



The County of San Bernardino invites application for the position of

Crime Laboratory Director
Job Number: 22-03119-01

SALARY

\$54.18 - \$74.69 Hourly \$9,391.20 - \$12,946.27 Monthly \$112,694.40 - \$155,355.20 Annually

APPLY BY: 01/28/22 05:00 PM

Applicants are encouraged to apply online: <http://www.sbcounty.gov/jobs>

THE POSITION



The **Sheriff's Department Criminalistics Laboratory** is recruiting for a **Crime Laboratory Director** who will be responsible for the planning, assigning, directing, and supervision of the activities of the laboratory. The San Bernardino County Sheriff's Criminalistics Laboratory is accredited by the ANSI National Accreditation Board (ANAB). The **Crime Laboratory Director** is responsible for overseeing and maintaining ANAB accreditation requirements; preparing grant and budget proposals; administering the operating budget and approving expenditures; and representing the Sheriff's Department and Criminalistics Laboratory at meetings, conferences, and in the community. This position reports to the Sheriff's Captain of the Scientific Investigations Division.

For more detailed information, refer to the [Crime Laboratory Director](#) job description.

EXCELLENT BENEFITS PACKAGE!

Health Benefits	Paid Time Off	Retirement	Voluntary Participation Programs
<ul style="list-style-type: none"> Medical and Dental: family coverage with county-paid contribution and low out-of-pocket costs No cost vision coverage for employee Flexible Spending Account: pre-tax account for qualified healthcare expenses Opt-out option available - \$40/pay period 	<ul style="list-style-type: none"> Up to 4 weeks accruable vacation; cash out available Additional 80 hours Administrative Leave! (includes cash-out option) 11 days accruable sick leave 13 paid holidays 1 floating holiday 16 hours Perfect Attendance Leave 	<ul style="list-style-type: none"> Generous Pension program! 457(b) Deferred Compensation with .5-for-1 County match up to .5% of salary after 1 year Retirement Medical Trust Fund – County contribution up to 2.5% Retirement Reciprocity 	<ul style="list-style-type: none"> Supplemental Term Life Insurance AD&D Insurance Wellness Programs: Resources and Rewards 529 Savings Plan DCAP and FSA Commuter Services Employee Assistance Program: Free confidential support and resources And more!

CONDITIONS OF EMPLOYMENT

- 1) Applicants must not have been convicted of a felony.
- 2) Prior to appointment, candidates will be fingerprinted and must pass a background investigation

and a medical examination, which includes polygraph and drug test. (Current San Bernardino County Sheriff's Department employees will be exempt.)

3) Incumbents may be required to work weekends and/or holidays.

4) A valid California Class C driver license is required at time of appointment, as travel throughout the County is required. Employees in this class may be required to use personal vehicles and show proof of automobile liability insurance. *Mileage reimbursement is available.*

MINIMUM REQUIREMENTS

Education: Bachelor's degree in a natural or physical science, criminalistics, or a closely related field is required (per ANAB accreditation standards); coursework must include eight semester (12 quarter) units of general chemistry.

--AND--

In addition to the above referenced education, candidates must meet one of the following experience options:

Option A: Two (2) years experience as the manager or director of an ANAB accredited forensic laboratory.

--OR--

Option B: Six (6) years of experience in a forensic laboratory performing at least two (2) of the following: DNA analyses, firearm/toolmark analyses, trace evidence analyses, toxicological (includes blood alcohol) analyses, controlled substances analyses, quality assurance duties.

Of these six years, two must be as a first-line supervisor or lead worker in an ANAB accredited forensic laboratory.

DESIRED QUALIFICATIONS

Experience as an ANAB quality assurance officer or assessor is highly desired.

SELECTION PROCESS

There will be a **competitive evaluation** of qualifications based on the information provided in your Application and the Supplemental Questionnaire. The most highly qualified candidates, based on the evaluation results, will be referred for an interview. Be sure to include in your application and supplemental questions your experience in meeting the minimum requirements.

Application Procedure: To be considered for this excellent opportunity, please complete and submit the online employment application and supplemental questionnaire by **5:00 p.m. Friday, January 28, 2022**. *Resumes will not be accepted in lieu of the application and/or supplemental questionnaire.*

To ensure timely and successful submission of your online application, please allow ample time to complete and submit your application. Applicants will be automatically logged-out if they have not submitted the application and all required materials prior to the closing of this recruitment. Once your application has been successfully submitted you will receive an onscreen confirmation and an email. We recommend that you save and/or print these for your records. *Please note, if you do not receive an onscreen confirmation and an email acknowledging our receipt of your application we have not received your application.*

If you require **technical assistance**, please click [HERE](#) to review the Government Jobs [online application guide](#), or contact their Toll-Free Applicant Support line at (855) 524-5627. Please note

that Human Resources is not responsible for any issues or delays caused by the internet connection, computer or browser used to submit the application.

All communications regarding the selection process will be via email. Applicants are encouraged to check their e-mails frequently to obtain any correspondence associated with this recruitment. Please be sure the email provided on this application is always current; it is your responsibility to update your personal information. Update your Spam, Junk, Bulk and Firewall settings as needed to ensure that you receive all information pertaining to this recruitment.

EEO/ADA: San Bernardino County is an Equal Employment Opportunity (EEO) and Americans with Disabilities Act (ADA) compliant employer, committed to providing equal employment opportunity to all employees and applicants.

ADA Accommodation: If you have a disability and require accommodations in the testing process, submit the Special Testing Accommodations Request Form within one week of a recruitment filing deadline.

Veterans' Preference: Eligible veterans and their spouse or widow(er) who are not current County employees may be awarded additional Veterans' Preference points. Click here for information and instructions to request Veteran's Preference points.

[Please click HERE for important Applicant Information and the County Employment Process.](#)

The Human Resources Department reserves the right to modify the examination process in accordance with the Personnel Rules and accepted selection practices.

Applications may be obtained and filed online at: <http://www.sbcounty.gov/jobs>

(909) 387-8304 • TTY Users: 711

175 West Fifth Street, 1st Floor, San Bernardino, CA 92415

An Equal Employment Opportunity and ADA Compliant Employer

Issue Date: 1/15/22 JK

Crime Laboratory Director Supplemental Questionnaire

- * 1. **Instructions:** The information on the application and your responses to the following supplemental questions will be used in a **competitive evaluation of qualifications and will be used to determine your placement on the eligible list.** *Experience listed on this questionnaire must also be listed and fully detailed in the work experience section of your application.*
 - I have read and understand the instructions stated above.
- * 2. Candidates must possess a bachelor's degree (or higher) in a natural or physical science, criminalistics, or a closely related field (as required per ANAB accreditation standards). Indicate your degree, concentration, and where it was obtained. *Example: Bachelor's degree in criminalistics, Cal State LA.*
- * 3. Candidates must possess eight (8) semester (12 quarter) units of General Chemistry (as required per ANAB accreditation standards). Indicate your General Chemistry course numbers, title, and where they were obtained. *Example: **General Chemistry course numbers and titles** are _____ and were obtained at _____:*
- * 4. My experience (*detailed in my work history*) in an **ANAB accredited forensic laboratory** was obtained at:

* 5. My **employer(s)** (*detailed in my work history*) where I obtained my experience in DNA/Serology, Toolmarks/Firearms, and/or Trace Evidence is:

* 6. My **employer(s)** (*detailed in my work history*) where I obtained my experience in Toxicology, Solid Dosage Drug Analysis, and/or Alcohol Analysis is:

* 7. My employer(s) (*detailed in my work history*) where I obtained my experience in **supervision or lead worker** duties is ____; and my duties include ____:

* 8. **Applicant Acknowledgement - Notification via email:** As part of our efforts to increase efficiency and promote conservation of resources, Human Resources uses email to communicate with applicants. *Therefore, all future communications regarding this recruitment, including applicant status and testing notifications, will be made via email.* Each applicant needs their own email address. We strongly encourage you, as an applicant, to ensure that the email address you have provided with your application is current, secure and readily accessible to you. Adjust Spam and/or other filters so that our emails are accepted. Please carefully read any notices that we send you and follow any instructions provided in a timely manner. *We will not be responsible in any way if you do not receive our emails (i.e., for the non-delivery of our emails or if you fail to check your e-mail on a timely basis).*

I acknowledge that I have read, understood, and agree to the above statement.

* 9. **** ATTENTION GMAIL USERS****

We have become aware of an increase in Gmail's spam filter sensitivity. Due to this change, it is possible that emails coming from San Bernardino County Human Resources may be marked as spam and will not make it into your Gmail inbox.

For your convenience, the attached PDF document contains a step-by-step guide to create and apply filters within Gmail. Click this link to [download the PDF file](#). Once downloaded, follow the instructions so that you will receive future emails from San Bernardino County Human Resources.

Note: If you apply the filters and still do not receive emails from San Bernardino County Human Resources you can check your www.governmentjobs.com (Neogov) account inbox. All notifications will appear there.

I understand.

* 10. **Applicant Acknowledgement - Application Complete:** Thank you for taking the time to complete this application and supplemental questionnaire. Please be sure to review all information provided prior to submitting it as you cannot update or revise it once submitted. Your submitted application will be reviewed and evaluated as is. Please do not refer to a resume or other documentation in lieu of completing the employment history section or responding to the supplemental questions; they will not be reviewed or considered.

Once your application has been successfully submitted, you will receive an onscreen confirmation and an email confirmation will be sent to the email address listed on your application. We recommend that you save and/or print these for your records. *Please note, if you do not receive an onscreen confirmation and an email acknowledging our receipt of your application we have not received your application.*

I acknowledge that I have reviewed my application and understand that I will not be able to update or revise any part of it once submitted.

* Required Question