



CRIMINALIST MANAGER

EXAM CODE:	3JU17
DEPARTMENT(S):	DEPARTMENT OF JUSTICE
EXAM TYPE:	OPEN
LOCATION(S):	STATEWIDE
BULLETIN RELEASE DATE:	FRIDAY, JANUARY 12, 2024
FINAL FILING DATE:	MONDAY, JANUARY 29, 2024
SALARY INFORMATION:	\$10,612 - \$13,291 <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 #10 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

MONDAY, JANUARY 29, 2024

Examination applications (form STD 678) must be postmarked (U.S. mail), personally delivered, or electronically submitted no later than the final filing date located on the Examinations Page of the OAG website (oag.ca.gov). Applications received without an original signature will be admitted to the exam; however, an original signature must be obtained prior to appointment. 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.

Please note, if using the United States Postal Service for delivery, there is no guarantee that your application will be postmarked and arrive by the final filing date. If your application does not have a postmark and arrives after the final filing date, your application will be considered late and not be accepted into the examination unless you are able to provide clear evidence that it was submitted timely. Therefore, to ensure timely delivery of your application, it is recommended that you use either electronic delivery, parcel service, or certified mail. Using one of these options will provide proof the application was sent prior to the final filing date.

APPLICATIONS POSTMARKED, PERSONALLY DELIVERED, OR ELECTRONICALLY SUBMITTED 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 been appointed to and working in the classification for the specific amount of time, or in a Training & Development (T&D) assignment, limited term, or approved Out-of-Class (OOC) assignment.

“Professional experience...” – means experience obtained after receipt of a college degree or its equivalent with a major in one of the physical or biological sciences, as a practitioner in an organized body of scientific knowledge at a level of independent responsibility with little or no supervision.

“Related position...” – may include positions in the disciplines of biology (any type), chemistry (any type), biochemistry, physics, geology, mineralogy, petrology, chemical engineering, microbiology, immunology, molecular biology, criminalistics, forensic science, genetics, entomology, ecology, biotechnology, medical technology, and/or pharmacology.

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

“Related to Forensic Science...” – may include research and method development, technology and instruments development and support, statistics, standards development.

POSITION DESCRIPTION

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, Riverside, Sacramento, San Joaquin, Santa Cruz, Shasta, and Sonoma 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:

WRITING EXERCISE – 40%

The writing exercise consists of candidates responding to a job-related prompt, in writing. Candidates will write responses using a personal computer. Responses will be evaluated by a panel of Subject Matter Experts using standardized, job-related scoring criteria.

QUALIFICATIONS APPRAISAL PANEL (QAP) – 60%

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 using standardized, job-related scoring criteria.

To obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the examination. The final score will be a combination of both examination components.

TEST DATE

It is anticipated that the test will be conducted the weeks of **February 26, March 4 and/or March 11, 2024** via Microsoft Teams Meeting. Prior to the test administration, applicants will receive a notice to appear in the mail stating the test date and timeframe, so please ensure that a physical address is listed on your application. A Microsoft Teams Meeting web link to the test will be emailed to you prior to the administration, so please ensure that an email address is listed on the application.



KNOWLEDGE, SKILLS, & ABILITIES

The **QAP and Writing Exercise** will measure the following:

KNOWLEDGE OF:

1. General laboratory operational procedures.
2. Performance management systems and processes (e.g., probationary reports, employee work plans, annual performance appraisals, and feedback systems).
3. Strategic planning methods and practices.
4. The English language including syntax, grammar, and spelling as required.
5. The principles and practices of employee supervision and leadership.
6. The steps of progressive discipline to appropriately counsel staff, manage performance, and mitigate poor work behaviors.
7. Various employee benefit programs (e.g. Family Medical Leave Act and Employee Assistance Programs).

ABILITY TO:

1. Accept constructive criticism regarding work products and practices.
2. Apply sound judgment and knowledge to determine the best course of action from a set of alternatives.
3. Behave with discretion in situations that include discussion of sensitive and/or confidential information.
4. Conduct oneself in a professional manner under a variety of circumstances.
5. Delegate and monitor work assignments to appropriate staff levels.
6. Follow directions given by management.
7. Lead and motivate staff towards a desired goal.
8. Learn new processes, techniques, or rules to develop skills on the job.
9. Maintain composure during stressful situations (e.g., testifying in court, dealing with difficult employees, managing caseload).
10. Make oral presentations to groups, taking into account the audience and nature of the information.
11. Monitor and assess one's own performance.
12. Organize and prioritize staff workload.
13. Read and understand written information that is fundamental to forensic science.
14. Remain organized.
15. Review the work of staff and provide constructive feedback.
16. Successfully complete multiple projects simultaneously within appropriate timeframes while maintaining a quality work product.
17. Think critically using logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
18. Use word processing software.
19. Work cooperatively with individuals from a variety of backgrounds and capabilities on a one-on-one basis.
20. Work efficiently to manage "rush" or urgent projects with a quick turnaround.



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.

DRUG TESTING REQUIREMENT:

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

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.

APPEAL INFORMATION

Candidates may file an appeal with the State Personnel Board (SPB) within 30 days of the postmarked date of any decision notice (e.g., Minimum Qualifications denial, exam results). Examination appeals are required to meet one of the following grounds to be accepted by the State Personnel Board; (1) fraud; (2) discrimination; (3) erroneous interpretation or application of minimum qualifications (MQs); or (4) a significant irregularity in the examination process. Appeals can be filed online at the website above or mailed to Appeals Division, State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814-4806. Please refer to SPB's website for more information this process at <https://www.spb.ca.gov/appeals/appeals.aspx>



FILING INSTRUCTIONS

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

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

MAILING ADDRESS:

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

FILE-IN-PERSON/CERTIFIED MAIL:

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

EMAIL SUBMISSION:

SUBJECT LINE: CRIMINALIST MANAGER EXAMINATION
EMAIL ADDRESS: TSU@DOJ.CA.GOV

DO NOT SUBMIT APPLICATIONS

- TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)
- 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



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 they have not received their 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.

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

Applications are available at California Department of Human Resources Offices (<https://calcareers.ca.gov>), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated in this bulletin, 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 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 or via remote conference or online systems. 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 between 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 in this bulletin, the panel will consider education, experience, personal development, personal traits and fitness as demonstrated in the candidate's response. 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 their experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress they have made in their 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) Californian High School Proficiency Examination 3) admission to and completion of work in a recognized college (12 semester units of college-level courses); 4) 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 5) business college work: This may be substituted for the required high school education on a year-for-year basis for clerical and accounting classes.

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 STD-678. Note: State Employees who meet the above criteria to receive Career Credits must provide their Social Security Number on the application, Page 1 – General Information (STD. 678), to ensure that Three Career Credit Points are added to their final passing test score. (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 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 (0700)
- Fresno (1000)
- Riverside (3300)
- Sacramento (3400)
- San Joaquin (3900)
- 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