COUNTY OF SACRAMENTO DEPARTMENT OF PERSONNEL SERVICES INVITES APPLICATIONS FOR:



Director, District Attorney's Laboratory of Forensic Services

An Equal Opportunity Employer

Exam No: 27827-A Closing Date: February 17, 2017

SALARY RANGE

\$67.83 - \$82.45 Hour \$11,802.42 - \$14,346.30 Monthly \$141,629.04 - \$172,155.60

Annually

POSITION INFORMATION

Incumbents in this class direct and manage the operations of the District Attorney's Laboratory of Forensic Services.

There is an additional 3.35% Management Differential which is added to the posted salary for this class.

This is a continuous filing exam. First filing cut-off is at 5:00 pm on: 1/20/2017, Final cut-off is at 5:00 pm on: 2/17/2017

EXAMPLES OF KNOWLEDGE AND ABILITIES

Knowledge of:

- principles and practices of supervision and training, including the management of laboratory casework
- principles of chemistry, physics, biochemistry, physics, physiology, zoology, botany, statistics, and photography as related to forensic science
- procedures, scientific equipment, and apparatus used in a modern crime laboratory
- recent developments, current literature, and sources of information relative to forensic science
- principles, methods, materials, standards, practices, equipment, and techniques of forensic science
- common types of evidence, such as narcotics, poisons, trace, firearms, and explosives
- laws of evidence, criminal procedure, and crimes
- laboratory safety
- principles of budget development and administration

Ability to:

- plan, organize, and direct a crime laboratory
- supervise, train, and evaluate staff
- resolve analytical problems arising from casework through consultation, review of scientific literature and/or applied research
- perform a variety of difficult chemical, instrumental, and other complex laboratory analyses

- interpret federal, state, and local regulations pertaining to physical evidence
- speak before groups and testify in court as an expert witness
- develop and maintain good working relationships with those encountered during the course of work
- promote and enforce safe work practices
- adhere to established code of ethics
- prepare and analyze complex reports and correspondence
- handle exposure to stressful situations as a result of human behavior

EMPLOYMENT QUALIFICATIONS

Two years full-time paid experience as a Supervising Criminalist in Sacramento County service,

Or

Eleven (11) years full-time paid crime laboratory experience, two of which must have been as a supervisor in a crime laboratory setting

And

Graduation from an accredited four-year college or university with a major in chemistry, biochemistry, physics, pharmacology, biology, microbiology, criminalistics (with emphasis in chemistry), or a closely related field. Coursework must have included successful completion of 8 semester / 12 quarter units of general chemistry and 3 semester / 4.5 quarter units of quantitative analysis.

Note: A Master's degree in criminalistics, chemistry, biology, or a closely related scientific field may be substituted for one year of the non-supervisory experience.

General Requirements: Some positions in this class may require a valid California Driver (Class C) License prior to appointment. Failure to maintain a valid License may constitute cause for termination from this class in accordance with Civil Service Rule 11.4. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis. Incumbents appointed to positions whose duties include the analysis of blood alcohol are required to obtain a Forensic Alcohol Analyst / Supervisor License issued by the State of California within one year of appointment date.

Note: Failure to obtain and maintain the appropriate valid Forensic Alcohol Analyst / Supervisor License may constitute cause for personnel action, up to and including dismissal from the class, under applicable Civil Service Rules or applicable bargaining agreement.

Criminal History and Background Investigation: Candidates must pass a criminal history and background check, which may include contact of prior employers and personal references. Candidates will be fingerprinted through the California Department of Justice Live Scan process for purposes of search of local, state, and national fingerprint files to disclose any criminal record. A set of fingerprints is furnished to the California Department of Justice and to the Federal Bureau of Investigation.

Physical Requirements and Working Conditions:

All positions require incumbents to:

- Stand, walk, and/or sit for long periods of time, such as while conducting analysis in the laboratory or processing a crime scene
- Move with sufficient personal agility to collect and process evidence at a variety of crime scenes, such as clandestine drug laboratories, automobiles, trash bins, etc.
- Possess sufficient manual dexterity to manipulate and operate laboratory equipment
- Lift and transport items weighing up to 50 pounds, such as bags and/or boxes of evidence
- Visually distinguish color, shape, size, number, and picture resolution quality
- Withstand exposure to disagreeable elements such as extreme weather conditions, malodorous and/or decomposing samples, blood, bodily fluids, etc. Competency /

Proficiency Testing:

- Incumbents are required to successfully complete competency testing prior to beginning casework in a new core or sub-discipline.
- Incumbents are required to successfully complete annual Proficiency Testing as required by the American Society of Crime Laboratory Directors / Laboratory Accreditation Board (ASCLD / LAB).

Equipment Used:

Incumbents are required to safely operate the following equipment in the performance of duties:

- County-owned vehicles
- Laboratory equipment and tools, such as microscopes, centrifuges, gas chromatograph-mass spectrometers, etc.
- Office equipment, such as telephones, copiers, and fax machines

<u>Hours of Work:</u> Incumbents may be required to work irregular hours, holidays, and weekends at various locations as necessary.

APPLICATION AND TESTING INFORMATION

Qualified applicants are encouraged to apply immediately. All applicants must complete and submit an online County of Sacramento employment application by **5:00 PM** on the posted cut-off dates. Click here to apply.

County of Sacramento
Department of Personnel Services
Employment Services Division
700 H Street, Room 4667
Sacramento, CA 95814

Phone (916) 874-5593; 7-1-1 California Relay Service

Inter-Office Mail Code: 09-4667

www.SacCountyJobs.net

- Employment applications and all documentation requested in this announcement must be submitted by 5:00 p.m. on the cut-off date.
- Employment Services is not responsible for any issues or delays caused by an applicant's computer or web browser. Applicants will be automatically logged out if

- they have not submitted their applications and all documentation prior to 5:00 p.m. on the cut-off date.
- Your application should highlight all relevant education, training, and experience, and clearly indicate how you meet the minimum qualifications for the position as of the cut-off date.
- Application information must be current, concise and related to the requirements in this job announcement. You may only apply for this recruitment once. Duplicate and incomplete applications will be disqualified.
- A resume may be included with your application, however it will <u>not</u> substitute for the information requested on the application.

SUPPLEMENTAL QUESTIONNAIRE

Applicants are required to provide a full and complete response to each supplemental question. The Supplemental Questionnaire is located in the tab marked "Supplemental Questions". Please be descriptive in your response.

Note: Responses of "See Resume" or "See Application", or copy and paste of work experience are not qualifying responses and will not be considered.

- Supplemental Questionnaires must be submitted by 5:00 p.m. on the cut-off date. Employment Services is not responsible for any issues or delays caused by an applicant's computer or web browser. Applicants will be automatically logged out if they have not submitted their applications and all documentation prior to 5:00 p.m. on the cut-off date.
- The supplemental questions are designed to elicit specific information regarding a candidate's experience, education, and training. Responses should be consistent with the information on your application and are subject to verification.
- Please provide place of employment, pertinent dates, and concise, descriptive and detailed information for each question.
- If a job included responsibilities applicable to several questions, separate the different functions of the job to answer all the questions completely.
- Resumes or referral to the application or other questionnaire responses will not be accepted in lieu of completing each question.
- If you have no experience, write "no experience" for the appropriate question.
- For many individuals, it is more efficient to develop responses to the supplemental questions in a word processing document and then paste them into the final document to be submitted. Changes or corrections to your Supplemental Questionnaire <u>cannot</u> be made once your application packet has been submitted.
- If the Supplemental Questionnaire is used in the Formula Rate or Credentials Screening Panel exam, failure to complete all of the questions or incomplete responses will result in a lower score. While scoring the Supplemental Questionnaire, the candidate's application and/or attachments will not be reviewed, therefore, a candidate's responses to the questions should be accurate, thorough, detailed, and complete.

FORMULA RATE EXAMINATION (Weighted 100%)

All candidates meeting the minimum qualifications by the cut-off date will have their Supplemental Questionnaire scored in the Formula Rate Examination.

This examination will evaluate the relevance, level, recency, progression and quality of candidate's education, training and experience. The candidate's application or other materials will not be included in this examination. Therefore, the candidate's responses to the supplemental questionnaire should be thorough, detailed and complete. The score from the Formula Rate Examination will determine the ranking on the eligible/employment list for this job.

All candidates competing in the testing process will receive written notice of their examination results by email. Applicants achieving a passing score will be placed on the eligible list in rank order. The rank is determined by the test score attained from the examination.

FREQUENTLY ASKED QUESTIONS

Click here for Frequently Asked Questions (FAQ's)

For information regarding County jobs:

- www.saccountyjobs.net
- Call (916) 874-5627 and you will be provided with a recorded message, accessible 24 hours a day.

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

Attorney's Lab of Forensic

Services

Director, District Attorney's Laboratory of Forensic Services Supplemental Questionnaire

*	1.	The following Supplemental Questionnaire is the Civil Service Exam for this position and will be used to determine your exam score. Note: The Supplemental Questionnaire and the Application are administered as two separate documents. The Application is used only to determine if the minimum qualifications are met; and the Supplemental Questionnaire will be used only to determine your exam score. In order to receive every consideration in the selection process, you must complete all questions with concise but detailed answers and provide all requested information. Each answer will be scored separately. References such as 'See Resume' as a response will not be scored. By continuing in the exam process, you are certifying that all information provided in the Supplemental Questionnaire is true to the best of your knowledge.
		$oldsymbol{\square}$ I have read and understood the above instructions.
*	2.	I understand that I must submit a copy of my transcripts to verify that I meet the minimum qualifications for the position (if my qualifications do not include two years' of full-time paid experience as a Supervising Criminalist in Sacramento County Service).
		☐ I understand and have submitted a copy of my transcripts to demonstrate that I meet the minimum qualifications. ☐ I have two or more years' of full-time paid experience employed by the County of Sacramento in the class of Supervising Criminalist.
		I do not meet the minimum qualifications.
*	3.	Select the one box that best describes how you meet the minimum qualifications for this class. Education Requirement for Answers 'B' and 'C:' Graduation from an accredited four-year college or university with a major in chemistry, biochemistry, physics, pharmacology, biology, microbiology, criminalistics (with emphasis in chemistry), or a closely related field. Please note the following education substitution (for required experience): A Master's degree in criminalistics, chemistry, biology, or a closely related scientific field may be substituted for one (1) year of the non-supervisory experience.
		☐ I have two (2) years full-time paid experience as a Supervising Criminalist in Sacramento County service. ☐ I have eleven (11) years' full-time paid crime lab experience including two (2) years' experience as a supervisor in a crime laboratory setting. ☐ I have eleven (11) years' full-time paid crime lab experience including one (1) year experience as a supervisor in a crime laboratory setting PLUS the required Master's Degree education substitution. ☐ I do not meet the minimum requirements for the position.
*	4.	Detail your crime lab experience. In your response, provide your employer(s), position title(s), dates of employment, and your duties and responsibilities. Include all supervisory and management crime lab work experience. If you have no experience, write none.
*	5.	Select the one box that best describes your full-time paid experience in a crime laboratory class equal to or higher than Sacramento County's Criminalist III class. Please review the Criminalist III class specification to review the qualifications, duties, and required knowledge, skills, and abilities. If you have no experience, select none. I have none or less than five (5) years' experience.
		☐ I have more than five (5) but less than seven (7) years' experience. ☐ I have more than seven (7) but less than nine (9) years' experience. ☐ I have more than nine (9) but less than eleven (11) years' experience.

		☐ I have more than eleven (11) but less than 13 years' experience. ☐ I have more than 13 but less than 15 years' experience. ☐ I have 15 or more years' experience.
*	6.	Select the one box that best describes the semester/quarter unit equivalent you have completed in quantitative analysis. If you have not completed quantitative analysis education, select none.
		 □ None. □ I have completed three (3) semester, or quarter unit equivalent, units. □ I have completed six (6) semester, or quarter unit equivalent, units. □ I have completed more than six (6) semester, or quarter unit equivalent, units.
*	7.	Select the one box that best describes the semester/quarter unit equivalent you have completed in general chemistry. If you have not completed general chemistry education, select none.
		 None. I have completed eight (8) semester, or quarter unit equivalent, units. I have completed 12 semester, or quarter unit equivalent, units. I have completed more than 12 semester, or quarter unit equivalent, units.
*	8.	Select the one box that best describes the highest education specific to the position that you have completed from an accredited college or university.
		☐ I have not conferred a degree in a field related to the position. ☐ I have a Bachelor's Degree in chemistry, biochemistry, physics, pharmacology, biology, microbiology, or criminalistics (with an emphasis in chemistry). ☐ I have a Bachelor's Degree in a field closely related to chemistry, biochemistry, physics, pharmacology, biology, microbiology, or criminalistics (with an emphasis in chemistry).
		☐ I have a Master's Degree in chemistry, biochemistry, physics, pharmacology, biology, microbiology, or criminalistics (with an emphasis in chemistry). ☐ I have a Master's Degree in a scientific field closely related to chemistry, biochemistry, physics, pharmacology, biology, microbiology, or criminalistics (with an emphasis in chemistry).
*	9.	Select all the boxes for which you are currently a member. If you are not a current member with the listed associations/boards, select none.
		 None. International Association for Identification (IAI). American Board of Medicolegal Death Investigators (ABMDI). American Board of Forensic Toxicology (ABFT). International Association for Forensic Scientists. Association of Firearm and Toolmark Examiners. California Association of Criminalists. Society of Forensic Toxicologists. American Academy of Forensic Sciences. Other professional Forensic Association(s).
*	10.	Select the one box that best describes the professional certifications you have already obtained from the following associations/boards: American Board of Criminalistics, International Association for Identification (IAI), American Board of Medicolegal Death Investigators (ABMDI), American Board of Forensic Toxicology (ABFT), California Criminalistics Institute, International Association for Forensic Scientists, and the

		Association of Firearm and Toolmark Examiners. If you have no certifications with the listed associations/boards, select none.
		 None. I have four (4) or more current professional certifications issued by one (1) or more of the listed associations/boards. I have three (3) professional certifications issued by one (1) or more of the listed associations/boards. I have one (1) or two (2) professional certifications issued by one (1) or more of the listed associations/boards.
*	11.	Select all the boxes that best describe the specialized forensic training courses and seminars you have completed. If you have no specialized forensic training, select none.
		 None. □ Federal Bureau of Investigation. □ California Criminalistics Institute. □ American Academy of Forensic Scientists. □ Association of Firearm and Toolmark Examiners. □ Drug Enforcement Administration. □ Other Educational Institution(s) with recognized Forensic Science Program(s).
*	12.	Select the one box that best describes the specialized forensic training courses and seminars you have attended/completed with the following associations/institutions: Federal Bureau of Investigation, California Criminalistics Institute, American Academy of Forensic Scientists, Association of Firearm and Toolmark Examiners, Drug Enforcement Administration, and other educational institutions with recognized Forensic Science Programsnot to include college coursework. If you have not completed specialized forensic training/seminars with these associations/institutions, select none.
		 □ I have completed four (4) or more forensic training courses, which resulted in obtaining a certificate of completion, as well as attended seminar(s) with the listed associations/institutions. □ I have completed two (2) or three (3) forensic training courses, which resulted in obtaining a certificate of completion, as well as attended seminar(s) with the listed associations/institutions. □ I have attended one or more seminar(s) with the listed associations and/or institutions.
*	13.	Detail all formal education and specialized training you have completed that is relevant to the position. List all degrees and certifications that you possess and include the certificate number(s), the date of issuance, and the date of expiration, if applicable. Specify the 'general chemistry' and 'quantitative analysis' classes you have taken (and submit your transcripts). If you have no relative education or training, write none.
*	14.	Select all the boxes for which you have supervisory and/or management experience. If you have no experience, select none. None. Mentoring. Team building. Performance evaluations. Progressive discipline and investigating disciplinary issues. Employer-employee relations/addressing staff grievances. Conflict resolution.

		Interviewing and hiring.Evaluating staff productivity and achievements.
*	15.	Select all of the boxes for which you have paid experience leading and supervising crime lab staff. If you have no relative experience, select none.
		 None. □ Establishing performance measure objectives. □ Evaluating laboratory processes. □ Training staff on tracking and monitoring processes. □ Participating in crime lab accreditation process.
*	16.	Select the one box that best describes your paid crime lab supervisory and management experience. If you have no relative experience, select none.
		□ None. □ My experience includes the direct responsibility for managing supervisory crime lab staff in addition to laboratory analytical, technical, and/or clerical staff. □ My experience includes the direct responsibility for supervising laboratory analytical, technical, and/or clerical staff.
*	17.	Describe your supervisory and managerial experience. Specifically detail all relevant laboratory experience. In your response, provide your employer(s), your position title(s), your role and responsibilities, the dates for which you were responsible for each supervisory/managerial function, and all experience managing through subordinate supervisors. If you have no experience, write none.
*	18.	Select all the boxes for which you have experience specific to public forensic presentations. If you have no experience, select none.
		 None. □ Developing, presenting, and overseeing forensic related presentations to audiences of forensic professionals. □ Developing, presenting, and overseeing forensic related presentations for a civic group/class/school. □ Developing, presenting, and overseeing scientific laboratory presentations for internal staff.
*	19.	Select the one box that best describes your experience with forensic scientific publications. If you have no relative experience, select none.
		 None. I have authored two (2) or more forensic related publications as a forensic scientist. I have authored one (1) forensic related publications as a forensic scientist. I have co-authored one (1) or more forensic related publications as a forensic scientist.
*	20.	Describe the forensic related publications for which you authored and/or co-authored and the professional and academic forensic related presentations for which you were responsible. Detail your involvement, role, and responsibilities and provide the class and/or publication specifics. If you have no relative experience, write none.
*	21.	Select the one box that best describes your experience with laboratory policy analysis and development. If you have no relative experience, select none.
		\square None. \square My experience includes the responsibility for assisting others with the development of crime lab policies.

	$oldsymbol{\square}$ My experience includes the direct responsibility for the development and analysis of crime lab policies.
* 22.	Detail your experience analyzing and developing policies, performing administrative, organizational, and budgetary analysis. Provide your employer(s) and position title(s). If you have no experience, write none.
* 23.	Select all the boxes for which you have been QUALIFIED TO CONDUCT CASEWORK in a forensic laboratory. If you have no relevant forensic analysis experience, select none.
	 None. Alcohol. Toxicology. Chemistry. Biology. Crime scenes. Trace. Arson. Firearms. Toolmarks. Fingerprints. Impression evidence. Fibers. Glass. Gunshot residue. Paint. Blood stain interpretation.
* 24.	Select the one box that best describes your paid experience conducting forensic casework in a forensic laboratory with the following disciplines: alcohol, toxicology, chemistry, biology, crime scenes, trace, arson, firearms, toolmarks, fingerprints, impression evidence, fibers, glass, gunshot residue, paint, and blood stain interpretation. If you have no relevant experience, select none.
	 □ None. □ I have been qualified to conduct casework in a forensic laboratory on five (5) or more
	of the listed disciplines. I have been qualified to conduct casework in a forensic laboratory on three (3) or four (4) of the listed disciplines.
	I have been qualified to conduct casework in a forensic laboratory on one (1) or two (2) of the listed disciplines.
* 25.	Select all the boxes for which you have experience DIRECTING AND/OR OVERSEEING forensic laboratory operations performed by crime lab staff. If you have no relevant experience, select none.
	□ None. □ Alcohol. □ Toxicology. □ Chemistry. □ Biology. □ Crime scenes. □ Trace. □ Arson. □ Firearms.

		☐ Toolmarks. ☐ Fingerprints. ☐ Impression evidence. ☐ Fibers. ☐ Glass. ☐ Gunshot residue. ☐ Paint. ☐ Blood stain interpretation.
*	26.	Select the one box that best describes your paid experience DIRECTING AND/OR OVERSEEING forensic laboratory operations performed by crime lab staff specific to the following disciplines: alcohol, toxicology, chemistry, biology, crime scenes, trace, arson, firearms, toolmarks, fingerprints, impression evidence, fibers, glass, gunshot residue, paint, and blood stain interpretation. If you have no relevant experience, select none.
		 None. I have experience with direct responsibility for providing direction and/or oversight over five (5) or more of the listed disciplines. I have experience with direct responsibility for providing direction and/or oversight over three (3) or four (4) of the listed disciplines. I have experience with direct responsibility for providing direction and/or oversight over one (1) or two (2) of the listed disciplines.
*	27.	Describe your experience conducting forensic casework and directing and overseeing forensic laboratory operations performed by crime lab staff. In your response, provide each discipline, your level of responsibilities, duties, employer(s), position title(s), and role in conducting, overseeing, and directing crime lab operations. If you have no experience, write none.
*	28.	Select the one box that best describes your experience with budgets and grants. If you have no relative experience, select none.
		 ❑ None. ☐ I have experience managing both budgets AND grants. ☐ I have experience managing budgets OR grants. ☐ I have experience assisting managers/administrators with the management of budgets AND grants. ☐ I have experience assisting managers/administrators with the management of budgets OR grants.
*	29.	Select the one box that best describes your experience providing court testimony regarding crime lab analysis. If you do not have relative experience, select none.
		 None. I have experience personally testifying in court as an expert forensic witness fifty (50) or more times. I have experience personally testifying in court as an expert forensic witness twenty-five (25) or more times but less than fifty (50) times. I have experience personally testifying in court as an expert forensic witness more than one (1) time but less than twenty-five (25) times.
*	30.	Describe your experience providing forensic court testimonies. In outlining your court testimony experience, provide the jurisdiction, the forensic discipline, and the number of

* 31. Select the one box that best describes your experience representing a government agency LEADING COLLABORATIVE EFFORTS with one (1) or more of the following: law

times in which you personally testified. If you have no experience, write none.

		officials. If you do not have relative experience, select none.
		□ None. □ Five (5) or more times I have represented a government agency LEADING COLLABORATIVE EFFORTS with law enforcement agencies, courts, members of the legislature, and public and/or private officials. □ Three (3) or four (4) times I have represented a government agency LEADING COLLABORATIVE EFFORTS with law enforcement agencies, courts, members of the legislature, and public and/or private officials. □ One (1) or two (2) times I have represented a government agency LEADING COLLABORATIVE EFFORTS with law enforcement agencies, courts, members of the legislature, and public and/or private officials.
	32.	Describe your experience representing a government agency LEADING COLLABORATIVE EFFORTS with law enforcement agencies, courts, members of the legislature, and public and/or private officials. Provide the entities and/or officials in which you have experience collaborating as the lead for the government agency, your role and responsibilities, as well as your position(s), employer(s), and dates of employment. If you have no relative experience, write none.
	33.	Select all of the boxes for which you have experience with direct responsibility for supervising analytical instrumentation operations and procedures. If you have no experience, select none.
		 None. Gas chromatograph/mass spectrometer (GC/MS). Infrared spectrophotometer (IR or FTIR). DNA thermocycler. Scanning Electron microscope (SE). Inductively coupled plasma/mass spectrometry (ICP/MS). Liquid chromatograph/mass spectrometer (LC/MS). Breath alcohol instrument. Immunoassay. Comparison microscope. Other analytical instrumentation.
:	34.	Select the one box that best describes your supervisory experience with laboratory activity reports. If you do not have relative supervisory experience, select none.
		 □ None. □ My experience includes the direct responsibility for the development and accuracy of laboratory activity reporting. □ I have experience assisting with the development of laboratory activity reporting.
: '	35.	Select the one box that best describes your supervisory experience specific to case- related statistics. If you do not have relative supervisory experience, select none.
		 None. ✓ My experience includes the direct responsibility for overseeing the development and accuracy of as well as for representing laboratory criminal case-related statistics. ✓ I have experience assisting with the oversight and development of laboratory criminal case-related statistics.
	36.	Describe your supervisory experience specific to laboratory activity reports and case- related statistics. In your response, detail all supervisory experience and provide your

employer(s), position title(s), dates of employment, and role and responsibilities with each specific supervisory function. If you have no experience, write none.

*	37. I have read the General Qualifications as stated on the job announcement.	
	☐ Yes.	
*	Required Question	