

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)

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

Please describe your experience in dealing with a problem employee by answering the following two questions:

- a) What steps did you take to address the issue?
- b) How did you ensure that your steps were successful?

Question #2

Please describe in detail a significant project for which you were responsible by answering the following questions:

- a) Within the scope of the project, what was your role and your specific responsibilities?
- b) What resources did you rely on in order to accomplish your assignments?
- c) How did you assess the success of the project?

Question #3

Explain what a Quality Management System is in regards to an ASCLD/LAB-International (ISO) accredited forensic laboratory. Explain how the Quality Management System would apply if a proficiency test result was missed.

DEPARTMENT OF JUSTICE
CRIMINALIST – MANAGER
DEPARTMENTAL PROMOTIONAL
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.

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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

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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