

COUNTY OF ALAMEDA

SUPERVISING CRIMINALIST (#8526)

We are currently accepting applications for this position.
To apply, please close this pop-up window and then click on Current Openings.

Bargaining Unit: ACMEA - Non-Sworn Sheriff Dept (029)
\$62.46-\$75.96 Hourly / \$4,996.80-\$6,076.80 BiWeekly /
\$10,826.40-\$13,166.40 Monthly / \$129,916.80-\$157,996.80 Yearly

 Notify Me when a Job Opens for the above position(s)

DESCRIPTION

Under direction, to assist the Crime Laboratory Director in the supervision of Criminalists and other laboratory personnel involved in the technical laboratory analysis of physical evidence of crimes; to testify in court as an expert witness; and to do related work as required.

DISTINGUISHING FEATURES

Supervising Criminalists are responsible for scheduling, assigning, and evaluating personnel and the work of the crime laboratory. They may personally handle the more complex laboratory problems or advise Criminalists on their difficult work problems. They may act for the Director during the Director's absence.

EXAMPLES OF DUTIES

NOTE: 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.

1. Supervises the day-to-day activities of Criminalists and support personnel in the crime laboratory; assigns and reviews work; trains employees, maintains records of work performed; prepares personnel evaluation reports; and interviews applicants for employment.
2. Performs or supervises the examination of a wide variety of physical evidence found at the scenes of crimes through the use of scientific instruments and by the application of technical methods of analysis to determine the physical and chemical characteristics of such evidence.
3. Prepares material for presentation in court; appears as an expert witness, and interprets results of laboratory findings to law enforcement personnel, attorneys and the courts.
4. Confers with employees on matters affecting the efficiency of laboratory and field operations.
5. Authorizes the purchases of supplies and equipment in accordance with need; may assist the Crime Laboratory Director with the annual budget.
6. Prepares reports and maintains records of laboratory findings.
7. Supervises Quality Control activities of the Criminalists to include preparation and verification of reagent lots, routine calibration checks of equipment, routine monitoring of Quality Control sample results and quarterly review of compiled Quality Control logs.
8. May supervise activities of a state or federally funded grant project for Crime Lab Program improvement purposes, including records management, budget tracking, inventory control and audit reviews.
9. Supervises laboratory accreditation programs to ensure compliance with various aspects of the American Society of Crime Laboratory Directors-Laboratory Accreditation Board (ASCLD-LAB) or Commission on Accreditation for Law Enforcement Agencies (CALEA) projects.
10. May assist in supervision of the Laboratory Safety Program and the Laboratory Safety Officer; develops and revises departmental safety policies, procedures guidelines and training programs to ensure compliance with applicable County, State and Federal regulations, to maintain and promote overall health and safety of all staff and to reduce related problems and associated costs.

MINIMUM QUALIFICATIONS

Either I

Experience:

The equivalent of one year full-time experience 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.)

Or II

Education:

Possession of a Bachelor's degree in criminalistics, or in a closely related science such as chemistry, biochemistry, or physics, awarded by an accredited college or university,

AND

Experience:

The equivalent of five years of full-time, paid experience as a criminalist or forensic chemist in crime laboratory or investigation work, one year of which was at a supervisory level.

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

KNOWLEDGE AND SKILLS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Duties" section of this specification.

Knowledge of:

- Methods and techniques used in examining crime scenes.
- Methods and techniques used in laboratory analyses of various types of evidence.
- Principles of forensic, organic, and inorganic chemistry, physiology and forensic identification.
- Photographic techniques and equipment used in police work.
- Quality assurance practices and principles.
- Accreditation program requirements.

Ability to:

- Make definitive analyses of evidence by physical and chemical tests.
- Use a wide variety of scientific equipment including microscopes, incubators, furnaces, micrometers, infrared and ultraviolet spectrophotometers, gas chromatograph and high vacuum equipment.
- Use photographic equipment such as photomicrographic cameras, macrophotographic equipment, video cameras, projectors, and darkroom equipment, and to train or assist other lab personnel in all of the above.
- Communicate effectively orally and in writing.
- Plan and organize.
- Make decisions.
- Exercise leadership and management control.
- Demonstrate flexibility and interpersonal sensitivity.
- Adapt to stress.

CLASS SPEC HISTORY

WAJ:laa-7/1/71 Rev.2/3/77

HC:ab-Rev.4/85

HC:pb Rev. 10/21/87

Old doc: 0803h

Newspec doc: 8526.doc

ys/10/01

CSC Date: 11/4/87

SA:pf Revised 9/24/03

CSA Date: 10/29/03

LN:po Revised 1/29/07

CSC Date 2/14/2007

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 & Well-Being

- Medical – HMO & PPO Plans
- Dental – HMO & PPO Plans
- Vision or Vision Reimbursement
- Share the Savings
- Basic Life Insurance
- Supplemental Life Insurance (with optional dependent coverage for eligible employees)
- Accidental Death and Dismemberment Insurance
- County Allowance Credit
- Flexible Spending Accounts - Health FSA, Dependent Care and Adoption Assistance
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- Voluntary Benefits - Accident Insurance, Critical Illness, Hospital Indemnity and Legal Services
- Employee Assistance Program

For your Financial Future

- Retirement Plan - (Defined Benefit Pension Plan)
- Deferred Compensation Plan (457 Plan or Roth Plan)

For your Work/Life Balance

- 12 paid holidays
- Floating Holidays
- Vacation and sick leave accrual
- Vacation purchase program
- Management Paid Leave**
- Catastrophic Sick Leave
- Pet Insurance
- Commuter Benefits Program
- 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.

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