



CONTRA COSTA COUNTY

HUMAN RESOURCES DEPARTMENT

651 Pine Street, 2nd Floor • Martinez, CA 94553
24-hour Job Hotline (925) 335 - 1700 • TTY or TDD (800) 735 - 2929
www.cccounty.us/hr

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FINAL FILING DATE: November 27, 2015

ORAL EXAMINATION: To Be Announced

CRIMINALIST II

Monthly Salary Range \$6,572 - \$7,988

THE POSITION

The Contra Costa County Office of the Sheriff is actively recruiting to fill a Criminalist II non-sworn vacancy in the Forensic Services Division. Criminalist II is the experienced level into the Criminalist class series. The appointees will receive guidance and advice in the performance of some of the more complex physical evidence examinations but work independently in performing routine analysis. Criminalist II's may also provide training and technical advice to other Division employees. Promotional opportunities exist to Criminalist III (\$7,609 - \$9,249).

The eligible list established from this examination may remain in effect for twelve (12) months.

MINIMUM QUALIFICATIONS

License Required: Possession of a valid California Motor Vehicle Operator's License. Out of State valid Motor Vehicle Operator's License will be accepted during the application process.

Education: Possession of a Bachelor's degree from an accredited college or university with a major in the field of Criminalistics, Chemistry, Biology, Biochemistry, Toxicology, or a closely related natural science field

Experience: Two years of full-time or its equivalent of progressively responsible experience as a Criminalist I or Deputy Sheriff Criminalist I or equivalent position performing forensic casework. During the course of this experience, incumbent must have obtained the ability to independently examine and interpret forensic casework in one or more of the following areas: Biology/DNA; Comparative Evidence; Crime Scene Toxicology; Computer Forensics, or Quality Assurance. For all assignments, experience must have included qualification as an expert witness in the interpretation of analytical results in the respective discipline(s) listed above.

Substitution of Education for Experience: A Master's Degree or PH.D in Criminalistics, Chemistry, Biology, Biochemistry, Molecular Biology or Toxicology may be substituted for one year of the required experience.

For DNA Assignment: Candidates must also have completed coursework in molecular biology, genetics, biochemistry and statistics as specified by the DNA Advisory Board.

For Forensic Alcohol Analysis Assignment: Candidates' college coursework must have included 3 semester hours (or equivalent) of Quantitative Analysis, and must be eligible for Forensic Alcohol Analyst Trainee certification as specified under Title 17, California Code of Regulations by the California Department of Health Services at the time of appointment. **(See additional requirements on supplemental questionnaire).**

OTHER REQUIREMENTS

Visual Requirements: No deficiency in the ability to distinguish colors

Background: A thorough background investigation shall be conducted. Appointees shall not have been convicted of any felony in this state or in any other state or in any federal jurisdiction, or of any offense in any other state or in any federal jurisdiction which would have been a felony if committed in this state.

A completed Supplemental Questionnaire is required.

SELECTION PROCESS

- 1. Application Filing:** All applicants, including County employees, are to apply on-line at www.cccounty.us/hr, and attach the required information as indicated on the job announcement by the final filing date listed above. All applicants must clearly demonstrate that they meet the minimum qualifications provided on the job announcement. Resumes may not be substituted for the official County application. **Paper, faxed, or late applications WILL NOT be accepted.** To view the typical tasks, knowledge, skills, and abilities associated with this position, please visit our website to see the detailed job description.
- 2. Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.
- 3. Oral Interview:** An oral interview will be conducted by a Qualifications Appraisal Board in Martinez, CA. The Board will evaluate candidates in job-related areas. Candidates must receive a rating of at least 70 from a majority of the Board members to be ranked on the employment list. **(Weighted 100%)**

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

OPEN ONLY: November 16, 2015 TW/RM

Exam Number: 6DVC-2015A

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion (including religious dress and grooming practices), sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), national origin (including language restrictions), ethnicity, age (over 40), disability (including physical or mental disabilities, HIV, and AIDS), sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (including genetic characteristics, cancer, and a record or history of cancer), genetic information, military or veteran status.

CONTRA COSTA COUNTY
CRIMINALIST II 6DVC-2015A
SUPPLEMENTAL QUESTIONNAIRE

A completed supplemental questionnaire is required for this position.

The supplemental questionnaire is part of the application process for the **CRIMINALIST II**. The purpose of the questionnaire is to provide applicants the opportunity to elaborate on their qualifications. Your responses to the questionnaire will be used to evaluate your relevant experience to determine which applicants will be invited to participate in a competitive oral examination.

Please answer the questions below and submit your responses with your on-line application. Although you may submit a resume to further describe your qualifications or additional information, such items may not be substituted in lieu of the supplemental questionnaire. An incomplete supplemental questionnaire will result in disqualification. Do not answer any question by indicating "see attached resume".

An application submitted without the supplemental questionnaire is considered incomplete and will therefore be disqualified. Please read the Job Announcement carefully for specific filing instructions, supplemental questions, and final filing dates.

1. I possess a Bachelor's Degree in:
 - Biochemistry
 - Biology
 - Chemistry
 - Criminalistics
 - Toxicology
 - Other closely related field
 - No, I do not possess a Bachelor's Degree

2. If you marked "Other closely related field" for question 1, please specify the major. If you did not mark "Other", please enter "N/A."

3. To perform DNA casework, I have completed coursework in molecular biology, genetics, biochemistry, and statistics as specified by the DNA Advisory Board.
 - Yes, I meet the requirements for DNA casework assignments
 - No, I do not meet the above requirements

4. To perform Forensic Alcohol Analysis, I have taken 3 hours of Quantitative Analysis.
 - Yes, I meet the requirements for Forensic Alcohol Analysis assignments
 - No, I do not meet the above requirements.

5. I understand that if I am selected for a Forensic Alcohol Analysis work assignment, I must be eligible for a Forensic Alcohol Analyst Trainee Certificate issued by the California Department of Health Services.
 - I possess Certificate
 - I am eligible for Certificate

6. I am interested in being assigned to the following assignment(s). Further, I understand that I must meet the above requirements for the selected assignment.

- DNA casework assignment
- Forensic Alcohol Analysis assignment
- I am not interested in being selected for the above assignments

7. I have two years of full-time progressively responsible experience as a Criminalist I, Deputy Sheriff-Criminalist I or an equivalent position performing forensic casework, and testifying as an expert witness in one of the following areas:

- Biology/DNA
- Comparative Evidence
- Crime Scene Investigation
- Latent Print
- Forensic Alcohol Analysis
- Solid Dosage Drug Analysis
- Toxicology
- Computer Forensics
- Quality Assurance
- I do not meet the requirements listed above

8. I understand that I cannot update my application once I have submitted it. Therefore, I have fully completed **ALL** sections and provided full descriptions of my duties and responsibilities for each employer, and fully answered all questions on this supplemental.

- Yes
- No