

Department of Justice

Training and Experience Narrative General Instructions/Affirmation

Criminalist-Supervisor

The Training and Experience Narrative is the sole component of the Criminalist Supervisor 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 Supervisor
Training and Experience Narrative

GENERAL INSTRUCTIONS

This Training and Experience Narrative is the sole component of the Criminalist Supervisor 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 Supervisor classification. The information that you provide in this Training and Experience Narrative may be verified at the time of hiring.

Criminalist Supervisor
Training and Experience Narrative

Question #1

What steps have you taken to prepare yourself for a possible role as a laboratory supervisor?
Please provide a detailed and specific description of your related training and experience.

Question #2

As a Criminalist Supervisor, you are approached by Mary, one of your employees, who complains that another employee is harassing her and she feels she is working in a hostile work environment. Please answer the following two questions:

- a) What options does Mary have to voice her complaint?
- b) As the supervisor in charge of the Program, what steps would you take to handle this issue?

Question #3

You are the supervisor of the Controlled Substances Section. One of your technical reviewers notices that some data, usually present in a file, were not present for a sample. In addition, another criminalist had expressed concern that the sample described as having been tested showed little or no indication of sampling or testing when returned to the evidence locker. Please answer the following two questions:

- a) What actions would you take in response to this situation?
- b) What would you be most concerned about?

DEPARTMENT OF JUSTICE
CRIMINALIST – SUPERVISOR
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) Sand 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