

COUNTY OF LOS ANGELES
invites applications for the position of:

CHIEF FORENSIC LABORATORIES

SALARY: \$10,037.94 - \$15,193.24 Monthly
\$120,455.28 - \$182,318.88 Annually

OPENING DATE: 03/15/16

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:



MEDICAL EXAMINER-CORONER

FILING START DATE

3/16/2016 8:00 AM (PST)

This examination will remain open until the needs of the service are met and is subject to closure without prior notice.

EXAM NUMBER

R4358A

TYPE OF RECRUITMENT

Open Competitive Job Opportunity

SPECIAL SALARY INFORMATION

This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.

BENEFIT INFORMATION

The County of Los Angeles offers an excellent benefits package which includes a Cafeteria Benefit Plan, Contributory Defined Benefit Retirement Plan, matched 401(k) Savings and Deferred Compensation & Thrift Plans, 11 paid Holidays, 10 paid leave days with an option to buy one to 20 more, and flexible work schedules.

DEFINITION

Has direct charge of the Forensic Laboratory Division of the Department of Medical Examiner-Coroner.

CLASSIFICATION STANDARDS

The one position allocable to this class reports to the Chief Medical Examiner-Coroner and is

responsible for providing technical and administrative direction, through subordinate supervisors, to personnel in the Forensic Science Laboratory engaged in receiving, processing, analyzing, and interpreting of evidence. The incumbent of this position must exercise knowledge of supervisory, organizational, and administrative principles, operations, forecasting and planning, budget development and administration, and personnel and employee relations principles in order to plan, organize, and direct the operations of the division. This position also requires that the incumbent be thoroughly familiar with sections of the Government Code pertaining to the Coroner's responsibilities and those provisions of the California Penal Code and the laws governing the rules of evidence sufficient to provide technical direction to subordinates.

ESSENTIAL JOB FUNCTIONS:

- Manages laboratory operations, including protocol development and implementation of new programs and services.
- Provides technical and administrative direction, through subordinate supervisors, to laboratory personnel engaged in receiving, processing, analyzing, and interpreting physical data.
- Directs and participates in research into new methods, procedures, and techniques of scientific medico-legal investigation.
- Coordinates activities of the Bureau with internal and external stakeholders, both public and private, such as other County departments, laboratories, the court, law enforcement agencies, and scientific associations, to ensure successful operation of the Bureau.
- Reviews and interprets analytical data and renders opinions to medical staff, law enforcement, and the courts based on laboratory findings; confers with other forensic experts concerning evidence and its interpretation; testifies in court as an expert witness regarding laboratory operations, physical evidence, forensic results, scientific analysis, and case knowledge.
- Develops the Bureau's annual budget based on current and projected program needs.
- Supervises the preparation of grant funding requests and the administration of research grants from Federal and State agencies.
- Recommends, implements and monitors departmental procedures, policies, standards, and training programs, with a focus on continuous improvement.
- Reviews and interprets test results, acts to correct any potential violations whenever deviations in Laboratory policy and procedures occur; recommends corrective action where appropriate.
- Provides short and long term planning strategies to the Chief Medical Examiner-Coroner based on Forensic standards and practices, to continually evaluate and recommend new technologies to improve the quality and efficiency of the Bureau.
- Represents the organization during laboratory accreditation inspections, and ensures that standards and requirements are met for the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLAD/LAB).
- Provides responsive, high quality customer service to representatives of internal and external agencies, members of the public and community.
- Reviews laboratory reports and findings, maintaining precise records of all examinations performed, compiles statistical data, writes scientific reports, presents and interprets analytical results; renders technical reports of findings.
- Chairs the Department's Research Committee, ensuring compliance with departmental guidelines, monitoring and documenting activities to completion.
- Acts in the absence of the Chief Deputy Director as needed.

REQUIREMENTS:

MINIMUM REQUIREMENTS

OPTION I: A Doctorate degree from an accredited college with specialization in chemistry,

biochemistry, toxicology, pharmacology, criminalistics, physics or biology and two years' experience supervising personnel in a forensic sciences laboratory.

OPTION II: A Master's Degree from an accredited college with specialization in chemistry, biochemistry, toxicology, pharmacology, criminalistics, physics, or biology and four years' experience supervising personnel in a forensic sciences laboratory.

LICENSE

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

PHYSICAL CLASS

2 - Light. Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

DESIRABLE QUALIFICATIONS

- Experience in the application of statutory requirements, rules and regulations, principles and practices, concepts, theories, and limitations of methods associated with Forensic Science.
- Experience supervising forensic science laboratory operations, including providing technical and administrative direction to laboratory personnel engaged in receiving, processing, analyzing, and interpreting physical data.
- Demonstrated experience in laboratory protocol development and in the implementation of new programs and services, policies and procedures, staff training and development.
- Ability to manage complex organizational projects.
- Experience developing short and long-term planning strategies to improve the quality and efficiency of a forensics laboratory operation.
- Experience in the analysis and interpretation of medico-legal investigation and physical evidence in scientific investigations, including experience reviewing and interpreting analytical data and rendering opinions to medical staff, law enforcement, and the courts based on laboratory findings.
- Experience testifying in court as an expert witness regarding laboratory operations, physical evidence, forensic results, scientific analysis, and case knowledge.
- Experience overseeing budgetary functions and administering research grants from Federal and State agencies.
- Experience compiling statistical data, writing scientific reports and rendering technical reports of findings and the ability to use current and modern job related office and laboratory equipment.
- Experience representing an organization during laboratory accreditation inspections by the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLAD/LAB).

ADDITIONAL INFORMATION:

EXAMINATION CONTENT

Part I: An unproctored, online, written Work Styles Assessment test that will assess deductive reasoning, director potential, director judgment, leadership professionalism, drive for results, building relationships, self-motivation and business acumen, weighted 50%. Applicants will receive information on how to take the unproctored test along with dates and login instructions via email. It is important that candidates provide a valid email address. Please add oarteaga@hr.lacounty.gov to your email address book and list of approved senders to prevent email notifications from being filtered as spam/junk mail.

Part II: An evaluation of training and experience based upon information provided on the application and supplemental questionnaire, weighted 50%.

Applicants must achieve a 70% on Part I in order to advance to Part II.

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Applicants who have taken identical written tests for other exams within the last twelve (12) months will have their written test scores for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Upon acceptance of your application, your scores will be transferred to the new examination, and may not be allowed to retake any identical test part(s) for at least twelve (12) months.

Applicants must meet the Selection Requirements and achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible register.

Final results will be sent by U.S. mail. Written scores cannot be given over the phone.

ELIGIBILITY INFORMATION

The names of candidates receiving a passing grade in the examination will be placed on the eligible register for a period of twelve (12) months from the date the list is created.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.

TEST PREPARATION

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/job-search-toolkit/>.

You can also access test preparation for the computerized portion of the test by going to http://www.shldirect.com/practice_tests.html. While the guides will help in preparing for the test, we advise you to review *all* related materials that you deem necessary.

VACANCY INFORMATION

The resulting eligible register will be used to fill vacancies in the Los Angeles County Department of Medical Examiner-Coroner located at 1104 North Mission Road, Los Angeles, CA 90033.

APPLICATION AND FILING INFORMATION

Applications must be filed online only. We must receive your application by 5:00 p.m., PST, on the last day of filing. Applications submitted by U.S. mail, fax, or in person will not be accepted.

Apply online by clicking on the "Apply" tab for this posting. You can also track the status of your application using this web site.

In order to receive credit for a Doctorate or Master's degree, you **must** attach a legible copy of certificate, diploma or transcripts at the time of filing or within fifteen (15) calendar days from application submission. If you are unable to attach the required documents, you must either email them to oarteaga@hr.lacounty.gov or fax to (213) 380-3681. Please include exam number and exam title.

SOCIAL SECURITY NUMBER: All applicants *must* enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

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 AND PASSWORD: All applicants must file their application online using their *own* user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

Available Shift: Any

California Relay Services Phone: (800) 735-2922

ADA Coordinator Email: adarequests@hr.lacounty.gov

Teletype Phone: (800) 899-4099

Alternate Teletype Phone: (800) 897-0077

Department Contact Name: Olga Arteaga

Department Contact Phone: (213) 351-2936

Department Contact Email: uarteaga@hr.lacounty.gov

COUNTY OF LOS ANGELES Employment Information

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

Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Please include your Social Security Number for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of either workers' compensation fraud or human trafficking is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID

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3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time as indicated on the job posting unless other instructions are provided. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of

COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

<http://file.lacounty.gov/dhr/CCHQ.pdf>

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who,

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reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the

while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which

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County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) - unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Test Preparation: Study Guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/job-search-toolkit>. Scroll down to the "Employment Test Assistance" section and click on the "VISIT ONLINE TEST PREP SYSTEM" link. Additional test preparation resources may be listed on the job posting.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability or any other characteristic protected by State or Federal law. All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act. The County will comply with all of its obligations under State and Federal laws regarding the provision of reasonable accommodations to applicants.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Position #R4358A
CHIEF FORENSIC LABORATORIES
OA

Los Angeles, CA 90010

CHIEF FORENSIC LABORATORIES Supplemental Questionnaire

- * 1. This Supplemental Questionnaire is to be completed by all applicants for the Chief Forensic Laboratories examination. This Supplemental Questionnaire requires you to document specific education, and work experience that pertain to the competencies identified as important to successful performance of the job duties of Chief Forensic Laboratories. It is your sole responsibility to complete

this questionnaire completely, correctly, and accurately. Comments such as "see resume or application" will not be considered as a response. Making false statements on this form may cause you to be disqualified from this examination.

- **Scoring** The maximum number of points that may be awarded on your Evaluation of Training & Experience is 100. You will receive points for specific work experience (i.e., pertinent work activities) that have been linked to one's ability to successfully perform the duties of a Chief Forensic Laboratories.
- **Required information and supporting documentation** In order to receive credit, you must provide all required information and supporting documentation (e.g., diploma, official college transcripts, duty assignment and supervisor contact information, etc.) as identified in the instructions for each section. Vague, illegible, or incomplete entries will also not be awarded credit.
- **Employment Experience** It is your responsibility to provide verifiable documentation or contact information from any agency or organization that supports the work experience you described in this questionnaire. The source of the information must be from the organization's personnel officer, his/her designee or your previous immediate supervisor for the work you describe with an active member's phone number for validation. All documentation for employment verification must be on the organization's letterhead.

I have read and understand the above instructions.

Yes

* 2. **EXPERIENCE (Questions 2-7)**

Describe your related work experience in each of the following areas. Be sure to include your job title, specific examples of duties performed, beginning and ending dates for each job held and the name of employer(s). If you do not have experience in a specific area, indicate "No Experience". Comments such as "see resume or application" will not be considered as a response.

Describe your training and experience as it relates to the application of statutory requirements, rules and regulations, principles and practices, concepts, theories, and limitations of methods associated with Forensic Science.

- * 3. Describe your experience supervising forensic science laboratory operations, including experience you may have in the following areas:
- a. Providing technical and administrative direction to laboratory personnel engaged in receiving, processing, analyzing, and interpreting physical data. (Please include the number of personnel supervised)
 - b. Laboratory protocol development, implementation of new programs and services, policies and procedures; project management; staff development; and, short and long-term planning strategies you have developed to improve the quality and efficiency of a forensics laboratory operation.
- * 4. Describe your experience in the analysis and interpretation of medico-legal investigation and physical evidence in a scientific investigation, including:
- a. Demonstrated experience reviewing and interpreting analytical data and rendering opinions to medical staff, law enforcement, and the courts based on laboratory findings.

- b. Demonstrated experience you have testifying in court as an expert witness regarding laboratory operations, physical evidence, forensic results, scientific analysis, and case knowledge.

- * 5. Describe your budget and grants experience, including duties you have performed related to the administration of research grants from Federal and State agencies.

- * 6. Describe your experience compiling statistical data, writing scientific reports and rendering technical reports of findings, and your ability to use current and modern job related office and laboratory equipment, e.g. computer hardware and software applications used to produce reports, documents, and work-related research.

- * 7. Describe your experience representing an organization(s) during laboratory accreditation inspections, including any experience you may have meeting standards and requirements for the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLAD/LAB).

- * Required Question