



County of Santa Clara Supervising Criminalist

SALARY	\$73.01 - \$88.75 Hourly \$5,841.12 - \$7,100.32 Biweekly \$12,655.76 - \$15,384.03 Monthly \$151,869.12 - \$184,608.32 Annually	LOCATION	Throughout the County of Santa Clara, CA
JOB TYPE	Full-Time	JOB NUMBER	25-V39-A
DEPARTMENT	District Attorney	DIVISION	Crime Lab
OPENING DATE	05/28/2025	CLOSING DATE	5/28/2025 11:59 PM Pacific
BARGAINING UNIT 92			

Description

Under direction, to supervise and coordinate activities and staff in a forensic specialty unit within the District Attorney's Crime Laboratory; and to participate in the work of the unit.

The County of Santa Clara District Attorney's Crime Laboratory is recruiting for a Supervising Criminalist to manage Forensic Biology/DNA analysis unit.

The selected candidate must successfully pass a full background investigation prior to appointment.

Typical Tasks

The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

- Manages, directs, and supervises the daily activities in a forensic specialty unit;
- Develops, administers, and implements laboratory systems, procedures, and techniques;
- Oversees research and experimentation to develop and improve analytical methods and procedures;
- Prepares statistical reports of work performed in the forensic specialty areas such as Audio-Video, Computer Forensics, Drug Chemistry, Trace Evidence, Firearms/Toolmarks, Forensic Biology/DNA, Latent Print Processing,

Toxicology, Questioned Documents, Footwear/Shoe Print Analysis, Bloodstain Pattern Analysis, Crime Scene Analysis etc.;

- Consults and advises law enforcement regarding nature of evidence, laboratory analysis, and interpretation;
- Interprets findings for the courts and other legal hearings;
- Writes reports and standard operating procedures outlining methods and results;
- Ensures proper compliance and reporting with regulatory agencies;
- Evaluates and manages requests for analytical examinations and reviews case files and reports to ensure quality control, ability to support conclusions, and evaluate staff performance;
- Oversees training of staff in procedures and techniques of forensic science, and may assist in the more difficult or unusual evidence analysis;
- Resolves administrative, agency liaison, and technical problems associated with analysis, instrumentation repair and maintenance, and procedures;
- May ensure quality control and compliance with state laws and laboratory accreditation requirements;
- Solves technical problems and provides oversight of quality assurance program;
- May be assigned as a Disaster Service Worker (DSW), as required*;
- Performs other related duties, as required.

Employment Standards

Sufficient education, training, and experience to demonstrate the ability to perform the above tasks, plus the possession and direct application of the following knowledge and abilities:

Training and Experience Note: Possession of a Bachelor's Degree, preferably in a natural science, applied science, or in a related field.

and

Five (5) years full-time experience in the practice of criminalistics, of which, one (1) year must include experience performing complex physical, chemical, biological, and/or digital analyses related to scientific examination of physical evidence in criminal cases;

A Master's Degree or higher in a natural science, applied science, or related field may substitute for one (1) year of full-time experience in the practice of criminalistics.

Lead or supervisory experience is desirable.

Special Requirements

- Ability to travel to alternate locations in the course of work. If driving, possession of a valid California driver's license prior to appointment and the ability to qualify for and maintain a County driver authorization.
- *As a condition of employment, pursuant to California Government Code Sections 3100-3109 and Local Ordinance, all County of Santa Clara employees are designated Disaster Service Workers (DSWs), including extra help. A DSW is required to complete all assigned DSW-related training, and in the event of an emergency, return to work as ordered.

Knowledge of:

- Principles and techniques of management, supervision and training;
- Principles, methods, materials and techniques in at least one specialty area of Criminalistics such Audio-Video, Computer Forensics, Drug Chemistry, Trace Evidence, Firearms/Toolmarks, Forensic Biology/DNA, Latent Print Processing, Toxicology, Questioned Documents, Footwear/Shoe Print Analysis, Bloodstain Pattern Analysis, Crime Scene Analysis etc.;
- Recent developments, new techniques and procedures in the scientific examination of evidence;
- Principles, methods, materials and techniques of criminalistics analysis;
- Rules of evidence and procedures of criminal and civil courts relative to expert witness testimony;
- Recent developments, current literature and sources of information in the field of criminalistics;
- General principles and applications of modern information systems;
- Quality assurance workflows, practices, and principles;
- English usage, style, grammar, punctuation, and spelling;
- Common computer systems and applications.

Ability to:

- Manage, control, direct, supervise and train the staff and activities of a forensic specialty unit;
- Conduct complex chemical, instrumental, biological, digital or other laboratory analyses;
- Communicate effectively orally and in writing, including when serving as an expert in the presentation of laboratory findings;
- Prepare and maintain clear, accurate and concise records, case statistics, and reports;
- Develop and maintain good working relationships with law enforcement agencies, attorneys and others contacted in the course of work;
- Gain forensic certification in Criminalistics or a related specialty area;
- Read and understand material safety data sheets and other safety communications;
- Communicate effectively, both orally and in writing, with people of diverse backgrounds and cultures;
- Establish and maintain effective working relationships with those contacted in the course of work, at all levels, including colleagues, the public, and representatives of other agencies;
- Use computer systems and applications.

Employer

County of Santa Clara

Address

70 W. Hedding Street
8th Floor, East Wing
San Jose, California, 95110

Phone

(408) 299-6816

Website<http://www.sccjobs.org/>**Supervising Criminalist Supplemental Questionnaire*****QUESTION 1**

Please answer the following questions. Completion of the following supplemental questions is **REQUIRED** and is an integral part of the evaluation process. Initially, it will be used to determine minimum qualifications. For those applicants meeting the employment standards, this information will be critical in the subsequent competitive assessment to identify those candidates to be invited to continue in the examination process. Your responses to the questions may also be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the Competitive Rating evaluation has begun. A response of "see resume" or "see application" will deem your application incomplete.

Include a detailed description of your work experience in the following format for EACH employer referenced, in each answer:

- a) Employer name(s)**
- b) Job title(s)**
- c) Start/end dates of employment**
- d) Total hours worked per week**
- e) Description of task(s) performed**

Do you understand the requirement to provide complete answers in order to determine relevant experience for each area in question?

- ☐ Yes
- ☐ No

***QUESTION 2**

What is the highest level of education you have completed?

- ☐ High School or GED equivalent
- ☐ College (1 to 29 semester units / 1 to 44 quarter units)
- ☐ College (30 to 59 semester units / 45 to 89 quarter units)
- ☐ College (60 to 89 semester units / 90 to 134 quarter units)
- ☐ College (90 to 119 semester units / 135 to 179 quarter units)
- ☐ College (120 or more semester units / 180 or more quarter units)
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ Doctoral Degree
- ☐ None of the above

***QUESTION 3**

How many years of work experience do you have performing analytical, administrative, lead, supervisory or management duties in a crime laboratory setting? Relevant experience includes interpreting rules and regulations, gathering data, formulating recommendations, and report writing.

- ☐ No experience
- ☐ Less than one year
- ☐ One to less than two years
- ☐ Two to less than three years
- ☐ Three to less than four years

- ☐ Four to less than five years
- ☐ Five years or more

***QUESTION 4**

Describe your experience performing analytical, administrative, lead, supervisory or management duties in a **crime laboratory setting**, which includes interpreting rules and regulations, gathering data, formulating recommendations, and report writing. In your response, include employer name(s), job title(s), dates of employment, hours worked per week, and description of task(s) performed. If no experience, type "N/A".

***QUESTION 5**

How many years do you possess of increasingly responsible experience in the practice of criminalistics?

- ☐ No experience
- ☐ Less than one year
- ☐ One to less than two years
- ☐ Two to less than three years
- ☐ Three to less than four years
- ☐ Four to less than five years
- ☐ Five to less than six years
- ☐ Six years or more

***QUESTION 6**

Describe your increasingly responsible experience in the practice of criminalistics. In your response, include employer name(s), job title(s), dates of employment, hours worked per week, and duties assigned. If no experience, type "N/A".

***QUESTION 7**

How many years of experience do you have equivalent in scope and function to a Criminalist III in the County of Santa Clara? Click here to read the [Criminalist III Job Specification](#)

- ☐ No experience
- ☐ Less than one year
- ☐ One to less than two years
- ☐ Two to less than three years
- ☐ Three to less than four years
- ☐ Four to less than five years
- ☐ Five years or more

***QUESTION 8**

Describe your work experience equivalent in scope and function to a Criminalist III in the County of Santa Clara. In your response, include employer name(s), job title(s), dates of employment, hours worked per week, and duties assigned. If no experience, type "N/A".

***QUESTION 9**

How many years of experience do you have in the field of Forensic Biology/DNA analysis?

- ☐ No experience

- ☐ Less than one year
- ☐ One to less than two years
- ☐ Two to less than three years
- ☐ Three to less than four years
- ☐ Four years or more

***QUESTION 10**

Describe your experience as a Criminalist performing Forensic Biology/DNA analysis. In your response, include employer name(s), job title(s), dates of employment, hours worked per week, duties assigned, and screening methods utilized. If no experience, type "N/A".

***QUESTION 11**

I understand that I must successfully pass a full background investigation prior to appointment.

- ☐ Yes
- ☐ No

***QUESTION 12**

How did you find out about this job?

- ☐ Contacted by County Recruiter
- ☐ Virtual Job Fair
- ☐ In Person Job Fair
- ☐ In-Person Networking Professional Event
- ☐ Virtual Networking Event
- ☐ Community Event
- ☐ Glassdoor
- ☐ Governmentjobs.com
- ☐ Professional Association
- ☐ Search Engine (Google, Bing, online search, etc.)
- ☐ Hospital Website: SCVMC, O'Connor Hospital, St. Louise Regional Hospital Website
- ☐ Contacted by a Recruitment Firm
- ☐ Handshake
- ☐ Student Career Center
- ☐ County Text Message
- ☐ County Career Newsletter
- ☐ Other (Specify in the next question)
- ☐ County Employee Referral
- ☐ County of Santa Clara Career Website
- ☐ County of Santa Clara Job Interests Email Notification
- ☐ Facebook
- ☐ Instagram
- ☐ LinkedIn

☐ Indeed

***QUESTION 13**

If you selected an event/fair or other in the question above, please specify. If not, type N/A.

*** Required Question**