



CITY OF SAN DIEGO
Personnel Department
~ Excellence in Personnel Services ~

Supervising Criminalist - T11422-202104

Apply at: <http://www.sandiego.gov/empopp/>

SALARY: \$48.75 - \$58.89 Hourly
\$3,900.00 - \$4,711.20 Biweekly
\$101,400.00 - \$122,491.20 Annually

OPENING DATE: 04/02/21

CLOSING DATE: 05/17/21 05:00 PM

JOB INFORMATION:

Supervising Criminalist positions coordinate and supervise the physical and chemical analysis and evaluation of evidence in a crime laboratory; train, rate and evaluate the work performance of subordinates; evaluate new technical procedures; review analytical reports; prepare budget estimates and justifications; schedule, prioritize and assign work projects; function as a liaison with prosecuting agencies and other units of the Police Department; may testify in court; prepare reports and correspondence; and perform other duties as assigned.

MINIMUM REQUIREMENTS:

You must meet the following requirements on the date you apply, unless otherwise indicated.

CITIZENSHIP: You must be a United States citizen or have the current legal right to work in the United States.

EDUCATION: A Bachelor's Degree from an accredited college/university in Criminalistics, Forensic Science, Biochemistry, Chemistry, Biology, Microbiology, Digital Forensics, Computer Forensics, Computer Science, or a closely related physical or biological science.

NOTES:

- Foreign degrees are acceptable if they have been evaluated and deemed to be equivalent to degrees from accredited institutions in the United States.
- A Master's Degree in Criminalistics or Forensic Science may be substituted for a MAXIMUM of one year of the required experience. However, a Master's Degree in Criminalistics or Forensic Science without a qualifying Bachelor's Degree is NOT qualifying.

EXPERIENCE: Four years of full-time professional Criminalistics experience in ONE or more of the following areas:

- Blood Alcohol Analysis
- Computer Forensics
- Crime Scene Reconstruction
- Digital Forensics
- Firearms Identification

- Forensic Biology
- Narcotic Analysis
- Toxicological Analysis
- Trace Evidence Analysis

NOTES:

- Experience performing comparative analysis of handwriting or latent prints ONLY is NOT considered qualifying.
- City of San Diego employees using Out-of-Class Assignment (OCA) experience to qualify must submit written documentation signed by their appointing authority or payroll specialist, detailing the work performed, dates, and total number of qualifying OCA hours. OCA experience without the required documentation will NOT be considered.

LICENSE: A valid California Class C Driver License is required at time of hire.

HIGHLY DESIRABLE:

- Supervision/management training and/or classes, or experience.
- Experience in preparing budget estimates.

REQUIRED DOCUMENTS (MUST SUBMIT WITH APPLICATION):

- Proof of degree/transcripts, if utilized to meet the minimum requirements.
- For City of San Diego employees, proof of Out-of-Class Assignment (OCA), if utilized to meet the minimum requirements.

Required documents should be attached electronically to your application. If you are unable to attach at the time of application submittal, you must submit them as soon as possible via fax: (619) 533-3337; or to the Employment Information Center: City of San Diego Personnel Department, 1200 Third Avenue - Suite 300, San Diego, CA 92101. Include your name and the title of the position for which you are applying.

SCREENING PROCESS:

Please ensure all information is complete and accurate as the responses you provide on the supplemental questions will be reviewed using an automated evaluation system. If you are successful in this initial screening process, your application will be reviewed for applicable education, experience, and/or training to ensure all minimum requirements have been met. Successful candidates will be placed on a list which will be used to fill position vacancies during the next six months (180 days). For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

SUPPLEMENTAL INFORMATION:

PRE-EMPLOYMENT REQUIREMENTS: Employment offers are conditional pending the results of all screening processes that are applicable to this job, which may include but are not limited to the following: Confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the Federal Bureau of Investigation and the California Department of Justice for a conviction record report. Certain positions may require additional screening processes which may include a polygraph examination and/or background investigation. All of these processes must be successfully completed before employment begins. A positive test for alcohol, illegal drugs, including marijuana, or inadequately explained prescription drugs, misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for

disqualification and/or termination of employment. Nothing in this job posting constitutes an expressed or implied contract for employment with the City of San Diego. Applicants must notify the Personnel Department of any changes in their name, address (home, email), or phone number or they may miss employment opportunities.

Rev. 4 – May 3, 2021 (Closing Date Extended)

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.sandiego.gov/empopp/>

1200 3rd Ave., Suite 300, MS 51P
San Diego, CA 92101
(619) 236-6400
(619) 236-6358

Personnel@sandiego.gov

Position #MA-T11422-202104
Class#: 1856
SUPERVISING CRIMINALIST - T11422-202104
BA

The City of San Diego is an equal opportunity employer. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467.

Supervising Criminalist - T11422-202104 Supplemental Questionnaire

- * 1. I understand that failure to respond to the following questions in the spaces provided may result in the rejection of my application. In addition, I may miss out on employment opportunities. Résumés are NOT reviewed for assessing the minimum requirements.
 - Yes
 - No
- * 2. I understand that the responses I provide on the supplemental questions will be reviewed using an automated evaluation system and that if I am successful in this initial screening process, my application will be reviewed for applicable education, experience, and/or training to ensure all minimum requirements have been met.
 - Yes
 - No
- * 3. Are you currently working for the City of San Diego as a government/municipal employee?
 - Yes
 - No
- * 4. Have you previously worked for the City of San Diego as a government/municipal employee?
 - Yes
 - No
- 5. If you have previously worked or are currently working for the City of San Diego, please enter your PERNR.
- * 6. The minimum age for this job is 18, unless you are 17 and a high school graduate. Do you meet the minimum age requirements for this job?
 - Yes
 - No
- * 7. How did you first hear about this employment opportunity?
 - City of San Diego Employment Information Center

- City of San Diego Facility/Employee
- Government Jobs.com
- Facebook
- Nextdoor
- Twitter
- Jobing.com
- Monster.com
- Other Website
- Notified by Mail/Email
- Job Fair
- City Employee Association
- Community Organization
- San Diego Union-Tribune
- Los Angeles Times
- Voice and Viewpoint
- La Prensa
- San Diego Asian Journal
- Other Periodical
- Jobs Available
- Government Finance Officers Association
- Other Professional Organization/Publication
- Television/Radio
- Other

- * 8. Do you possess a Bachelor's Degree from an accredited college/university in Criminalistics, Forensic Science, Biochemistry, Chemistry, Biology, Microbiology, Digital Forensics, Computer Forensics, Computer Science, or a closely related physical or biological science? NOTE: Attach proof of degree/transcripts to your application.

- Yes
- No

9. If you are meeting the education requirement with a Bachelor's Degree in a closely related physical or biological science, specify degree. NOTE: Attach proof of degree/transcripts to your application.

- * 10. Do you possess a Master's Degree in Criminalistics or Forensic Science? NOTE: Attach proof of degree/transcripts to your application.

- Yes
- No

- * 11. How many years of full-time professional CRIMINALISTICS experience do you have?

- None
- Less than 1 year
- 1 year to less than 2 years
- 2 years to less than 3 years
- 3 years to less than 4 years
- 4 years to less than 5 years
- 5 years to less than 6 years
- 6 years to less than 7 years
- 7 years or more

- * 12. In which of the following areas do you have full-time professional CRIMINALISTICS experience?

- Blood Alcohol Analysis
- Computer Forensics
- Crime Scene Reconstruction
- Digital Forensics

- Firearms Identification
- Forensic Biology
- Narcotic Analysis
- Toxicological Analysis
- Trace Evidence Analysis
- None of the above

- * 13. Describe your full-time professional Criminalistics experience in the following areas: a. Blood Alcohol Analysis; b. Computer Forensics; c. Crime Scene Reconstruction; d. Digital Forensics; e. Firearms Identification; f. Forensic Biology; g. Narcotic Analysis; h. Toxicological Analysis; i. Trace Evidence Analysis. For each area, specify from which employer the experience was gained, your title, number of hours worked per week, dates of employment, level of responsibility, percent of time spent on each area and the total length of your experience. If you do not have any experience in a specific area, write "None."
- * 14. I understand that experience performing comparative analysis of handwriting or latent prints ONLY is NOT considered qualifying.
- Yes
 - No
15. If you have testified in a courtroom, specify the type of testimony (expert or chain-of-evidence) and the areas of testimony (e.g., narcotics analysis, physical-match examination, firearms). Indicate the number of times you have testified and the type of court in which you have testified (e.g., Municipal, Superior, Federal). Specify from which employer the experience was gained and your title.
16. Describe any aspects of Criminalistics in which you have special expertise. Specify from which employer the experience was gained, your title, level of responsibility, percent of time spent performing the duties and the total length of your experience.
- * 17. Describe any classes and/or training you have taken in supervision and/or management. Specify from which employer or institution the classes/trainings were taken and the names of the classes/trainings. If you do not have any experience in this area, write "None."
- * 18. Describe your lead/supervisory experience in the areas listed below: a. Scheduling assigned functions and ensuring that work is performed correctly; b. reviewing/approving time cards; c. interviewing, selecting and/or recommending qualified personnel for subordinate positions; d. providing orientation and on-the-job training to ensure that responsibilities are understood by subordinates; e. monitoring and evaluating the performance of employees through evaluations which you have written, signed and administered; f. recommending/ administering personnel actions for employee recognition, counseling and/or discipline. For each area, specify from which employer the experience was gained, your title, hours worked per week, dates of employment, level of responsibility, percent of time spent on each area, and the total length of your experience. If you do not have any experience in a specific area, write "None."
- * 19. Describe your experience with preparing budget estimates. Specify from which

employer the experience was gained, your title, level of responsibility, percent of time spent performing the duties, and the total length of your experience. If you do not have any experience, write "None."

- * 20. I understand that these positions are located in the San Diego Police Department and that candidates will undergo a comprehensive character and background investigation, including a polygraph examination and fingerprint check prior to hire.
 Yes
 No
- * 21. I understand that felony convictions, domestic violence convictions, or use of any illegal drugs may be disqualifying.
 Yes
 No
- * 22. I understand that each case will be reviewed on an individual basis and that the areas identified in questions 23 through 27 may impact my viability as a candidate.
 Yes
 No
- * 23. Have you used marijuana or any illicit drugs within the past five years?
 Yes
 No
- * 24. Have you ever been convicted of a felony?
 Yes
 No
- * 25. Have you been convicted for an act of domestic violence?
 Yes
 No
- * 26. Have you ever been the subject of a Restraining Order that has been upheld?
 Yes
 No
- * 27. Have you ever been convicted of a DUI?
 Yes
 No
- * 28. I understand that a valid California Class C Driver License is required at the time of hire.
 Yes
 No
- * 29. I understand that I am required to submit the following documents at the time of application, if utilized to meet the minimum requirements: Proof of degree/transcripts; proof of Out-of-Class Assignment (OCA). If you are unable to attach, refer to the "Required Documents" section of the job posting for instructions.
 Yes
 No
- * Required Question