

# County of Los Angeles

# CRIMINALISTICS LABORATORY TECHNICIAN

SALARY \$4,772.82 - \$6,092.28 Monthly LOCATION Los Angeles County, CA

\$57,273.84 - \$73,107.36 Annually

JOB TYPE Full time JOB NUMBER J4331B

**DEPARTMENT** SHERIFF **OPENING DATE** 05/20/2025

**CLOSING DATE** 6/18/2025 5:00 PM Pacific

# Position/Program Information



# **TYPE OF RECRUITMENT:**

We welcome applications from anyone.

## **FIRST DAY OF FILING:**

We will be accepting online applications from Wednesday, May 21, 2025, at 8:00 A.M. (PT) until Wednesday, June 18, 2025, 5:00 P.M. (PT).

All applications must be received before 5:00 P.M. (PT) on Wednesday, June 18, 2025, to be accepted.

## **EXAM NUMBER:**

J4331B

## **Check Out Our Outstanding Benefits!**

Los Angeles County offers one of the strongest public-sector benefits packages in the nation: https://hr.lacounty.gov/benefits/

Why work for us?

With more than 10 million residents, Los Angeles County is the most populous county in the nation! As the largest employer in Southern California, over 116,000 employees in more than 38 Departments provide vital public services as diverse as law enforcement, property assessment, public health protection, water conservation, cultural activities and many more.

We are dedicated professionals committed to preserving the dignity and integrity of the workplace as well as protecting the rights of each employee. The County has more than 2,300 different job descriptions, offering a lifetime of opportunities and careers! We offer one of the strongest public-sector benefits packages in the nation. Join us and discover a rich selection of health care options, robust retirement plans and the flexibility to work, relax, and rejuvenate in order to reach your fullest personal and professional potential.

# **Essential Job Functions**

Prepares standard chemical solutions and reagents for use in forensic biological procedures.

Performs routine chemical analyses on biological samples and bulk-controlled drug specimens and may perform special projects under close supervision.

Operates a chromatograph for the routine analysis of specified classes of evidence submitted to the laboratory.

Performs routine toxicology extraction procedures of blood and urine specimens and prepares extracts for subsequent analysis.

Operates an immunoassay instrument to screen urine specimens for drugs of abuse.

Assists laboratory personnel by performing routine laboratory tests and analyses of evidentiary specimens, as directed.

Prepares evidence collection kits for distribution (e.g., GSR, sexual assault kit).

Provides inventory support functions, including ordering supplies, tracking packages, and stocking.

Documents evidence.

Prepares evidence for outsourcing.

Provides guidance to volunteers who perform crime lab support functions.

Performs functions to support and/or ensure equipment is adequately calibrated, records are accurate, and active inventory has not exceeded its expiration date.

For more information, please view the classification specification: Criminalistics Laboratory Technician

# Requirements

#### REQUIREMENTS TO QUALIFY

Successful completion of 60 semester units or equivalent quarter units from an accredited college or university\*, including three (3) semester units or equivalent quarter units in both general chemistry and organic chemistry.

#### **LICENSE**

A valid California Class C Driver License or the ability to use an alternative method of transportation when needed to carry out job-related essential functions.

## PHYSICAL CLASS

Physical Class III - Moderate: This class requires that the incumbent stand or walk most of the time with bending, stooping, squatting, twisting, reaching, working on irregular surfaces, occasional lifting of objects weighing over 25 pounds, and frequent lifting of 10-25 pounds.

#### SPECIAL REQUIREMENT INFORMATION

\*To receive credit for the required coursework and any degree, you MUST include a legible copy of the official transcripts AND official degree, or official letter from the accredited institution which shows the completed semester/quarter units of coursework in the areas of specialization at the time of filing, or within seven (7) calendar days from the date of application filing. Please submit documentation to sheriffexamsunit@lasd.org and indicate your name, the exam title, and exam number. The document should show the date the degree was conferred and be in English; if it is in a foreign language, it must be translated and evaluated for equivalency to U.S. standards. For more information on our standards for educational documents, please visit:

https://file.lacounty.gov/SDSInter/dhr/080812\_PPG123.pdf and

https://file.lacounty.gov/SDSInter/dhr/205105\_PPG\_123\_ACE\_Resource\_Guide.pdf

Failure to provide the required documentation will result in application rejection. Unofficial transcripts will not be accepted to meet the education requirement.

## SUPPLEMENTAL QUESTIONNAIRE

As part of this application process, applicants will be required to complete a supplemental questionnaire. The questionnaire contains a pre-investigative questionnaire which will be used as part of the background investigation process to ensure applicants meet the standards set forth by the Los Angeles County Sheriff's Department. Applicants who fail the pre-investigative questionnaire will be disqualified and will have to wait three (3) months from the date of the disqualification in order to reapply.

#### **DESIRABLE QUALIFICATIONS**

Credit will be given to applicants, who possess **DESIRABLE** qualifications and indicate so on their employment application at the time of filing.

Being currently enrolled in a Bachelor's degree\* program with a specialization in criminalistics, chemistry, biology, biochemistry, or a closely related scientific field at an accredited college or university.

A Bachelor's degree\* or Master's Degree\* with a specialization in criminalistics, chemistry, biology, biochemistry, or a closely related scientific field from an accredited college or university.

Full-time experience\*\* working in criminalistics, chemistry, biology, biochemistry, or a closely related scientific field laboratory.

\*\*Full-time work experience is evaluated on the basis of a 40-hour work week.

#### Additional Information

#### **EXAMINATION CONTENT**

This examination will consist of two (2) parts:

**PART I -** A written multiple-choice test worth 50% assessing: Biology, Chemistry, Quantitative Analysis, Scientific Method, and Criminalistics.

#### Transfer of test components:

Applicants who have taken any identical test with the Sheriff's Department within the last six (6) months will have their responses automatically transferred to this examination.

This examination contains test components that may be used in the future for new examinations and your test responses may be transferred.

MULTIPLE-CHOICE TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

ONLY APPLICANTS WHO ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON PART I WILL PROCEED TO PART II.

**PART II** - A Training and Experience Evaluation worth 50% assessing: Education and experience in a criminalistics, chemistry, biology, biochemistry, or a closely related scientific field laboratory. This assessment type will evaluate the training and experience you list on your application and supplemental questionnaire and assign a score based on a standardized scoring system.

APPLICANTS MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON EACH WEIGHTED PART IN ORDER TO BE PLACED ON THE ELIGIBLE LIST.

#### **TESTING ACCOMMODATION**

If you require an accommodation to fairly compete in any part of the assessment process, you will be required to submit documentation from a qualified medical provider or other qualified professional to support your request for a testing accommodation. Please note, you will be contacted at a later time by a Sheriff's Department representative that will guide you through the process. You will be provided with an initial deadline to submit documentation. Failure to submit the required documentation by the deadline will delay your participation in the examination process and consideration for initial placement on the eligible list.

#### **TEST PREPARATION**

Department of Human Resources (DHR) provides study guides and other test preparation resources to help candidates prepare for employment tests. While the guides may help in preparing for the test, we recommend reviewing all related materials that seem necessary.

• Various information can be found on DHR's website at https://hr.lacounty.gov/job-search-toolkit/. The section dedicated to test preparation is "Employment Test Assistance."

#### **VETERAN'S CREDIT**

If you are a veteran, you may be eligible for veteran's credit, which is an additional 10% of the total points added to a passing score. We will need a copy of your form DD214 to review, so please include that with your application or email it to sheriffexamsunit@lasd.org within seven (7) calendar days from the date of filing your online application.

#### **ELIGIBILITY AND VACANCY INFORMATION**

Applicants who passed the assessments are placed on the eligible list in the order of their score group for a period of six (6) months.

The eligible list from this examination will be used to fill vacancies throughout the Los Angeles County Sheriff's Department, Technology and Support Division, Scientific Services Bureau facilities.

## SPECIAL INFORMATION

SUCCESSFUL CANDIDATES MUST COMPLETE A THOROUGH BACKGROUND INVESTIGATION, INCLUDING FINGERPRINT SEARCH. Examples of disqualifying factors include: Any felony convictions; job related misdemeanor convictions; certain serious traffic convictions or patterns of traffic violations (3 moving violations in one year; failure to appear; at fault accidents; suspended license; driving under the influence); poor credit history; poor employment history; substance abuse; anyone on probation.

#### ZERO TOLERANCE POLICY IF HIRED

The Los Angeles County Sheriff's Department (Department) has a "zero tolerance" policy for its employees for the following:

• use of narcotics, controlled substances, and/or prescription drugs without a prescription.

Any employee found in violation of this policy will be subject to discharge.

#### **AVAILABLE SHIFT** Any Shift

# APPOINTEES MUST BE WILLING TO WORK ANY SHIFT, INCLUDING EVENINGS, NIGHTS, WEEKENDS, AND HOLIDAYS.

#### APPLICATION AND FILING INFORMATION

We only accept applications filed online. Applications submitted by U.S. mail, fax, or in person are not accepted. Apply online by clicking on the "Apply" green button at the top right of this posting. This website can also be used to get application status updates. Your application and supplemental questionnaire must be submitted electronically before 5:00 P.M., PT, on Wednesday, June 18, 2025.

Please fill out the application completely. Provide relevant job experience including employer's name and address, job title, beginning and ending dates, number of hours worked per week, and description of work performed.

We may verify information included in the application at any point during the examination and hiring process, including after an appointment has been made. Falsification of information could result in refusal of application or rescission of appointment. Copying verbiage from the Requirements or class specification as your work experience will not be sufficient to demonstrate meeting the requirements. Doing so may result in an incomplete application and may lead to disqualification.

We will send notifications to the email address provided on the application, so it is important that you provide a valid email address. If you choose to unsubscribe or opt out from receiving our emails, it is possible to view notices by logging into governmentjobs.com and checking the profile inbox. It is every applicant's responsibility to take steps to view correspondence, and we will not consider claims of missing notices to be a valid reason for re-scheduling an exam part. Register the below domains as approved senders to prevent email notifications from being filtered as spam/junk mail.

- jbarco@lasd.org
- <u>noreply@governmentjobs.com</u>
- <u>info@governmentjobs.com</u>

# NO APPLICATIONS WILL BE ACCEPTED OUTSIDE OF THE OFFICIAL APPLICATION FILING PERIOD, NO EXCEPTIONS.

# TO ENSURE THAT YOUR APPLICATION HAS BEEN SUCCESSFULLY SUBMITTED, YOU MUST HAVE RECEIVED A CONFIRMATION EMAIL AS VERIFICATION.

**NOTE:** Candidates who apply online must upload any required documents as attachments during application submission. If you are unable to attach required documents, you may fax the documents to (323) 415-2580 or email any outstanding required documents to <a href="mailto:sheriffexamsunit@lasd.org">sheriffexamsunit@lasd.org</a> at the time of filing, or within seven (7) calendar days from the date of application filing.

#### **SOCIAL SECURITY NUMBER:**

Federal law requires that all employed persons have a Social Security Number, so include yours when applying.

# **COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:**

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

#### NO SHARING OF USER ID, EMAIL, AND PASSWORD:

All applicants must file their application using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

California Relay Services Phone: (800) 735-2922

ADA Coordinator Phone: (213) 229-1621

Teletype Phone: (213) 626-0251

**Department Contact Name: Professional Examinations Unit** 

Department Contact Phone: (323) 526-5611

Department Contact Email: <a href="mailto:sheriffexamsunit@lasd.org">sheriffexamsunit@lasd.org</a>

#### **COUNTY OF LOS ANGELES**

#### **Employment Information**

#### Any language contained in the job posting supersedes any language contained below.

This document is intended to provide general information about the recruitment process of the County of Los Angeles. Applicants with questions about a specific job posting should contact the exam analyst listed on the posting.

#### **Equal Employment Opportunity/Non-Discrimination Statement:**

The County of Los Angeles is an Equal Employment Opportunity Employer and is committed to non-discrimination in the County workforce, regardless of age (40 and over); ancestry; color; ethnicity; religious creed; protected family or medical leave status; disability; marital status; medical condition; genetic information; military and veteran status; national origin; race; sex; gender; sexual orientation; or any other characteristic protected by State or federal law. For more information, please visit: https://employee.hr.lacounty.gov/eeo-programs/.

#### **Testing Accommodations for Applicants:**

The County of Los Angeles complies with all federal and state disability laws and makes reasonable accommodations for qualified applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application process, please contact the testing accommodation coordinator listed on the job posting. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. For more information on accommodations, please visit: <a href="https://hr.lacounty.gov/accessibility/">https://hr.lacounty.gov/accessibility/</a>.

#### Fair Chance:

The County of Los Angeles is a Fair Chance employer. Except as otherwise permissible under applicable laws, you will not be asked to provide information about conviction history unless you receive a conditional offer of employment. The County will make an individualized assessment of whether your conviction history has a direct and adverse relationship with the specific duties of the job, and will also consider potential mitigating factors, which may include, but is not limited to, evidence and extent of rehabilitation, recency of the offense(s), and age at the time of the offense(s). If asked to provide information about conviction history, any convictions or court records which are exempted by a valid court order do not have to be disclosed. Qualified applicants with arrest or conviction records will be considered for employment in accordance with County Fair Chance Policies and the Fair Chance Act (Gov. Code Section 12952).

#### **Employment Eligibility:**

Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States.

#### Career PathFinder:

Resources to help current and prospective employees plan a career with Los Angeles County are available. To explore

career paths to and from nearly all job titles, please visit our interactive Career PathFinder application at <a href="http://career-paths-nearly-nea pathfinder.hr.lacounty.gov.

Employer Address County of Los Angeles ***********************************	
Los Angeles, California, 9	90010
Website http://hr.lacounty.gov	
CRIMINALISTICS LABORATORY TECHNICIAN Supplemental Ques	stionnaire
*QUESTION 1	
The information you provide on this supplemental questionnaire will be evaluated eligibility to participate in the next phase of the examination process. CHECK YOU mistakes you make and/or any incomplete responses you provide in completing the disqualify your application even if you possess the qualifying experience or educatinclude all information requested. Comments such as "see resume or application" response. Utilizing VERBIAGE from Class Specification including the listed Exam Functions serving as your description of duties WILL NOT be sufficient to demon requirements. Doing so may result in an INCOMPLETE RESPONSE AND NO CRE information is subject to verification at any time in the examination and hiring processor result in disqualification or dismissal.  Yes, I understand the above information.	IR ANSWER CAREFULLY. Any ese questions will be used to tion. Be as specific as possible and will not be considered as a ples of Duties and/or Essential Job estrate that you meet the DIT WILL BE AWARDED. All
*QUESTION 2  Have you successfully completed 60 semester units or equivalent quarter units (90 college or university?  Not applicable  Yes  No	0 quarter units) from an accredited
*QUESTION 3  Have you successfully completed a minimum of three (3) semester units or equival in BOTH general chemistry AND organic chemistry?  Yes No	lent quarter units (4.5 quarter units)

\*QUESTION 4

Which of the following best describes the amount of <b>general chemistry</b> units you have successfully completed?
O Not applicable
1-4 semester units (1.5-6 quarter units)
5-7 semester units (7.5-10.5 quarter units)
8 semester units or more (12 quarter units or more)
*QUESTION 5
Please provide the course identification number, course name, as well as the name of the institution where you earned general chemistry units (Insert N/A if not applicable):
*QUESTION 6
Which of the following best describes the amount of organic chemistry units you have successfully completed?  Not Applicable
1-4 semester units (1.5-6 quarter units)
5-7 semester units (7.5-10.5 quarter units)
8 semester units or more (12 quarter units or more)
*QUESTION 7
Please provide the course identification number, course name, as well as the name of the institution where you earned organic chemistry units (Insert N/A if not applicable):
*QUESTION 8
Are you currently enrolled in a Bachelor's degree program with specialization in criminalistics, chemistry, biology, biochemistry or a closely related scientific field from an accredited college or university?  Not Applicable
Yes
○ No
*QUESTION 9
If you are currently enrolled in a Bachelor's degree program with a specialization in a closely related scientific field, please indicate your specialization: (Insert N/A if not applicable)
*QUESTION 10
Which of the following best describes your highest level of education completed in criminalistics, chemistry, biology, biochemistry or a closely related scientific field from an accredited college or university?  Not Applicable
Bachelor's Degree from an accredited college or university
Master's Degree from an accredited college or university
*QUESTION 11
Which of the following best describes your area of specialization for your Bachelor's degree?
O Not Applicable
Criminalistics
Chemistry

5/21/25, 11:1	5 AM  Job Bulletin  No, I do not require a reasonable accommodation to complete any part of the examination process.
	The, i do not require a reasonable accommodation to complete any part of the examination process.
*QU	ESTION 18
notifi unsu inbox corre reaso	icants have the ability to opt out of emails from LA County. If you unsubscribe, you will not receive any email cation for any examination for which you apply with Los Angeles County. Regardless of whether you choose to bscribe, you can always check for notifications by logging into governmentjobs.com and viewing your profile x, which saves a copy of all emailed notices. It is the applicant's responsibility to take the above steps to view spondence. Los Angeles County will not consider claims of not viewing or receiving notifications to be a valid on for a late test administration or re-scheduling.  Yes, I understand the above information.
*QU	ESTION 19
How	did you learn about this position?
	Personal referral from someone other than a County Employee
	Los Angeles County Government Job website
$\bigcirc$	County Employee
$\bigcirc$	Social Media (Instagram)
$\bigcirc$	Social Media (Facebook)
$\bigcirc$	Linkedin
	County Job Hotline
$\bigcirc$	Job Fair
*QU	ESTION 20
appli provi inves guide whet	RNING: This pre-investigative questionnaire is part of the background investigation. It is used to determine an cant's suitability for service within the Los Angeles County Sheriff's Department (LASD). All information ded is considered confidential. A candidate's information will only be disclosed to an assigned background tigator if he/she is deemed suitable for the job based on the Los Angeles County Sheriff's Department hiring elines. Answer the following questions honestly and thoroughly, as your responses will be used to determine ther or not you can proceed with the hiring process. Your responses to the following questions will be subject to cation.
Do y	ou understand this information?
$\bigcirc$	Yes, I understand the above information.
*QU	ESTION 21
follo	Los Angeles County Sheriff's Department (Department) has a "zero tolerance" policy for its employees for the wing: Use of narcotics, controlled substances, and/or prescription drugs without a prescription. Any employee d in violation of this policy will be subject to discharge.

# \*QUESTION 22

The Los Angeles Sheriff's Department (LASD) employees must adhere to the department's policies regarding appearance. Hair should be clean and well groomed. Tattoos upon the neck, face or head are prohibited. Beards are not allowed for employees who wear any type of uniform; mustaches must be trimmed and neat; jewelry must be

Yes. If employed by the Department, I agree to abide by the zero tolerance policy on the use of narcotics, controlled

substances, and/or prescription drugs without a prescription.

minimally observable. A uniform or professional attire is required while on duty. Are you willing to comply with all the
grooming, appearance policies, procedures, and standards of the LASD?
Yes, I am willing to comply with all the grooming, appearance policies, procedures, and standards of the LASD.
*QUESTION 23
Do you understand you will be subject to a thorough background investigation and a medical examination?
Yes, I understand I will be subject to a thorough background investigation and a medical examination.
*QUESTION 24
Are you currently on criminal probation?
○ No
○ Yes
*QUESTION 25
Are you currently on criminal parole?
No
○ Yes
*QUESTION 26
Have you ever been convicted for driving under the influence (DUI) of alcohol or drugs or any DUI-related crimes? If
"yes", when was the last incident/arrest date?
O No
Yes; within 1 year
Yes; more than 1 year ago, but less than 2 years  Yes; more than 2 years ago, but less than 3 years
Yes; more than 3 years ago, but less than 4 years
Yes; more than 4 years ago
*QUESTION 27
Have you ever used any illegal drug (methamphetamine, heroin, speed, cocaine, ecstasy, PCP, hallucinogens, etc.)
OTHER than marijuana? If "yes", when was the last time?
O No
Yes; within the last 12 months
Yes; more than 1 year ago, but less than 2 years
Yes; more than 2 years ago, but less than 3 years
Yes; more than 3 years ago, but less than 4 years
Yes; more than 4 years ago
*QUESTION 28
Have you ever used methamphetamine? If "yes", how many times?
○ No
Yes; 1 to 9 times
Yes; 10 to 19 times

$\bigcirc$	Yes; 20 to 30 times
$\bigcirc$	Yes; 31 or more times
*QL	JESTION 29
Hav	e you ever used heroin? If "yes", how many times?
$\bigcirc$	No
$\bigcirc$	Yes; 1 to 9 times
$\bigcirc$	Yes; 10 to 19 times
$\bigcirc$	Yes; 20 to 29 times
$\bigcirc$	Yes; 30 or more times
*Ql	JESTION 30
_	e you ever used speed? If "yes", how many times?
0	No
$\bigcirc$	Yes; 1 to 9 times
_	Yes; 10 to 19 times
$\bigcirc$	Yes; 20 to 30 times
$\bigcirc$	Yes; 31 or more times
*Ql	JESTION 31
Hav	e you ever used cocaine? If "yes", how many times?
0	No
0	Yes; 1 to 9 times
0	Yes; 10 to 19 times
0	Yes; 20 to 30 times
$\bigcirc$	Yes; 31 or more times
*Ql	JESTION 32
Hav	e you ever used ecstasy? If "yes", how many times?
$\bigcirc$	No
_	Yes; 1 to 9 times
_	Yes; 10 to 19 times
_	Yes; 20 to 30 times
$\bigcirc$	Yes; 31 or more times
*Ql	JESTION 33
Hav	e you ever used PCP? If "yes", how many times?
	No
_	Yes; 1 to 9 times
	Yes; 10 to 19 times
$\bigcirc$	Yes; 20 to 29 times
	Yes; 30 or more times

# \*QUESTION 34

Have you ever used hallucinogens? If "yes", how many times?		
$\bigcirc$	No	
$\bigcirc$	Yes; 1 to 9 times	
$\bigcirc$	Yes; 10 to 19 times	
$\bigcirc$	Yes; 20 to 30 times	
$\bigcirc$	Yes; 31 or more times	

# \*QUESTION 35

By answering the previous questions, you acknowledge that any false statements or omissions in this questionnaire will cause you to be disqualified, removed from an eligibility list, or be cause for immediate dismissal, if any appointment is or will be made at a later time.

Yes

<sup>\*</sup> Required Question