



County of San Bernardino
Criminalist III-DNA Technical Leader*

SALARY	\$46.70 - \$64.30 Hourly \$8,094.67 - \$11,145.33 Monthly \$97,136.00 - \$133,744.00 Annually	LOCATION	San Bernardino, CA
JOB TYPE	Full-time	JOB NUMBER	24-03541-01
DEPARTMENT	Sheriff/Coroner	OPENING DATE	01/11/2024

The Job

Applications will be accepted continuously until a sufficient number have been received. Interested applicants are encouraged to apply as soon as possible, as this recruitment may close at any time.

COMPETITIVE SALARY & BENEFITS

Bi-annual step increases of 2.5% up to top step
3% salary increase effective 2/22/25 and 2/21/26*
DNA Lead Differential - \$1/hour



The **Sheriff's Department** is recruiting for **Criminalist III-DNA Technical Leader** to perform the more complex Criminalist III duties of DNA analysis and review of DNA casework, in addition to accountability for DNA laboratory quality assurance requirements; responsibility includes methods and procedures, technical problem solving, and technical oversight of the DNA laboratory, in accordance with the FBI DNA Quality Assurance Standards for Forensic DNA Testing Laboratories, Combined DNA Index System (CODIS), and the American Society of Crime Laboratory Directors - Laboratory Accreditation Board (ASCLD-LAB) requirements.

*Official title: Criminalist III

For more detailed information, view the [Criminalist III](#) job description.

*Salary increases contingent upon Property Related Revenue and/or statewide Realignment Sales Tax Collections performance.



HEALTH BENEFITS

- Medical and Dental: *Family Coverage*
- Vision: *Employee Coverage*
- Premium subsidies to offset health costs
- Flexible Spending Account: Pre-tax account for qualified healthcare expenses



PAID TIME OFF

- Up to 4 weeks accruable vacation with cash-out option
- 11 days accruable sick leave
- 15 paid holidays
- Perfect Attendance Leave
- Flexible work schedules *(in some departments)*



RETIREMENT PERKS

- Generous Pension
- *Retirement Reciprocity may be available!*
- 457(b) Deferred Compensation Plan w/ Match
- Retirement Medical Trust Fund

DCAP Account - County Paid Life Insurance - AD&D Insurance
 529 Savings Plan - Short Term Disability - Wellness Program
 Commuter Services - Employee Discounts - Annual Tuition Reimbursement

[Click here to learn more!](#)

[\(Download PDF reader\)](#)

CONDITIONS OF EMPLOYMENT

- 1) Background:** Prior to appointment, applicants will be fingerprinted and must pass an extensive background investigation, including a polygraph examination. Applicants must not have been convicted of a felony.
- 2) Shift:** Applicants must be available for **all** shifts; incumbents will be required to work rotating shifts, or be on call for work, on weekends, holidays, and evenings, including mandatory overtime; refusal of assigned shift may result in removal from the list or termination.
- 3) License:** A valid California Class C Driver License is required at time of appointment. Employees in this class may be required to use personal vehicles and show proof of automobile liability insurance.
- 3) Physical:** Incumbents conducting investigations in the field must be able to climb up and down embankments and hike over rough terrain.
- 5) Must successfully complete FBI Auditor Training** within one year of appointment, or be terminated.
- 6) Sponsorship:** Please note San Bernardino County is not able to consider candidates who will require visa sponsorship at the time of application or in the future.

Minimum Requirements

EDUCATION: A Master's Degree in a biology, chemistry, or forensic science-related area, with successful completion of 12 semester units of (graduate or undergraduate-level) coursework in biochemistry, genetics, and molecular biology, and either statistics or population genetics, as required per accreditation standards for the DNA laboratory.

–AND–

EXPERIENCE: Three (3) years of experience as a qualified analyst in forensic (human) DNA laboratory casework, as required per accreditation standards for the DNA laboratory. (At time of application, must be capable of being qualified as a technical leader per the FBI DNA Quality Assurance Standards regarding education and experience requirements.)

A legible copy of your college transcripts are required and MUST be submitted with the application (*unofficial transcripts are acceptable*).

Qualifying degree and coursework must be completed at a college or university accredited by any accrediting association recognized by the United States Department of Education. Degrees or coursework completed outside the U.S. must be accompanied by an evaluation report from a reputable credential evaluation service indicating equivalency to degrees or coursework as above.

Desired Qualifications

The ideal candidate will possess five (5) years performing casework analysis using PCR-STR techniques in a certified forensic DNA laboratory, meeting the requirements of a DNA Technical Leader as outlined in the FBI DNA Quality Assurance Standards.

Selection Process

Examination: There will be a **competitive evaluation** of qualifications based on a review of the Application and Supplemental Questionnaire. It is to your advantage to provide as much relevant and detailed work experience as possible, as resumes will not be reviewed in lieu of the application materials.

The most highly qualified candidates, based on the results of the evaluation, may be referred to a selection interview.

Application Procedure: Applications will be accepted continuously and reviewed weekly. To be considered for this excellent opportunity, complete and **submit the online employment application and supplemental questionnaire as soon as possible. This recruitment may close at any time.** *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 before the posted filing deadline. Applicants will be automatically logged-out if they have not submitted the application and all required materials prior to the posted deadline. 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 ([Download PDF reader](#)) 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 ([Download PDF reader](#)) for information and instructions to request Veteran's Preference points.

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

Agency

County of San Bernardino

Address

175 West Fifth Street, 1st Floor

San Bernardino, California, 92415-0440

Phone

Website

Criminalist III-DNA Technical Leader* Supplemental Questionnaire

*QUESTION 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.

*QUESTION 2

My qualified analyst experience in **forensic (human) DNA laboratory casework** was acquired at _____ (*specify name of agency and your job title*). *Note: Employer(s) listed here must be detailed in the Work Experience section of the application, with a full description of the duties performed.*

*QUESTION 3

My experience in performing *casework analysis* using **PCR-STR** techniques in a forensic (human) DNA laboratory was from _____ to _____ (*specify start and end dates*), and was acquired at _____ (*specify name of agency and your job title*). *Note: Employer(s) listed here must be detailed in the Work Experience section of the application, with a full description of the duties performed, to ensure consideration.*

*QUESTION 4

Education: Do you possess a Master's Degree in a biology, chemistry, or forensic science-related area, with successful completion of 12 semester units of (combination of graduate-level and undergraduate-level) coursework in biochemistry, genetics, and molecular biology, and either statistics or population genetics, as required per accreditation standards for the DNA laboratory? *Degree must be listed in the education section of the application. A legible copy of your transcripts MUST be attached and submitted with the application.*

Yes

No

*QUESTION 5

List your completed coursework in **genetics**. Include the following:

- course name
- course number
- name of school
- indicate if graduate level

Example: *Bio 184 at CSU Sacramento.*

*QUESTION 6

List your completed coursework in **biochemistry**. Include the following:

- course name
- course number

- name of school
- indicate if graduate level

Example: *Chem 161 at CSU Sacramento.*

***QUESTION 7**

List your completed coursework in **molecular biology**. Include the following:

- course name
- course number
- name of school
- indicate if graduate level

Example: *Bio 121 at CSU Sacramento.*

***QUESTION 8**

List your completed coursework in **statistics or population genetics**. Include the following:

- course name
- course number
- name of school
- indicate if graduate level

Example: *Stat 115B, CSU Sacramento.*

QUESTION 9

I have provided the following:

- ASCLD-LAB/FBI Equivalency/Waiver Letter
- ASCLD-LAB/FBI Qualified Analyst Letter
- High-quality, readable copy of my transcripts
- None of the above

***QUESTION 10**

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.

***QUESTION 11**

****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 \(Download PDF reader\)](#). 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

QUESTION 12

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