

Supervising DNA Criminalist

Recruitment #16-8528-01

DATE OPENED 12/2/2016 5:00:00 PM

FILING DEADLINE 12/27/2016 5:00:00 PM

SALARY \$51.02 - \$62.03/hour; \$106,121.60 - \$129,022.40/year

EMPLOYMENT TYPE Permanent Full-Time Employment

HR ANALYST Shelisa Jackson

WORK LOCATION Oakland

[Go Back](#) [Click HERE](#) to apply

INTRODUCTION

THIS IS A NEW ASSEMBLED EXAMINATION. The eligible list resulting from this examination will cancel any existing list and may last approximately one year, but can be extended.

Application and Supplemental Questionnaire: A properly completed Supplemental Questionnaire must be submitted with each application. Applications and Supplemental Questionnaires must be in the possession of the Human Resource Services Department by 5:00 p.m. on the Last Day for Filing. Applications will only be accepted on-line.

DESCRIPTION

About The Alameda County Sheriff's Office

The Alameda County Sheriff's Office is a full-service law enforcement agency accredited through the Commission on Accreditation for Law Enforcement Agencies (CALEA) and the American Correctional Association (ACA). Additionally, the Sheriff's Office Crime Lab is nationally accredited by the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB). The Sheriff's Office Explosive Ordinance Disposal Unit has also been awarded national accreditation through the Bomb Squad Commanders Advisory Board.

The Sheriff's Office has a current adjusted net budget of approximately \$379 million and has over 1600 authorized positions, including an excess of 1000 sworn personnel. The agency's Chief Executive Officer is Sheriff Gregory J. Ahern, who is assisted in the operation of the agency by Undersheriff Richard T. Lucia, Assistant Sheriffs Brett Keteles and Casey Nice.

The Sheriff of Alameda County is responsible for a vast array of tasks and duties, including the following:

- Providing security to the Consolidated Superior Courts
- Operating the Coroner's Bureau

- Operating a full service criminalistics laboratory
- Performing Civil Process
- Operating two County Jails (Santa Rita and Glenn Dyer Detention Facility)
- Operating the County Office of Emergency Services
- Providing patrol and investigative services to the unincorporated areas of Alameda County
- Pursuant to contractual agreements, providing patrol and investigative services to the City of Dublin, Peralta Community College District, Oakland-Alameda County Coliseum complex, Oakland International Airport, Highland County Hospital, Social Services, and to the Alameda-Contra Costa Transit District.
- Conducting a basic academy pursuant to Police Officer Standards and Training (P.O.S.T.) requirements.
- Providing Fish and Game enforcement
- Project Director of the Narcotics Task Force
- Serving as the Executive Director of the Sexual Assault Felony Enforcement (SAFE) Task Force
- Operating a Marine Patrol Unit in the San Francisco Bay waters.

For additional information, you may visit the Sheriff's Office website at: <http://www.alamedacountysheriff.org/>

About the Crime Laboratory

The Alameda County Sheriff's Office Crime Laboratory is a full-service crime lab housed in a new, state-of-the-art facility nestled at the base of the Oakland hills. The Sheriff's Office Crime Laboratory is nationally accredited by the American Society of Crime Laboratory Directors/Laboratory Accreditation Board – *International (ASCLD/LAB-International)*.

THE POSITION

The Supervising DNA Criminalist will assist the Crime Laboratory Director in the supervision of Criminalists and other laboratory personnel; perform technical laboratory analysis of physical evidence of crime; testify in court as an expert witness; and do related work as required.

The Supervising DNA Criminalist is responsible for scheduling, assigning and evaluating personnel and the work of the crime laboratory. The incumbent may personally handle the more complex laboratory problems. This position is distinguished from the Supervising Criminalist position in that the primary responsibility of the Supervising DNA Criminalist is supervision of the DNA Unit within the Criminalistics Laboratory. This position will report to the Crime Laboratory Director and may act for the Director during the Director's absence.

To view the full job description for this position, please click [HERE](#)

MINIMUM QUALIFICATIONS

Either I

Experience:

The equivalent of three years full-time experience in a forensic DNA crime laboratory as a Criminalist or Forensic Chemist including one year in the class of Criminalist III in the Alameda County classified service. (Non-classified includes District Attorney's Office, Hospital Authority, and the Consolidated Courts.)

And

Education:

The education requirements for DNA Technical Leader as specified by the DNA Advisory Board (DAB) or equivalent body as directed by the Federal Bureau of Investigation (FBI). Currently, those requirements are:

1. A Graduate degree in biology, chemistry or forensic science related area or a waiver of the graduate degree requirement, from the American Society of Crime Laboratory Directors obtained between 10/1/98 and 10/1/00

AND,

2. A minimum of 12 credit hours or its equivalent including a combination of graduate and undergraduate course work covering the subject areas of: Biochemistry, Genetics, Molecular Biology, Statistics and/or Population Genetics.

Or II

Experience:

The equivalent of four years of full-time experience as a Criminalist or Forensic Chemist in a Crime Lab, three years of which involved full-time experience in a forensic DNA laboratory.

And

Education:

The education requirements for DNA Technical Leader as specified by the DNA Advisory Board (DAB) or equivalent body as directed by the Federal Bureau of Investigation (FBI). Currently, those requirements are:

1. A Graduate degree in biology, chemistry or forensic science related area or a waiver of the graduate degree requirement, from the American Society of Crime Laboratory Directors obtained between 10/1/98 and 10/1/00

AND,

2. A minimum of 12 credit hours or its equivalent including a combination of graduate and undergraduate course work covering the subject areas of: Biochemistry, Genetics, Molecular Biology, Statistics and/or

Population Genetics.

NOTE: The Civil Service Commission may modify the above Minimum Qualifications in the announcement of an examination.

KNOWLEDGE AND SKILLS

The most suitable qualified candidates will possess the following competencies:

Knowledge of:

- Laboratory health and safety procedures.
- American Society of Crime Laboratory Directors and DNA Advisory Board quality assurance accreditation standards.
- Principles of quality assurance and quality management.
- Methods and techniques used in examining crime scenes.
- The principles of forensic science, chemistry, physics, biochemistry, photography, molecular biology, statistics, genetics and natural sciences as related to criminalistics.
- Modern criminal investigation and identification techniques and procedures.
- Recent developments, current literature and sources of information in the field of criminalistics.
- Preservation of biological evidence.

Ability to:

- Conduct DNA typing analysis on biological evidence.
- Conduct chemical, physical and microscopic examinations as required.
- Conduct on-the-scene investigations of crime.
- Relate pieces of evidence to each other and draw logical conclusions.
- Present evidence clearly and accurately in court when called on as an expert witness.
- Prepare clear and concise reports of findings.
- Operate advanced laboratory instrumentation, such as spectrophotometers, gas chromatographs, scanning electron microscope, energy dispersive x-ray, GC-MS, photographic equipment, thermal cycler, ABI 310 Genetic Analyzer, laboratory information systems.
- Provide training and assist in evaluating work of others.
- Communicate effectively orally and in writing.
- Plan and organize.
- Make decisions.
- Exercise leadership and management control.
- Demonstrate flexibility and interpersonal sensitivity.
- Adapt to stress.

EXAMINATION COMPONENTS

THE EXAMINATION WILL CONSIST OF the following steps:

- 1) A review of candidates' applications to verify possession of minimum requirements. Those candidates who possess the minimum requirements for the class will move on to the next step in the examination process.
- 2) A review of candidates' Supplemental Questionnaires to select the best qualified applicants to continue in the process. Only the most suitably qualified candidates will move forward in the exam process.

3) An oral interview which will be weighted as 100% of the candidate's final examination score. The oral interview may contain situational exercises.

CANDIDATES MUST ATTAIN A QUALIFYING RATING ON EACH PORTION OF THIS EXAMINATION.

We reserve the right to make changes to the announced examination components.

Alameda County utilizes a Civil Service Selection System founded on merit. Such a system is competitive and based on broad recruitment efforts and equal opportunity for qualified applicants to test in an examination process designed to determine the qualifications, fitness and ability of competitors to perform duties of the vacant position. Many of our recruitments are targeted and specific to the needs of a current vacant position, in which case, the eligible list may be exclusively used for that current vacant position. Other recruitments may be more broadly used for both current and future vacancies, or for other alternate jobs with comparable scopes of work. To learn more about our recruitment and selection process, please visit the "What You Need to Know" section of our website, www.acgov.org/hrs.

SELECTION PLAN

Applicants will be informed via email with reasonable notice in advance of any examination process which will require their attendance. The following dates are tentative and subject to change based on the needs of the Agency:

TENTATIVE SELECTION PLAN

Deadline for Filing:	Tuesday, December 27, 2016
Review of Applications for Minimum Qualifications:	January 4, 2017
Review of Supplemental Questionnaires for Best Qualified	January 11, 2017
*Oral Interviews	January 31, 2017

****The combined oral examination/hiring interview, in addition to establishing an eligibility list, may serve as the final selection interview for vacancies in this classification.***

WE RESERVE THE RIGHT TO MAKE CHANGES TO THE ANNOUNCED RECRUITMENT & SELECTION PLAN

Alameda County and the Human Resource Services Department will make reasonable efforts in the examination and/or selection process to accommodate qualified individuals with disabilities and/or medical conditions in accordance/compliance with the State Fair Employment and Housing Act (FEHA), Federal Americans with Disabilities Act (ADA) Alameda County's Reasonable Accommodation Policy and applicable statutes. To request an accommodation due to a disability/medical condition during this or other phases of the examination/selection process, please contact the assigned Human Resources Representative listed on the job announcement ***before the last date of filing***. Alameda County requires applicants to provide supporting documentation to substantiate a request for reasonable accommodation. In order to qualify for a reasonable accommodation, applicants must have a disability/medical condition pursuant to the ADA, FEHA and applicable statutes.

For more information regarding our Reasonable Accommodation procedures, please visit our website, www.acgov.org/hrs

BENEFITS

Alameda County offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families. We also sponsor many different employee discount, fitness and health screening programs focused on overall well being. These benefits include but are not limited to*:

For your Health & Welfare Benefits

- Medical – HMO & PPO Insurance
- Dental – PPO & DHMO Insurance
- Vision
- Basic Life Insurance
- Supplemental Life Insurance (with optional dependent coverage)
- County Allowance (Employer Credit)
- Health Flexible Spending Account
- Dependent Care Flexible Spending Account
- Accident, Critical Illness & Hospital Indemnity
- Long Term Care Insurance
- Employee Assistance Program

For your Financial Future

- Short-term Disability Insurance
- Long-Term Disability Insurance
- Retirement Plan – (Defined Benefit Pension Plan)
- Deferred Compensation Plan

For your Work/Life Balance

- 11 paid holidays
- Vacation and sick leave accrual
- Vacation purchase program
- Management Paid Leave**
- Group Auto/Home Insurance
- Commuter Benefits Program
- Group Legal
- Guaranteed Ride Home
- Employee Wellness Program (e.g. At Work Fitness, Incentive Based Programs, Gym Membership Discounts)
- Employee Discount Program (e.g. theme parks, cell phone, etc.)
- Child Care Resources
- 1st United Services Credit Union

*Eligibility is determined by Alameda County and offerings may vary by collective bargaining agreement. This provides a brief summary of the benefits offered and can be subject to change.

** Non-exempt management employees are entitled to up to three days of management paid leave. Exempt management employees are entitled to up to seven days of management paid leave.

CONCLUSION

All notices related to County recruitments for which you have applied will be sent/delivered via email. Please add @acgov.org and alamedacountyHR@acgov.org as accepted addresses to any email blocking or spam filtering program you may use. If you do not do this, your email blocking or spam filtering program may block

receipt of the notices regarding your application for recruitments. You are also strongly advised to regularly log into your County of Alameda online application account to check for notices that may have been sent to you. All email notices that will be sent to you will also be kept in your personal online application account. You will be able to view all of your notices in your online application account by clicking on the 'My applications' button on the Current Job Openings page.

Please take the steps recommended above to insure you do not miss any notices about a recruitment for which you have applied. The County of Alameda is not responsible for notices that are not read, received or accessed by any applicant for a County recruitment.

NOTE: All notices are generated through an automated email notification system. Replies to the email box alamedacountyHR@acgov.org are routed to an unmonitored mailbox. If you have questions please go to our website at www.acgov.org/hrs. You may also contact the Human Resources Analyst listed on the bulletin for the recruitment for which you have applied.

Shelisa Jackson, Human Resources Analyst II
Human Resource Services Division, County of Alameda
shelisa.jackson@acgov.org
510-208-3954
www.acgov.org/hrs

Alameda County is an Equal Opportunity Employer