



CRIMINALIST SUPERVISOR

EXAM CODE: OJU06
DEPARTMENT(S): DEPARTMENT OF JUSTICE
EXAM TYPE: OPEN
LOCATION(S): STATEWIDE
BULLETIN RELEASE DATE: TUESDAY, MAY 12, 2020
FINAL FILING DATE: TUESDAY, JUNE 2, 2020
SALARY INFORMATION: \$7,522 - \$9,833*
**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.*
CLASS & SCHEM CODE: 8477 / VF10

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 final filing 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

TUESDAY, JUNE 2, 2020

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. Please note that dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

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

MINIMUM QUALIFICATIONS

EITHER I

One year of experience in the California state service performing the duties of a Senior Criminalist.

OR II

Experience: Broad and extensive (more than five years) of professional experience in a physical or biological science laboratory setting performing the duties of a chemist, biochemist or a related position. (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 one year performing the duties of a Senior Criminalist

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: Broad and extensive (more than five 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 may be substituted for two years of the required experience.) Experience in California state service applied toward this requirement must include at least one year performing the duties of a Senior Criminalist.

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.

DEFINITION OF TERMS

“Performing the duties of...” means the applicant must have been appointed to and working in the classification for the specified amount of time (or on a training and development (T&D), limited term, or approved out-of-class assignment to the class).

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



POSITION DESCRIPTION

This is the working supervisor level where incumbents are responsible for directing the work of a minimum of four Criminalists and/or laboratory technicians/assistants within: (1) a field office engaged in various criminalistic disciplines, (2) the California Criminalistic Institute engaged in organizing and providing forensic research, application, advanced casework, training and methodology development in one specialized criminalistic discipline, or (3) a forensic laboratory engaged in independent research as well as the design and direction of complex research projects and training programs. Staff at this level may also be assigned the most difficult advanced forensic casework and courtroom testimony with wide discretion and independence of action.

Laboratories exist in Butte, Contra Costa, Fresno, Humboldt, Sacramento, Shasta, Santa Barbara, Santa Cruz, San Joaquin, Sonoma, and Riverside counties

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:

TRAINING AND EXPERIENCE NARRATIVE - 100 %

The Training and Experience Narrative consists of job-related questions for which candidates must submit typed responses. A panel subject matter experts will evaluate competitor responses to each question using job-related rating and scoring criteria. The questions are provided at the end of this examination bulletin.

KNOWLEDGE, SKILLS, & ABILITIES

The Training and Experience Narrative 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. Basic biological principles and properties including molecular and cellular structure and function.
4. The systematic approach, scientific methods, and techniques used to process crime scenes and analyze evidence.
5. The uses and techniques associated with chromatography and spectrometry.
6. The techniques, equipment, tools, principles, and methods for assessing biological evidence such as bodily fluids, hairs, and tissues.
7. The techniques, equipment, tools, principles, and methods for identifying unknown substances and materials.
8. Contamination prevention protocols and procedures pertaining to forensic analysis to ensure integrity of evidence.
9. The effects of weather or other environmental factors on potential forensic evidence.
10. Class and individual characteristics including the differences between them.
11. Presumptive and confirmatory tests including the differences between them.
12. Sample selection techniques and the effects they have on the interpretation of forensic evidence.
13. Applicable laws, rules, and regulations governing evidence collection (e.g., handling, storage, and chain of custody) to ensure the integrity of evidence.
14. Applicable laws, rules, and regulations as they pertain to the use of evidence in court proceedings.
15. The Brady policy and its implications and disclosure requirements pertaining to casework.
16. The English language including syntax, grammar, and spelling as required to complete and review paperwork (e.g., reports, exhibits, and correspondence).
17. Basic mathematics (e.g., multiplication, division, addition, and subtraction) and its application to analyzing and interpreting data.
18. Intermediate mathematics (e.g., algebra and trigonometry,) and its application to analyzing and interpreting data.
19. Current developments, recent literature, and scientific working groups (e.g., OSAC, NIST, and SWGDAM) in the field of forensic science.
20. Crime scene and laboratory safety protocols.
21. The requirements set forth by the International Organization for Standardization (ISO) 17025/ANAB AR3125 and FBI Quality Assurance Standards (QAS) pertaining to accreditation to maintain compliance.
22. The Quality Management System (QMS) to ensure compliance with accreditation requirements.



23. Guiding ethical principles (e.g., CAC Code of Ethics) to maintain a high degree of ethical standards.

ABILITY TO:

1. Analyze and correctly interpret forensic evidence to draw valid and defensible conclusions.
2. Identify other forms and sources of forensic evidence and how they impact the approach to examination and processing.
3. Determine the appropriate sequence to follow when analyzing evidence (e.g., which analysis may be employed first, so its application does not adversely impact downstream analyses).
4. Make use of scientific methods, research, analytical techniques, and evidence examinations at the crime scene or the laboratory.
5. Evaluate new testing methodologies and to determine their strengths and weaknesses.
6. Determine the appropriate methodology or technique for use in processing crime scenes or analyzing specific types of evidence.
7. Evaluate new testing methodologies and to determine their strengths and weaknesses.
8. Communicate information and ideas in writing in a clear, articulate manner using appropriate tone, vocabulary/nomenclature, and grammar appropriate to professional, legal, or scientific audiences.
9. Read and understand written information that is fundamental to forensic science (e.g., professional/scientific journals, procedure manuals, court rulings/precedents, equipment manuals, and safety information related to chemicals and equipment).
10. Think critically using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
11. Combine pieces of information to form conclusions.
12. Interpret written procedures and implement them.
13. Make oral presentations to groups, taking into account the audience and nature of the information, to communicate information in a variety of settings (e.g. training and meetings).
14. Monitor and assess one's own performance to make necessary improvements.
15. Communicate in a courteous, professional manner with a variety of individuals (e.g., law enforcement, attorneys, and court staff) in order to exchange information or accept work.
16. Attend and engage in training regarding procedures, techniques, or approaches to the analysis of forensic evidence to further develop skills.
17. Coordinate training to new staff on the procedures, techniques, or approaches to the analysis of forensic evidence and other laboratory processes.
18. Testify in court regarding the methods used in the course of an analysis as well as the strengths and weaknesses of those methods.
19. Work cooperatively with individuals from a variety of backgrounds and capabilities on a one-on-one basis.
20. Accept constructive criticism regarding work products and practices in order to continually improve work performance.
21. Use spreadsheet software (e.g. Microsoft Excel) to enter, organize, compute, analyze, and display data.
22. Use communication computer software programs to exchange information with a variety of individuals (e.g., BlueJeans and Outlook).
23. Use database programs (e.g., JusticeTrax and TRS) to enter or retrieve data.
24. Organize and prioritize staff workload to meet established deadlines and ensure the most important tasks are completed first.
25. Remain organized to complete work in an accurate and thorough manner.
26. Follow directions given by management to carry out the goals of the department.
27. Work efficiently to manage "rush" or urgent projects with a quick turnaround.
28. Apply sound judgment and knowledge to determine the best course of action from a set of alternatives.
29. Successfully complete multiple projects simultaneously within appropriate timeframes while maintaining a quality work product.
30. Maintain composure during stressful situations (e.g., testifying in court, dealing with difficult employees, managing caseload).
31. Review the work of staff and provide constructive feedback.
32. Lead and motivate staff towards a desired goal.
33. Delegate and monitor work assignments to appropriate staff levels to ensure they meet quality, quantity, and timeliness standards.
34. Learn new processes, techniques, or rules to develop skills on the job.



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. Department of Justice regulations 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.

The information you furnish will be used to help determine your suitability for employment with the Department of Justice.

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 this class series are required to pass a drug screening.

SPECIAL CHARACTERISTICS

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 \(Form STD 678\)](#)
- [Signed Affirmation Page](#)
- [Training and Experience Narrative Responses](#)
- [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: CRIMINALIST SUPERVISOR EXAMINATION
P.O. BOX 944255
SACRAMENTO, CA 94244-2550

FILE-IN-PERSON/CERTIFIED MAIL:

DEPARTMENT OF JUSTICE
TESTING & SELECTION UNIT
ATTN: CRIMINALIST SUPERVISOR 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



State of California, Department of Justice ~ Examination Bulletin

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, 916-210-6021, 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: 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 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
916-210-6021

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
CRIMINALIST SUPERVISOR
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.

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

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

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

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



CRIMINALIST SUPERVISOR Training and Experience Narrative

GENERAL INSTRUCTIONS

This Training and Experience Narrative is the sole component of the Criminalist Supervisor examination. The Narrative will be rated by Subject Matter Experts (SMEs) using predetermined rating criteria. To be placed on the eligibility list a minimum score of 70% must be received on this component. Read the instructions carefully before completing this examination; failure to do so may result in an inability to process your Training and Experience Narrative and disqualification from this examination.

- This Training and Experience Narrative consists of 4 questions.
- You must type your responses to these questions.
- Your response to each question may only consist of 1 sheet of paper, single spaced, in 12-point Times New Roman font, with a 1-inch margin on all sides of the page. The maximum number of pages you should complete for this Training and Experience Evaluation is 4 pages. **Responses that do not meet this criteria may not be rated and may result in disqualification from this exam.**
- You **must** write the question number you are responding to in the top left corner of each page. You may hand write this number, however it must be clearly legible.
- You **must** write the last 4 digits of your social security number on the top right corner of each page of your responses. You may hand write this number, however it must be clearly legible.
- Please keep your answers concise, but be sure to answer all questions completely and accurately. Providing specific information will allow the SMEs to properly evaluate your qualifications. Omitted information cannot be considered and will not be assumed.
- The exam submitted should solely be your work. Candidates are not to receive any coaching or assistance and supervisors should not review, edit, or make suggestions to the Training and Experience Narrative responses.

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

Yohana Medina
Testing & Selection Unit
916-210-6370
Yohana.Medina@doj.ca.gov



Affirmation Page

All applicants **must complete and return the entire** packet, including the Training and Experience Narrative, signed STD 678, Affirmation page, and Conditions of Employment form by the final filing date stated on the bulletin in order to be considered in this examination process.

The completed Training and Experience Narrative, signed STD 678, Affirmation page, Conditions of Employment must be returned to one of the following addresses:

Mailing Address:

Department of Justice
Testing & Selection Unit
Attn: CRIMINALIST SUPERVISOR EXAM
PO Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing & Selection Unit
Attn: CRIMINALIST SUPERVISOR EXAM
1300 I Street, 1st Floor Lobby
Sacramento, CA 95814

I hereby certify that the information provided on this Training and Experience Narrative 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: _____



CRIMINALIST SUPERVISOR

Training and Experience Narrative Questions

Question #1

Please provide a detailed description of any relevant training, education, and/or experience you have in forensic science or other closely related field that has prepared you to assume the duties and responsibilities of a Criminalist Supervisor. The training, education, and/or experience may apply to the areas of research, casework, technical expertise, or other relevant areas applicable to this position.

Question #2

As a Criminalist Supervisor, you will be responsible for designing and directing complex research projects. Describe an example from your professional career where you managed a significant project. In your response, please provide a detailed description of the role and responsibilities you held in the project, any challenges you encountered, and the project's ultimate outcome.

Question #3

Please describe the contributions you have made to successfully maintain laboratory accreditation standards. In your response, please include your experience as it relates to the areas of quality control and/or quality assurance.

Question #4

Assume you are a Criminalist Supervisor and a law is passed that will result in increased case submissions for your team. Your staff are already working at near capacity and you will not receive any additional positions to handle the increased workload. Please describe the challenges you would expect to arise from this situation, as well as the steps you would take to resolve those challenges to ensure the work is still completed timely and accurately.