

# Job Posting: Senior Criminalist

## Department of Justice

JC-215696 - Senior Criminalist  
SENIOR CRIMINALIST

\$6,892.00 - \$9,226.00 per Month

**Final Filing Date: 10/2/2020**

## Job Description and Duties

Under the general supervision of the Criminalist Supervisor, a Senior Criminalist performs all types of physical evidence examinations and comparisons. The Senior Criminalist handles the more complex criminalistics cases and performs casework analysis at the journeyman level in all or selected areas of criminalistics, controlled substances and blood alcohol which includes, note taking, report writing and courtroom testimony, processing crime scenes and/or clandestine laboratory scenes for physical evidence and reconstruct the events of the crime from the physical evidence. The Senior Criminalist may also provide instruction to Criminalist A, B, C and Senior Criminalist levels in techniques of criminalistics and/or provide additional training in specific Criminalistics areas.

You will find additional information about the job in the [Duty Statement](#).

## Minimum Requirements

You will find the Minimum Requirements in the Class Specification.

- [SENIOR CRIMINALIST](#)
- [CRIMINALIST](#)

## Additional Documents

- [Job Application Package Checklist](#)
- [Duty Statement](#)

## Position Details

**Job Code #:** JC-215696  
**Position #(s):** 420-571-8478-003  
**Working Title:** Senior Criminalist  
**Classification:**  
SENIOR CRIMINALIST  
\$6,892.00 - \$9,226.00

**Will Consider:**

CRIMINALIST  
\$3,985.00 - \$5,047.00 A  
\$5,213.00 - \$6,959.00 B  
\$6,280.00 - \$8,388.00 C  
**# of Positions:** 1  
**Work Location:** Fresno County  
**Job Type:** Permanent, Full Time  
**Facility:** DLE - Kerry Hoefling  
**Work Shift:** 8am-5pm  
**Work Week:** Monday-Friday

## Department Information

- This position is located in the Division of Law Enforcement, Bureau of Forensic Services, Fresno Laboratory.
- Please disregard the SROA/Surplus language below, as the Department of Justice requires applicants to submit their SROA/Surplus Letter if that is the basis of their eligibility.
- For more information about the Department, please visit the Attorney General's website at [www.oag.ca.gov](http://www.oag.ca.gov).

## Special Requirements

- A fingerprint check will be required.
- The position requires that incumbents pass a Background Investigation prior to being hired. The Background Investigation may include Criminal Background and a review of any governmental records.
- The position requires that incumbents pass a Medical Evaluation. You will be required to submit to a Medical Evaluation and receive clearance prior to being hired.
- The position(s) requires incumbents pass a Drug Screening Test. You will be required to take and pass the drug screening test prior to being hired.

## Eligibility Requirements

- To be appointed to this position as a Senior Criminalist you must be eligible for transfer or have current list eligibility. This position does not offer an ongoing exam.
- To be appointed to this position as a Criminalist you must be eligible for transfer or obtain list eligibility. For more information on how to complete the exam please visit: <https://www.calcareers.ca.gov/CalHRPublic/Search/ExamSearch.aspx>

## Application Instructions

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 10/2/2020

### **Who May Apply**

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, have list eligibility, are in the process of obtaining list eligibility, or have SROA and/or Surplus eligibility (please attach your letter, if available). SROA and Surplus candidates are given priority; therefore, individuals with other eligibility may be considered in the event no SROA or Surplus candidates apply.

Applications will be screened and only the most qualified applicants will be selected to move forward in the selection process. Applicants must meet the Minimum Qualifications stated in the Classification Specification(s).

### **How To Apply**

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.CalCareers.ca.gov](http://www.CalCareers.ca.gov). When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

### **Address for Mailing Application Packages**

You may submit your application and any applicable or required documents to:

Department of Justice  
Attn: Kerry Hoefling  
Department of Justice/DLE-BFS  
1300 I Street, Suite 1150  
Sacramento, CA 95814

### **Address for Drop-Off Application Packages**

You may drop off your application and any applicable or required documents at:

Kerry Hoefling  
Department of Justice/DLE-BFS  
1300 I Street, Suite 1150  
Sacramento, CA 95814  
08:00 AM - 05:00 PM

## Required Application Package Documents

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at [www.CalCareers.ca.gov](http://www.CalCareers.ca.gov). All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume is required and must be included.
- Other -  
You must submit a copy of your transcripts and a copy of your diploma. Your transcripts must reflect the necessary course requirements as indicated in the Minimum Qualifications specifications. Official transcripts will be required upon appointment.
- Other -  
Click on the following link to complete the California Department of Justice Recruitment Survey: <https://www.surveymonkey.com/r/NC8SQ6N>

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

## Desirable Qualifications

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

Knowledge of: Scientific methods and techniques used in examining crime scenes; tests for the identity and comparison of blood and physiological fluids; tests for explosives and flammable materials; toxicological analyses; tests of hair and fibers, glass, soil, paint, and similar materials, and equipment necessary to conduct these tests; modern methods and techniques in investigations of major crimes; current trends in toxicology, general chemistry and microchemistry; modern types of small arms and the techniques of conducting all types of firearms, bullet, and tool mark comparisons; methods used in the examination of documents in criminal cases; photographic and photomicrographic principles and practices as applied to Criminalists; and chromatographic techniques.

Ability to: Make extensive use of scientific methods and techniques at the scene of a crime; make effective use of microscopes, spectrograph, infrared and ultra-violet spectrophotometer, and gas chromatograph; use micro methods for determining physical constants such as refractive index and density; recognize the need for

and develop and evaluate new test methods and procedures; analyze situations accurately and take effective action; conduct applied research to develop and validate state-of-the-art evidence examination techniques and have the ability to testify effectively in court.

## Benefits

Benefit Information - Please access this link for information on benefits afforded to employees who work for the State of California -

<https://www.calhr.ca.gov/Pages/California-State-Civil-Service-Employee-Benefits-Summary.aspx>

## Contact Information

The Human Resources Contact is available to answer questions regarding the application process. The Hiring Unit Contact is available to answer questions regarding the position.

### **Human Resources Contact:**

Kerry Hoefling  
(916) 210-7465  
kerry.hoefling@doj.ca.gov

### **Hiring Unit Contact:**

Kerry Hoefling  
(916) 210-7465  
kerry.hoefling@doj.ca.gov

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

### **EEO Contact:**

EEO Officer  
(916) 210-7580  
EERROffice@doj.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.



## Personal Leave Program

Effective July 1, 2020, state employees are subject to temporary wage reductions in exchange for Personal Leave Program (PLP) accruals. The specific rate and hours earned were negotiated and agreed upon by each bargaining unit. More information regarding PLP can be found here -

<http://hrmanual.calhr.ca.gov/Home/ManualItem/1/2113>.

## Additional Information on Application Filing

Please note, if using the United States Postal Service for delivery, there is no guarantee that your application will be date stamped and will arrive by the final filing date. If your application does not have a postmark or date stamp and arrives after the final filing date, your application will not be accepted. Therefore, to ensure timely delivery of your application, it is recommended that you use either electronic delivery, parcel service, or certified mail. Using one of these options will provide proof of delivery prior to the final filing date.

## Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free 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.