

RIDER

OFFICE OF THE ATTORNEY GENERAL CALIFORNIA DEPARTMENT OF JUSTICE TESTING AND SELECTION UNIT

Due to the budget crisis, the Criminalist Manger examination was placed on hold. We have re-opened the examination with a new cut-off date listed below.

NOTICE OF CONTINUOUS FILING EXAMINATION CUT-OFF DATE

EXAMINATION TITLE: CRIMINALIST MANAGER
EXAM BASE: OPEN-STATEWIDE
CLASS CODE: 8467
EXAM CODE: 8JU14-01
CUT-OFF DATE: FRIDAY, DECEMBER 5, 2008

ATTENTION: A cut-off date has been established for the above named continuous filing examination. Any applications received after the cut-off date will be processed in the next examination.

CRIMINALIST MANAGER

OPEN – STATEWIDE

CONTINUOUS FILING



State of California
DEPARTMENT OF JUSTICE
P. O. Box 944255
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT • AN EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CONTINUOUS FILING Testing is considered continuous as dates can be set at anytime. Examination Application Form (Std.678) will be continuously accepted and will test applicants as needs warrant. Applications must have an original signature. Any applications received after the announced cut-off date will be processed in the next test administration.

WHO CAN APPLY Applicants who meet the minimum qualifications as stated on this examination bulletin.

HOW TO APPLY All applicants must complete and return the entire examination packet. The examination packet must include the following:

- [Examination Application \(Form STD 678\)](#)
- [General Instructions/Affirmation](#)
- [Training and Experience Narrative](#)
- [Conditions of Employment](#)

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

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD, ONLINE,
VIA INTER-AGENCY MAIL OR FAX.**

RECRUITMENT SURVEY As part of the application process, please follow [this web link](#) to complete a recruitment survey. If you are viewing this in paper form, visit the following website at www.ag.ca.gov/careers/exams.php

SPECIAL TESTING ARRANGEMENTS If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the appropriate box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

SALARY RANGE **\$7483-\$8665**

The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

ELIGIBLE LIST INFORMATION Competitors can be tested only once during a 12-month period. Competitors' must submit their application within the testing period to be considered for that test administration. A candidate's eligibility will established for 18 months. Eligibility will expire 18 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Names of successful competitors are merged into the eligible list in order of final scores, regardless of the test date. The resulting eligible list will be used to fill vacancies at the Department of Justice.

Positions exist statewide with the Department of Justice.

CONTINUE TO THE NEXT PAGE

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

All applicants must meet the education and/or experience requirements for this examination by the announced cut-off date. All applications/resumes must include "To" and "From" employment dates (Month/Day/Year), time base, and applicable classification titles.

**MINIMUM
QUALIFICATIONS**

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirements.

EITHER I

One year of experience in the California state service performing the duties of a Criminalist Supervisor.

OR II

Experience: Broad and extensive (more than five years) of professional experience in a physical or biological science laboratory setting performing the duties of a chemist, biochemist or a related position. This experience must have included at least two years as a supervising criminalist. (One year of postgraduate education in one of the physical or biological sciences may be substituted for one year of the required general experience.) Experience in California state service applied toward this requirement must include at least one year performing the duties of a Criminalist Supervisor.

AND

Education: Equivalent to graduation from college with a major in one of the physical or biological sciences, including the equivalent of eight semester hours of general chemistry and three semester hours of quantitative analysis.

OR III

Experience: Broad and extensive (more than five years) of professional experience in a physical or biological science laboratory setting performing independent research related to Forensic Science. This experience must have included at least two years in the design and direction of scientific research. This experience must also have included at least two years of supervision. (Possession of a master's degree in a physical or biological science may be substituted for one year of experience and possession of a Ph.D. in a physical or biological science may be substituted for two years of the required experience.) Experience in California state service applied toward this requirement must include at least one year performing the duties of a Criminalist Supervisor.

AND

Education: Equivalent to graduation from college with a major in one of the physical or biological sciences, including the equivalent of eight semester hours of general chemistry.

DEFINITION OF TERMS

The words "**Performing the duties of...**" means the applicant must have the amount of experience in State service in the class specified (or on a training and development (T&D), limited term, or approved out-of-classes assignment to the class).

"Equivalent to graduation from college..." satisfaction of the requirements for a bachelor's degree from an accredited college. Bachelor's degree from an accredited college. Bachelor's degree, completion of the number of units typical of four full years of college (120 or more semester units or 180 or more quarter units). This means the applicant must show a receipt of a bachelor's degree.

Physical Sciences: Chemistry (any type), biochemistry, biology, physics, geology, mineralogy, petrology, chemical engineering, forensic science, pharmacology, microbiology, biological sciences, entomology and criminalistics.

CONTINUE TO THE NEXT PAGE

**DEFINITION OF TERMS
(CONTINUED)**

Quantitative Analysis: Involves the measurement of quantities of substances produced in reactions rather than simply noting the nature of reactions. Quantitative Analysis seeks to establish the amount of a given element or compound in a sample. This requirement can be satisfied by the completion of other courses which contain specific topics in analytical chemistry such as:

Chemical Equilibrium
Oxidimetric Analysis
Photo Detector Systems
Phase Equilibrium
Aqueous phase
Vapor phase
Liquid Chromatography
Properties of Gases
Polychromatic Nature of Light
Quantitative Spectrometry
Quantitative Infrared Spectroscopy.

**POSITION
DESCRIPTION**

The **Criminalist Manager** plans, organizes and directs the criminalistic program in an assigned area of the State. Incumbents at this level must supervise two or more Criminalistic Supervisors. May also direct complex and sensitive forensic projects which have a significant impact on the Bureau or the field of criminalistics.

**EXAMINATION
INFORMATION**

The examination will consist of a Training and Experience Narrative and is the sole component of the Criminalist Manager examination. The Subject Matter Experts and expert evaluators will score this exercise using a pre-defined rating scale and pre-determined scoring criteria. To obtain a position on the eligible list a minimum score of 70% must be received. This testing component measures the following knowledge and abilities.

TRAINING AND EXPERIENCE NARRATIVE – WEIGHTED 100.00%

Knowledge of:

1. Modern scientific methods and techniques used in investigations of major crimes and crime scenes (based on experience obtained through examination of complex case evidence, and/or reconstruction of major crime scenes, and/or processing of complex crime scenes, and/or processing clandestine laboratories).
2. Current court issues challenging the admissibility of evidence or analytical results and conclusions (based on candidate's testimony in complex cases).
3. Current quality practices in a forensic laboratory.
4. Effective supervisory principles, practices, and techniques to appropriately and effectively plan, oversee, and direct the work of activities of subordinate staff.
5. The Department's Equal Employment Opportunity Program and the processes available to meet the Equal Employment Opportunity.
6. A manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity.
7. Budget, purchasing and the hiring process for the laboratory.

Ability to:

1. Recognize the need for and develop, evaluate and validate new test methods and procedures
2. Analyze situations accurately and take effective action.
3. Instruct law enforcement and forensic personnel in criminalistics, evidence collection, preservation and documentation.
4. Prepare a laboratory for ASCLD/LAB Accreditation or maintain the current accreditation status.
5. Oversee administration of the laboratory including purchasing, budgeting and personnel actions.

**EXAMINATION
INFORMATION
(CONTINUED)**

Ability to (continued):

6. Carry out the policies and procedures of the Division of Law Enforcement.
7. Effectively contribute to the Department's Equal Employment Opportunity objectives.
8. Interpret and analyze information in order to draw valid and supportable conclusions.
9. Orally communicate in person and via telephone in a courteous, professional manner with a variety of individuals, taking the nature of the audience into account.
10. Work quickly to handle rush or urgent projects without prior notice and with a quick turnaround required.
11. Give clear, accurate instructions and directions to a variety of audiences.
12. Assign and delegate work to subordinate staff, ensuring that such assignments are equitable and reasonable based upon the relative qualifications and work load demands of individual staff members.
13. Effectively supervise a culturally diverse subordinate staff ensuring that supervisory and management decisions are sensitive to the impact of culturally diverse perceptions.
14. Maintain a high level of morale in the work unit, providing staff a sense of worth in work tasks accomplished and allowing staff input into the professional environment of the work unit.
15. Recognize and determine the need to shift priorities, staffing, and/or resources to maximize unit operations and/or address changes in assigned goals and objectives.
16. Convey expectations, priorities, and vision to others.
17. Perform and make decisions following the highest ethical standards.
18. Handle and resolve conflicts, confrontations and disagreements in a positive, constructive and personally respectful manner to minimize negative personal impact.

**SPECIAL PERSONAL
CHARACTERISTICS**

Tact, patience, and keenness of observation.

**BACKGROUND
INVESTIGATION
INFORMATION**

Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs. Department of Justice regulations require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

The information you furnish will be used to help determine your suitability for employment with the Department of Justice.

**DRUG TESTING
REQUIREMENT**

Applicants for positions in this class series will be required to pass a drug-screening test.

**MEDICAL
EXAMINATION**

Pass/Fail – Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively. The medical examination also includes a back x-ray, visual acuity, and color vision tests.

**VETERANS
PREFERENCE /
CAREER CREDITS**

Veterans Preference Credits or Career Credits will not be granted in this examination.

CONTINUE TO THE NEXT PAGE

GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board Offices (www.spb.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference application form which is available from State Personnel Board offices or written test proctors.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

If hearing impaired, call the California Relay Service.
1-800-735-2929 (From TDD Phone)
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE
TESTING AND SELECTION UNIT
P.O. BOX 944255
SACRAMENTO, CA 94255-2550
(916) 324-5039

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