



CRIMINALIST MANAGER

EXAM CODE:	6JU41
DEPARTMENT(S):	DEPARTMENT OF JUSTICE
EXAM TYPE:	OPEN
LOCATION(S):	STATEWIDE
BULLETIN RELEASE DATE:	August 1 st , 2016
FINAL FILING DATE:	August 15 th , 2016
SALARY INFORMATION:	\$7,824 - \$9,332*
	<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>
CLASS & SCHEM CODE:	8467 / VF08

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

August 15th, 2016

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

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

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. This experience must have included at least two years as a supervising criminalist. (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 Criminalist Supervisor.

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. This experience must have included at least two years in the design and direction of scientific research. This experience must also have included at least two years of supervision. (Possession of a master's degree in a physical or biological science may be substituted for one year of general experience and possession of a Ph.D. in a physical or biological science may be substituted for two years of the required general experience.) Experience in California state service applied to this requirement must include at least one year performing the duties of a Criminalist Supervisor.

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 the amount of experience in State service in the class specified (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

The Criminalist Manager plans, organizes and directs the criminalistic program in an assigned area of the State. Incumbents at this level must supervise two or more Criminalist Supervisors. May also direct complex and sensitive forensic science projects which have a significant impact on the Bureau or the field of criminalistics.

Positions exist in Contra Costa, Fresno, Monterey, Riverside, Sacramento, San Joaquin, and Shasta counties.

EXAMINATION INFORMATION

This exam will consist of the following:

TRAINING AND EXPERIENCE NARRATIVE – 33%

The Training and Experience Narrative consists of job-related questions for which candidates must submit typed responses. A panel of 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.

QUALIFICATION APPRAISAL PANEL (QAP) – 67%

The QAP consists of an oral interview that will contain a set of job-related questions. Candidates will be provided a copy of the interview questions to review and take notes for a period of time before entering the interview room. Candidates' verbal responses will be evaluated by a panel of Subject Matter Experts against pre-determined, standardized, job-related scoring criteria.

Applicants must receive a minimum score of 70% on the Training and Experience Narrative in order to proceed to the next phase of the examination process, the Qualifications Appraisal Panel. To obtain a position on the eligible list, applicants must receive a minimum score of 70%, separately, on each exam component as well as the entire examination..

TEST DATE

It is anticipated that the Qualification Appraisal Panel will be conducted the week of **September 19th, 2016**. Testing locations will be determined based on the applicant pool.

KNOWLEDGE, SKILLS, & ABILITIES

The Training and Experience Narrative and Qualification Appraisal Panel will measure the following:

KNOWLEDGE OF:

1. The rules governing evidence collection (e.g., handling, maintenance, and chain of custody) to ensure the integrity of evidence.
2. The relevant laws, legal codes, and court procedures as they pertain to the use of evidence in criminal prosecution.
3. Current laws and regulations pertaining to forensic evidence to determine legal impact on individual cases and determine analytical course of action.
4. The English language including syntax, grammar, and spelling as required to complete required paperwork (e.g., reports, exhibits, and correspondence)
5. The principles and practices of employee supervision and leadership to develop and guide staff while maintaining morale and productivity.
6. Performance management systems and processes such as probationary reports, Employee Work Plans, annual performance appraisals, and feedback systems to develop staff and improve productivity.
7. A supervisor's role in the Equal Employment Opportunity (EEO) Program and the Americans with Disabilities Act (ADA) and the processes available to meet the equal employment opportunity objectives.
8. Collective bargaining agreements to ensure compliance with employee operations.
9. Various employee benefit programs (e.g. Family Medical Leave Act, Employee Assistance Programs) to provide referrals and assist staff.
10. The steps of progressive discipline to appropriately counsel staff, improve performance, and mitigate poor work behaviors.



11. Budget and procurement processes used within the State including processes for Budget Change Proposals (BCP) and Request For Proposals (RFP) to secure funds, resources, or services.
12. Grant proposal and reporting processes to secure and manage grants.
13. Resources and locations where information regarding purchases, maintenance services, policies, procedures, and guidelines may be acquired to solve business services issues.
14. The requirements set forth by the International Organization for Standardization (ISO) 17025 pertaining to accreditation to maintain compliance.
15. The Quality Management System (QMS) to ensure compliance with accreditation requirements.
16. Strategic planning methods and practices to contribute to the mission and vision of the organization.
17. Laboratory technical procedures to maintain compliance among staff.
18. Guiding Principles of Professional Responsibility for Crime Laboratories and Forensic Scientists to maintain a high degree of ethical standards and conduct among staff.
19. Facility management procedures and practices to maintain a secure, functional, and adequately equipped laboratory.
20. Procurement and budget requirements outlined in the State Administrative Manual (SAM)

ABILITY TO:

1. Analyze legislation and determine its impact on laboratory operations.
2. 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.
3. Think critically using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
4. Communicate in a courteous, professional manner with a variety of individuals (including law enforcement, district attorneys, and court staff) in order to exchange information and/or assign or accept work.
5. Provide training to new staff on the procedures, techniques, or approaches to the analysis of forensic evidence and other workplace processes.
6. Verbally provide professional consultation, or informed opinions before professional, scientific or legal audiences or proceedings.
7. Work cooperatively with individuals from a variety of backgrounds and capabilities on a one-on-one basis.
8. Accept constructive criticism regarding work products and practices in order to continually improve work performance.
9. Organize and prioritize staff workload to meet established deadlines and ensure the most important tasks are completed.
10. Remain organized in order to complete work in an accurate and thorough manner.
11. Review the work of staff and provide constructive feedback.
12. Lead and motivate staff towards a desired goal.
13. Fairly delegate and monitor work assignments to appropriate staff levels to ensure they meet quality, quantity, and timeliness standards.
14. Exhibit a consistent desire to improve the quality and quantity of professional knowledge related to the field of forensic sciences.

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.



SPECIAL CHARACTERISTICS

PERSONAL CHARACTERISTICS:

Tact, patience, and keenness of observation.

DRUG TESTING REQUIREMENT:

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

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 MANAGER EXAMINATION
P.O. BOX 944255
SACRAMENTO, CA 94244-2550

FILE-IN-PERSON:

DEPARTMENT OF JUSTICE
TESTING & SELECTION UNIT
ATTN: CRIMINALIST MANAGER 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: *916-324-5039*
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, 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), 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
916-324-5039

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.

**Affirmation
Criminalist Manager
Department of Justice**

All applicants must complete and return the entire examination packet. The examination packet consists of the following:

- General Instructions/Affirmation
- Training and Experience Narrative

The Affirmation and Examination Application must have original signatures.

Completed examination packets must be returned to one of the following addresses:

Mailing Address:

Department of Justice
Testing and Selection Unit
Attn: Criminalist Manager Exam
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
Attn: Criminalist Manager 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): _____

Address (Street, City, State, Zip): _____

Phone: _____ Email: _____

Training and Experience Narrative Criminalist Manager

GENERAL INSTRUCTIONS

The Training and Experience Narrative is the first component of the Criminalist Manager examination, weighted at 33% of the overall examination process. The Narrative responses will be rated by Subject Matter Experts (SMEs) using predetermined rating criteria. To obtain a position on the eligibility list, a minimum score of 70% must be received. Read the below instructions carefully and ensure your understanding before submitting your examination package; 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 three questions, to which you will provide responses.
- You must type your responses to these questions.
- Note that regardless of the writing software program you choose to use, your response to each question may only consist of one (1) page, single-spaced, in 12 point Times New Roman font, with a one inch margins on all sides of the page. The maximum number of pages you should complete for this Training and Experience Evaluation is three (3) pages, one page per question. **Responses that do not meet this criteria will not be rated and will 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 four (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.

If you meet the minimum qualifications and are successful in this examination component, you will be scheduled for the Qualification Appraisal Panel interview.

Training and Experience Narrative Criminalist Manager

Question 1:

What steps have you taken to prepare yourself for a role as a laboratory manager? Please provide detailed and specific examples of the training and experience that relates to your supervisory abilities, including:

- Quality assurance
- Budgeting
- Casework management

Question 2:

Describe your experience developing staff professionally and managing staff performance. Provide specific examples of performance management activities, including:

- Performance improvement
- Expectation setting
- Establishment of baseline performance levels

Question 3:

Describe your contributions to successfully maintaining accreditation within a crime laboratory. Include specific actions you have taken, such as root cause analyses, corrective actions, and quality audits.



DEPARTMENT OF JUSTICE
CRIMINALIST MANAGER
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:

- ___ Contra Costa County (0700)
- ___ Fresno County (1000)
- ___ Monterey County (2700)
- ___ Riverside County (3300)
- ___ Sacramento County (3400)
- ___ San Joaquin County (3900)
- ___ Shasta County (4500)

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