, indicate your level of experience.

- A = Extensive (more than 3 years)
- B = Moderate (1-3 years)
- C = Limited (some but less than 1 year)
- D = None

39. What experience do you have with word processing programs? 39. A B C D
Describe: Answer

40. What experience do you have with computer databases? 40. A B C D
Describe:

41. What experience do you have with computer spreadsheets? 41. A B C D
Describe:

42. What experience do you have with e-mail? 42. A B C D
Describe:

C. PERSONAL CHARACTERISTICS

This section addresses personal characteristics as they relate to this position. Using the following criteria, indicate how your current or former supervisor/college instructor would rate you in:

- A = 1 Highest rating
- B = 2
- C = 3
- D = 4
- E = 5 Lowest rating

	Answer
43. reliability	43. A B C D E
44. punctuality	44. A B C D E
45. honesty	45. A B C D E
46. ability to work well with people	46. A B C D E
47. patience	47. A B C D E
48. open-mindedness	48. A B C D E
49. tact	49. A B C D E
50. written and oral communication skills	50. A B C D E
51. analytical skills	51. A B C D E
52. leadership skills	52. A B C D E
53. ability to function independently	53. A B C D E
54. initiative	54. A B C D E
55. creativity	55. A B C D E
56. ability to make sound decisions	56. A B C D E
57. thoroughness	57. A B C D E
58. ability to complete assignments and meet deadlines	58. A B C D E
59. ability to learn new information	59. A B C D E
60. problem solving skills	60. A B C D E
61. ability to prioritize work or activities	61. A B C D E
62. ability to maintain confidentiality	62. A B C D E
63. ability to perform under pressure	63. A B C D E
64. ability to follow oral and written instructions	64. A B C D E

SECTION 4 - KNOWLEDGE AND EXPERIENCE WITH LABORATORY EQUIPMENT

A. KNOWLEDGE

This section addresses the basic principles of laboratory instrumentation.

Using the following criteria, describe your knowledge of the theory and your understanding of the basic principles for the following laboratory equipment or processes.

A = Extensive Knowledge

B = Moderate Knowledge

C = Limited Knowledge

D = No Knowledge

	Answer
65. Gas Chromatograph	65. A B C D
66. Mass Spectrometer	66. A B C D
67. Liquid Chromatograph	67. A B C D
68. Fourier Transform Infrared Spectrometer (FTIR)	68. A B C D
69. Infrared Spectrometer (Dispersive)	69. A B C D
70. UV – Visible Spectrometer	70. A B C D
71. FTIR Microscope	71. A B C D
72. Compound Microscope (Bright Field, Polarizing or Phase Contrast)	72. A B C D
73. Fluorescence Microscope	73. A B C D
74. Comparison Microscope	74. A B C D
75. Scanning Electron Microscope	75. A B C D
76. Capillary Electrophoresis	76. A B C D
77. Atomic Absorption	77. A B C D
78. Emission Spectrometer	78. A B C D
79. Polymerase Chain Reaction – Thermal Cycler	79. A B C D
80. Automated Sequencer	80. A B C D
81. Energy Dispersive X-Ray (EDX/XRF)	81. A B C D
82. Gel Electrophoresis	82. A B C D
83. Radioactive Detection Techniques (radioisotopes)	83. A B C D
84. Chemiluminescence Detection Techniques	84. A B C D
85. Other Describe:	85. A B C D

B. EXPERIENCE

This section addresses the practical applications and use of the following laboratory instrumentation or processes.

Using the following criteria, describe your level of experience with the following laboratory equipment or processes.

- A = 3+ years of experience
- B = 2 + to 3 years of experience
- C = 1 to 2 years of experience
- D = Less than 1 year of experience
- E = No experience

	Answer
86. Gas Chromatograph	86. A B C D E
87. Mass Spectrometer	87. A B C D E
88. Liquid Chromatograph	88. A B C D E
89. Fourier Transform Infrared Spectrometer (FTIR)	89. A B C D E
90. Infrared Spectrometer (Dispersive)	90. A B C D E
91. UV – Visible Spectrometer	91. A B C D E
92. FTIR Microscope	92. A B C D E
93. Compound Microscope (Bright Field, Polarizing or Phase Contrast)	93. A B C D E
94. Fluorescence Microscope	94. A B C D E
95. Comparison Microscope	95. A B C D E
96. Scanning Electron Microscope	96. A B C D E
97. Capillary Electrophoresis	97. A B C D E
98. Atomic Absorption	98. A B C D E
99. Emission Spectrometer	99. A B C D E
100. Polymerase Chain Reaction – Thermal Cycler	100. A B C D E
101. Automated Sequencer	101. A B C D E
102. Energy Dispersive X-Ray (EDX/XRF)	102. A B C D E
103. Gel Electrophoresis	103. A B C D E
104. Radioactive Detection Techniques (radioisotopes)	104. A B C D E
105. Chemiluminescence Detection Techniques	105. A B C D E
106. Other Describe:	106. A B C D E

SECTION 5 – KNOWLEDGE AND EXPERIENCE IN THE AREA OF FORENSIC SCIENCE

A. KNOWLEDGE

This section addresses the theory behind the analytical techniques used in the following areas in forensic science.

Using the following criteria, describe your knowledge of the theory behind the analytical techniques used in the following areas in forensic science.

A = Extensive Knowledge

B = Moderate Knowledge

C = Limited Knowledge

D = No Knowledge

	Answer
107. Blood and Urine Alcohol Analysis	107. A B C D
108. Breath Alcohol Analysis	108. A B C D
109. Controlled Substance Analysis	109. A B C D
110. Clandestine Lab Analysis	110. A B C D
111. DNA Analysis - Polymerase Chain Reaction	111. A B C D
112. DNA Analysis - Restriction Fragment Length Polymorphism	112. A B C D
113. Conventional Serology - Blood	113. A B C D
114. Conventional Serology - Semen	114. A B C D
115. Impression Evidence - Firearms	115. A B C D
116. Impression Evidence - Tool marks	116. A B C D
117. Shoe Impressions and Prints	117. A B C D
118. Tire Impressions and Prints	118. A B C D
119. Trace - Arson	119. A B C D
120. Trace - Explosive Residue	120. A B C D
121. Trace - Paint	121. A B C D
122. Trace - Hair	122. A B C D
123. Trace - Fiber	123. A B C D
124. Trace - Glass	124. A B C D
125. Trace - Mineral Grains/Soils	125. A B C D
126. Crime Scene - Evidence Collection	126. A B C D
127. Crime Scene - Reconstruction	127. A B C D
128. Latent Print Comparison	128. A B C D
129. Toxicology	129. A B C D
130. Questioned Documents	130. A B C D

B. EXPERIENCE

This section addresses your experience in the following areas in forensic science.

Using the following criteria, describe your experience in the following areas.

(Note: For one year of experience, the candidate must have worked 75 to 100% of their work time in that area)

A = 3+ years of experience

B = 2 to 3 years of experience

C = Less than 2 years of experience

D = No Experience

	Answer
131. Blood and Urine Alcohol Analysis	131. A B C D
132. Breath Alcohol Analysis	132. A B C D
133. Controlled Substance Analysis	133. A B C D
134. Clandestine Lab Analysis	134. A B C D
135. DNA Analysis - Polymerase Chain Reaction	135. A B C D
136. DNA Analysis - Restriction Fragment Length Polymorphism	136. A B C D
137. Conventional Serology - Blood	137. A B C D
138. Conventional Serology - Semen	138. A B C D
139. Impression Evidence - Firearms	139. A B C D
140. Impression Evidence – Tool marks	140. A B C D
141. Shoe Impressions and Prints	141. A B C D
142. Tire Impressions and Prints	142. A B C D
143. Trace - Arson	143. A B C D
144. Trace – Explosive Residue	144. A B C D
145. Trace - Paint	145. A B C D
146. Trace - Hair	146. A B C D
147. Trace - Fiber	147. A B C D
148. Trace - Glass	148. A B C D
149. Trace – Mineral Grains/Soils	149. A B C D
150. Crime Scene – Evidence Collection	150. A B C D
151. Crime Scene - Reconstruction	151. A B C D
152. Latent Print Comparison	152. A B C D
153. Toxicology	153. A B C D
154. Questioned Documents	154. A B C D

SECTION 6 - INDEPENDENT RESEARCH

This section addresses the number of years of independent research experience you have in a field related to forensic science.

Using the following criteria, list the number of years you have conducted independent research in the following areas.

- A = 4+ years of experience
- B = 2+ to 4 years of experience
- C = 1 to 2 years of experience
- D = Less than 1 year of experience
- E = No experience

- | | Answer |
|---|----------------|
| 155. What experience do you have solving problems of a technical nature using the scientific method?
Describe: | 155. A B C D E |
| 156. Chemistry – Identification and /or quantitation of controlled substances
Describe: | 156. A B C D E |
| 157. Chemistry – Identification and characterization of fire debris, explosives, metal or minerals.
Describe: | 157. A B C D E |
| 158. Chemistry – Clandestine laboratory examinations and characterizations.
Describe: | 158. A B C D E |

159. Chemistry – Examinations and characterizations of paints, polymers, fibers, metals or other trace materials. 159. A B C D E
Describe:

160. Chemistry – Identification, quantitations, and characterizations of poisons, drugs, and toxics recovered from body fluids. 160. A B C D E
Describe:

161. Microscopy – Light and electron microscopy to individualize paint, fiber, glass, hair, metals, soils, or other trace materials. 161. A B C D E
Describe:

162. Impression Marks – Marks left by firearms, tools, tires, hands, fingers, feet , or footwear. 162. A B C D E
Describe:

163. Other 163. A B C D E
Describe:

SECTION 7 - EXPERT WITNESS – COURT TESTIMONY

This section addresses the applicant's court experience testifying as an expert witness. Using the following criteria, describe your experience testifying in court.

- A = Qualified as an expert 20+ times
- B = Qualified as an expert between 11 and 20 times
- C = Qualified as an expert between 1 and 10 times
- D = No Experience

	Answer
164. Blood and Urine Alcohol Analysis	164. A B C D
165. Breath Alcohol Analysis	165. A B C D
166. Controlled Substance Analysis	166. A B C D
167. Clandestine Lab Analysis	167. A B C D
168. DNA Analysis – Polymerase Chain Reaction	168. A B C D
169. DNA Analysis – Restriction Fragment Length Polymorphism	169. A B C D
170. Conventional Serology - Blood	170. A B C D
171. Conventional Serology - Semen	171. A B C D
172. Impression Evidence - Firearms	172. A B C D
173. Impression Evidence - Tool marks	173. A B C D
174. Shoe Impressions and Prints	174. A B C D
175. Tire Impressions and Prints	175. A B C D
176. Trace - Arson	176. A B C D
177. Trace - Explosive Residue	177. A B C D
178. Trace - Paint	178. A B C D
179. Trace - Hair	179. A B C D
180. Trace - Fiber	180. A B C D
181. Trace - Glass	181. A B C D
182. Trace - Mineral Grains/Soils	182. A B C D
183. Crime Scene - Evidence Collection	183. A B C D
184. Crime Scene - Reconstruction	184. A B C D
185. Latent Print Comparison	185. A B C D
186. Toxicology	186. A B C D
187. Questioned Documents	187. A B C D

SECTION 8 - PROFESSIONAL ORGANIZATIONS, LICENSES AND CERTIFICATIONS

List the professional organizations in which you are currently or were formerly a member, and professional licenses and certificates that you currently possess.

<u>Organization</u>	<u>Certificate/License/Member Status</u>	<u>Date(s)</u>
1.		
2.		
3.		
4.		
5.		

SECTION 9 - WRITING EXERCISE

If you had the responsibility of selecting a Criminalist for the Bureau of Forensic Services, what knowledge, skills, and abilities would you consider important and why? (100-150 words)

THIS CONCLUDES THE TRAINING AND EXPERIENCE QUESTIONNAIRE

**Please submit this document along with any other required documentation
per the instructions on page 3.**

CRIMINAL RECORD SUPPLEMENTAL QUESTIONNAIRE
(CREATED 6/2010)

Not all Examinations require this Criminal Record Supplemental Questionnaire. Please review the Examination Bulletin to determine if the questionnaire is required before completing.

PRINT OR TYPE – PLEASE SEE INSTRUCTIONS ON THE NEXT PAGE

Applicant Identification Number (Easy ID)

FIRST 3 LETTERS OF LAST NAME AT BIRTH	<input type="text"/> <input type="text"/> <input type="text"/>	MONTH OF BIRTH	<input type="text"/> <input type="text"/>	DAY OF BIRTH	<input type="text"/> <input type="text"/>	LAST 4 DIGITS OF SOCIAL SECURITY NUMBER	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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Applicants Name (last)	(First)	(M.I.)	Easy ID
Mailing Address (Number)	(Street)	E-mail Address	Work Telephone Number
(City)	(County)	(State)	(Zip Code)
			Home Telephone Number

Exam Title(s) for which you are applying:

Recruitment Number:

Answer the following Questions:

1. Have you ever been convicted by any court of a misdemeanor crime of domestic violence? **YES** **NO**
2. Have you ever been convicted by any court of a felony? **YES** **NO**

Explanations

CERTIFICATION – IMPORTANT – PLEASE READ BEFORE SIGNING – if not signed, your application may be rejected.

I certify under penalty of perjury that the information I have entitled on this application is true and complete to the best of my knowledge. I further understand that any false, incomplete, or incorrect statements may result in my disqualification from the examination process or dismissal from employment with the State of California. I authorize all agencies to release any information they may have concerning the information provided on this supplemental application to the State of California.

Applicant's Signature

Date Signed

CRIMINAL RECORD SUPPLEMENTAL QUESTIONNAIRE

(CREATED 6/2010)

INSTRUCTIONS

Read the following instructions carefully before completing this Criminal Record Supplemental Questionnaire. If the Examination Bulletin requires this Criminal Record Supplemental Questionnaire to be submitted with your application, you must complete all sections and answer the required questions completely and accurately.

Applicant Identification Number (Easy ID) – Enter the required tracking information on the Criminal Record Supplemental Questionnaire: the first three letters of your last name at birth, the month and day of your birth and the last four digits of your Social Security Number.

Easy ID – The Easy ID represents a compilation of the data collected from the Applicant Identification Number section. Please provide the Easy ID established from your Online Employment Center (OEC) profile you created to complete your application. If you are unable to determine your Easy ID, please leave it blank.

Exam for which you are applying – Fill in the title(s) of the examination for which you are applying as it is listed on the examination bulletin.

Recruitment Number – Fill in the Recruitment Number(s) of the examination for which you are applying as it is listed on the Examination Bulletin.

Questions 1 & 2 – Answer these questions only if required on the Examination Bulletin.

Explanations – Use this section to explain the details of any response that requires additional information. Be thorough and attach additional sheet(s) if needed.

Signature – Your signature and the date signed is required. If the Criminal Record Supplemental Questionnaire is not signed, it may be rejected.

NOTE: Your completed Criminal Record Supplemental Questionnaire and other examination-related information submitted to the department administering this examination becomes confidential information and the property of the State of California as provided by Government Code Section 18934. This Criminal Record Supplemental Questionnaire and other confidential information **will not be returned**; therefore, we recommend that you keep a copy for your personal records. Your rights to inspect your examination papers are set forth in Sections 186-189 of Title 2 of the California Code of Regulations, which can be accessed on the State Personnel Board's website at www.spb.ca.gov.

DEPARTMENT OF JUSTICE
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. If you are unable to accept employment, or do not reply to contacts from the department your name will be placed on the inactive list for this classification.

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

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

- ___ (05) Anywhere in the State
- ___ (0400) Butte
- ___ (1200) Humboldt
- ___ (3400) Sacramento
- ___ (4500) Shasta
- ___ (4900) Sonoma
- ___ (0700) Contra Costa
- ___ (1000) Fresno
- ___ (3900) San Joaquin
- ___ (3300) Riverside
- ___ (4200) Santa Barbara
- ___ (4400) Santa Cruz

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

How did you first learn about this Exam? (Choose as many as apply)

- ___ The Department of Justice's website (Oag.ca.gov) (1)
- ___ The California Department of Human Resources' website (Jobs.ca.gov) (2)
- ___ The Department of Justice's Facebook Careers page (3)
- ___ The Department of Justice's LinkedIn Careers page (4)
- ___ Through contact with a friend/colleague who works at the Department of Justice (5)
- ___ Contact with a DOJ Recruiter (6)
- ___ Internet Job Board (7)
- ___ On Campus visit (8)
- ___ Professional Association (9)
- ___ Other _____ (10)

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