

CRIMINALIST MANAGER

OPEN – STATEWIDE

CONTINUOUS FILING



State of California
DEPARTMENT OF JUSTICE
P. O. Box 944255
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT • AN EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CONTINUOUS FILING The testing office will accept examination packets continuously. Testing is considered continuous as cut-off dates can be set at any time as needs warrant. Applications will be reviewed to ensure the minimum requirements for participation in this exam are met. Possession of the entrance requirements does not assure a place on the eligible list. Names of successful competitors will be merged into the list in order of final scores, regardless of test date. Once you have taken the Training and Experience Narrative examination, you may not retest for twelve (12) months from the established list date.

WHO CAN APPLY Persons who meet the minimum qualifications as stated on this bulletin. This is an Open Examination. Applications will not be accepted on a promotional basis.

HOW TO APPLY All applicants must complete and return the entire examination packet. The examination packet must include the following:

- [Examination Application \(Form STD 678\)](#)
- [Training and Experience Narrative](#)

Mailing Address:

Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

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

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD, ONLINE,
VIA INTER-AGENCY MAIL OR FAX.**

RECRUITMENT SURVEY As part of the application process, please follow [this web link](#) to complete a recruitment survey. If you are viewing this in paper form, visit the following website at www.ag.ca.gov/careers/exams.php

SPECIAL TESTING ARRANGEMENTS If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the appropriate box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

SALARY RANGE **\$7483-\$8665**

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.

ELIGIBLE LIST INFORMATION An open eligible list will be established for the Department of Justice. The names of successful competitors will be merged on the list in order of final scores, regardless of date. Competitors' eligibility will expire 18 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

CONTINUE TO THE NEXT PAGE

CRIMINALIST MANAGER
PAGE 2 OF 5

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

All applicants must meet the education and/or experience requirements by the announced cut-off date. All applications/resumes must include "To" and "From" employment dates (Month/Day/Year), time base, and applicable classification titles.

**MINIMUM
QUALIFICATIONS**

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirements.

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 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 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

The words "**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-classes assignment to the class).

"Equivalent to graduation from college..." satisfaction of the requirements for a bachelor's degree from an accredited college. Bachelor's degree from an accredited college. Bachelor's degree, completion of the number of units typical of four full years of college (120 or more semester units or 180 or more quarter units). This means the applicant must show a receipt of a bachelor's degree.

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

CONTINUE TO THE NEXT PAGE

**DEFINITION OF TERMS
(CONTINUED)**

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

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

**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 Criminalistic Supervisors. May also direct complex and sensitive forensic projects which have a significant impact on the Bureau or the field of criminalistics.

**EXAMINATION
INFORMATION**

The examination will consist of a Training and Experience Narrative and is the sole component of the Criminalist Manager examination. The Subject Matter Experts and expert evaluators will score this exercise using a pre-defined rating scale and pre-determined scoring criteria. To obtain a position on the eligible list a minimum score of 70% must be received. This testing component measures the following knowledge and abilities.

TRAINING AND EXPERIENCE NARRATIVE – WEIGHTED 100.00%

Knowledge of:

1. Modern scientific methods and techniques used in investigations of major crimes and crime scenes (based on experience obtained through examination of complex case evidence, and/or reconstruction of major crime scenes, and/or processing of complex crime scenes, and/or processing clandestine laboratories).
2. Current court issues challenging the admissibility of evidence or analytical results and conclusions (based on candidate's testimony in complex cases).
3. Current quality practices in a forensic laboratory.
4. Effective supervisory principles, practices, and techniques to appropriately and effectively plan, oversee, and direct the work of activities of subordinate staff.
5. The Department's Equal Employment Opportunity Program and the processes available to meet the Equal Employment Opportunity.
6. A manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity.
7. Budget, purchasing and the hiring process for the laboratory.

Ability to:

1. Recognize the need for and develop, evaluate and validate new test methods and procedures
2. Analyze situations accurately and take effective action.
3. Instruct law enforcement and forensic personnel in criminalistics, evidence collection, preservation and documentation.
4. Prepare a laboratory for ASCLD/LAB Accreditation or maintain the current accreditation status.
5. Oversee administration of the laboratory including purchasing, budgeting and personnel actions.

**EXAMINATION
INFORMATION
(CONTINUED)**

Ability to (continued):

6. Carry out the policies and procedures of the Division of Law Enforcement.
7. Effectively contribute to the Department's Equal Employment Opportunity objectives.
8. Interpret and analyze information in order to draw valid and supportable conclusions.
9. Orally communicate in person and via telephone in a courteous, professional manner with a variety of individuals, taking the nature of the audience into account.
10. Work quickly to handle rush or urgent projects without prior notice and with a quick turnaround required.
11. Give clear, accurate instructions and directions to a variety of audiences.
12. Assign and delegate work to subordinate staff, ensuring that such assignments are equitable and reasonable based upon the relative qualifications and work load demands of individual staff members.
13. Effectively supervise a culturally diverse subordinate staff ensuring that supervisory and management decisions are sensitive to the impact of culturally diverse perceptions.
14. Maintain a high level of morale in the work unit, providing staff a sense of worth in work tasks accomplished and allowing staff input into the professional environment of the work unit.
15. Recognize and determine the need to shift priorities, staffing, and/or resources to maximize unit operations and/or address changes in assigned goals and objectives.
16. Convey expectations, priorities, and vision to others.
17. Perform and make decisions following the highest ethical standards.
18. Handle and resolve conflicts, confrontations and disagreements in a positive, constructive and personally respectful manner to minimize negative personal impact.

**SPECIAL PERSONAL
CHARACTERISTICS**

Tact, patience, and keenness of observation.

**ADDITIONAL
REQUIREMENTS**

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.

**DRUG TESTING
REQUIREMENT**

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

**VETERANS
PREFERENCE /
CAREER CREDITS**

Veterans Preference Credits or Career Credits will not be granted in this examination.

CONTINUE TO THE NEXT PAGE

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, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

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

Applications are available at the State Personnel Board Offices (www.spb.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) servicewide 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 ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's 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: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference application form which is available from State Personnel Board offices or written test proctors.

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, nonpromotional 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.)

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
TESTING AND SELECTION UNIT
P.O. BOX 944255
SACRAMENTO, CA 94255-2550
(916) 324-5039

**Department of Justice
Training and Experience Narrative
General Instructions/Affirmation
Criminalist-Manager**

The Training and Experience Narrative is the sole component of the Criminalist Manager examination. To obtain a position on the eligible list, a minimum score of 70% must be received. The instructions below should be read carefully and understood 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.

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

- State Examination Application (Form STD 678)
- General Instructions/Affirmation – (Fillable Document)
- Training and Experience Narrative
- Conditions of Employment – (Fillable Document)
- Criminal Record Supplemental Questionnaire

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
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
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): _____

Criminalist Manager **Training and Experience Narrative**

GENERAL INSTRUCTIONS

This Training and Experience Narrative is the sole component of the Criminalist Manager examination. The Narrative will be rated by Subject Matter Experts (SMEs) using predetermined rating criteria. To obtain a position on the eligible list, a minimum score of 70% must be received. The instructions below should be read carefully and understood 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 three questions.
- You must type your responses to these questions; however, you may use your preferred writing software program to do so.
- Note that regardless of the writing software program you choose to use, your response to each question may only consist of one (1) sheet of paper, single spaced, in 12 point Times New Roman font, with a one (1) inch margin on the top and bottom of the page, and a one (1) inch margin on the left and right of the page. The maximum number of pages you should complete for this Training and Experience Evaluation is three (3) pages, one (1) page per question. **Responses that do not meet this criterion 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.
- Please note that the Department of Justice may reference the information on the questionnaire during any subsequent interviews.

If you meet the minimum qualifications and are successful in this Training and Experience Narrative process, you will obtain a position on the eligible list for the Criminalist Manager classification. The information that you provide in this Training and Experience Narrative may be verified at the time of hiring.

Criminalist Manager **Training and Experience Narrative**

Question 1: (Personnel Issues)

Please describe your experiences in dealing with a problem employee and answer the following questions.

- a) What was the issue and what steps did you take to address this issue?
- b) What additional steps would be available to you if the problem persisted or escalated?
- c) How would you ensure that your steps were successful?

Question 2: (Grant/Project Management)

Please describe in detail a project for which you were responsible for staff, budget, resources and overall outcome.

- a) What was your role and what were your responsibilities?
- b) What project management processes and general resources did you rely on to accomplish your assignments?
- c) How did you track and assess the outcome of the project?

Question #3

Please answer in detail the following questions in regards to an ASCLD/LAB – International (ISO) accredited forensic laboratory.

- a) Explain what a Quality Management System is.
- b) What are the controlled documents that are associated with a quality management system?
- c) How would you apply a quality management system to a failed proficiency test?

DEPARTMENT OF JUSTICE
CRIMINALIST – MANAGER
DEPARTMENTAL OPEN
STATEWIDE

CONDITIONS OF EMPLOYMENT
FORM 631
IDENTIFICATION #:
(Personnel Office Use ONLY)

NAME: _____

Last

First

M.I.

If you are successful in the above examination, your name will be placed on the active list and certified to fill vacancies according to the conditions you have specified on this form. If you are unable to accept employment or do not reply to contacts from the department, your name will be placed on the inactive list for this classification.

.....

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

- (05) Anywhere in the State
- (0100) Oakland
- (1000) Fresno
- (3800) San Francisco
- (1900) Los Angeles
- (3700) San Diego
- (3400) Sacramento

.....

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

Please Check Your Choice:

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

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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 UNIT
1300 “ I “ STREET
SACRAMENTO, CA 95814

CRIMINAL RECORD SUPPLEMENTAL QUESTIONNAIRE
(CREATED 6/2010)

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

PRINT OR TYPE – PLEASE SEE INSTRUCTIONS ON THE NEXT PAGE

Applicant Identification Number (Easy ID)

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

Exam Title(s) for which you are applying:

Recruitment Number:

Answer the following Questions:

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

Explanations

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

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

Applicant's Signature	Date Signed
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CRIMINAL RECORD SUPPLEMENTAL QUESTIONNAIRE

(CREATED 6/2010)

INSTRUCTIONS

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

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

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

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

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

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

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

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

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