



**COUNTY OF CONTRA COSTA**  
 Department of Human Resources  
 651 Pine Street, 2nd Floor,  
 Martinez, CA 94553  
 (925) 335-1700

<http://agency.governmentjobs.com/contracosta/default.cfm>

**INVITES APPLICATIONS FOR THE POSITION OF:**

**CRIMINALIST II**

*An Equal Opportunity Employer*

**SALARY**

\$39.81 - \$49.60 Hourly  
 \$3,185.17 - \$3,968.38 Biweekly  
 \$6,901.20 - \$8,598.16 Monthly  
 \$82,814.40 - \$103,177.92 Annually

**ISSUE DATE:** 02/20/17

**FINAL FILING DATE:** 03/03/17

**THE POSITION**

**Bargaining Unit: Deputy Sheriff's Non-Sworn Rank & File Unit**

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 in 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. The ideal candidate should have outstanding technical, analytical, and organizational skills. In addition to possessing a solid scientific background, successful candidates should be familiar with accreditation requirements, possess certification in a forensic discipline, and have been qualified as an expert witness. Promotional opportunities exist to Criminalist III (\$7,990 - \$9,955).

The primary function of this Division is the objective examination, evaluation, comparison, and interpretation of physical evidence related to the investigation of crimes. It also provides consultation and training to other divisions and agencies. The Division is accredited by the American Society of Crime Laboratory Directors, Laboratory Accreditation Board (ASCLD-LAB).

To read the complete job description, please visit the website; [www.cccounty.us/hr](http://www.cccounty.us/hr)

Although this position is slated for assignment to the Comparative Evidence (Firearms/Toolmarks) Unit, the eligible list created as a result of this recruitment will remain in effect for six (6) months and may be used to fill future vacancies.

**TENTATIVE ORAL EXAM DATE: March 21, 2017**

**TYPICAL TASKS**

- Utilizes analytical instrumentation, apparatus and techniques applicable to the assigned forensic discipline
- Conducts examination of evidence following approved protocols and procedures
- Makes accurate observations regarding examinations
- Prepares detailed notes and comprehensive written reports regarding examinations
- Presents fair and impartial court testimony concerning findings obtained by laboratory analyses and interprets findings as a qualified expert witness
- Assists laboratory clients in evaluating and interpreting physical evidence

- May assist in training less experienced laboratory personnel and law enforcement officers in the methods of analysis employed in the laboratory and in the methods of collecting and preserving evidence
- Researches technical journals, textbooks, chemical manuals and other source materials to determine the best methods of performing analytical testing
- Participates in conducting research and/or validation of new methods and procedures of scientific criminal investigation
- Participates in crime scene response and investigations

### **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.

**For DNA Assignment:** Candidate 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.

**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 Investigation; Latent Print; Forensic Alcohol Analysis; Solid Dosage Drug Analysis; 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.

**Certificate Required:** Employees initially assigned to Forensic Alcohol Analysis must be certified as a Forensic Alcohol Analyst as specified under Title 17, California Code of Regulations by the California Department of Health Services at the time of appointment and must be able to testify on alcohol impairment by the end of their probationary period. A Criminalist II reassigned from the Criminalistics Section to the Drug, Alcohol and Toxicology Section must obtain certification as a Forensic Alcohol Analyst by the California Department of Health Services and must be able to testify on alcohol impairment within one year of the reassignment.

**Visual Requirement:** No deficiency in the ability to distinguish colors.

**Background Requirements:** 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 an 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 must apply on-line at [www.cccounty.us/hr](http://www.cccounty.us/hr) and submit the information as indicated on the job announcement by the final filing date.
2. **Oral Interview:** Conducted by a Qualifications Appraisal Board who will evaluate candidates in job-related areas (Weighted 100%).

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

### **AN EQUAL OPPORTUNITY EMPLOYER**

IT IS THE POLICY OF CONTRA COSTA COUNTY TO CONSIDER ALL APPLICANTS FOR EMPLOYMENT WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ETHNICITY, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER, GENDER IDENTITY, GENDER EXPRESSION, MARITAL STATUS, ANCESTRY, MEDICAL CONDITION, GENETIC INFORMATION, MILITARY OR VETERAN STATUS, OR OTHER PROTECTED CATEGORY UNDER THE LAW.

### **CRIMINALIST II Supplemental Questionnaire**

1. The supplemental questionnaire is part of the application process. The purpose of the questionnaire is to provide applicants the opportunity to elaborate on their qualifications. Your responses to this questionnaire will be used to evaluate your relevant experience to determine which applicants will be invited to participate in the competitive recruitment process. 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."
  - N/A
- \* 2. I possess a Bachelor's Degree in:
  - Biochemistry
  - Biology
  - Chemistry
  - Criminalistics
  - Toxicology
  - Other closely related natural science field
  - No, I do not possess a Bachelor's Degree
- \* 3. If you marked "Other closely related field", please specify the major. If you did not mark "Other", please enter "N/A."
- \* 4. 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
- \* 5. 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.
- \* 6. 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
- \* 7. 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
- \* 8. 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
- \* 9. I certify that I meet the announced requirements for this examination and understand that I will be eliminated at any stage in such examination if it develops that, in fact I do not meet them. I further certify that all statements made in this supplemental questionnaire and the application is true and I agree and understand that misstatements or omissions of material facts will cause forfeiture of my rights to employment with Contra Costa County.
- Yes
- \* Required Question