
8262 Criminalist III

Forensic Biology (DNA) Supervisor

Recruitment #PBT-8262-080291

DEPARTMENT	Police
ANALYST	Orla Petirs
DATE OPENED	9/25/2017 8:00:00 AM
FILING DEADLINE	10/6/2017 5:00:00 PM
SALARY	\$62.56 - \$76.04/hour; \$10,844.00 - \$13,180.00/month; \$130,130.00 - \$158,158.00/year
JOB TYPE	Permanent PBT
EMPLOYMENT TYPE	Full-Time

INTRODUCTION



8262 Criminalist III - Forensic Biology (DNA) Supervisor

This is a Position-Based Test conducted in accordance with the Civil Service Rule 111A.

ORGANIZATION:

The San Francisco Police Department is committed to excellence in law enforcement and is dedicated to the people, traditions and diversity of our City. In order to protect life and property, prevent crime and reduce the fear of crime, the department provides service with understanding, response with compassion, performance with integrity and law enforcement with vision. The San Francisco Police Department established in 1849, enforces the law and investigates crime in San Francisco, including the San Francisco International Airport. The organization has grown into a nationally known police department providing law enforcement services to one of the most recognized cities in the United States. The department operates 10 district stations, a crime lab and a training academy.

POSITION DESCRIPTION:

Under the general direction of the Criminalistics Laboratory Manager, the Criminalist III supervises the day-to-day activities of the Forensic Biology (DNA) Unit of the San Francisco Police Department Criminalistics Laboratory. The San Francisco Police Department Criminalistics

Laboratory is divided into three areas: General Criminalistics (chemical analysis; including forensic breath alcohol program), Firearms / Impression Evidence and Trace Evidence, and Forensic Biology (DNA).

ESSENTIAL DUTIES

- Reviews requests for laboratory services as to the merit, urgency, and scope of the request.
- Develops, updates and implements written procedures to ensure compliance with ASCLD/LAB accreditation and federally mandated DNA Quality Assurance Standards for Forensic Testing Laboratories.
- Provides technical assistance to staff in the examination and evaluation of physical evidence.
- Coaches, reviews, and corrects the work of subordinate staff; measures the performance of subordinate staff and recommend disciplinary action when appropriate.
- Conducts administrative and technical reviews of case files and reports.
- Oversees safety programs.
- Ensures current test methodologies satisfy court requirements for validity and admissibility as evidence
- Administering proficiency testing (internal and external), reviewing results and recommending remedial action as necessary.
- Prepares written budget requests; manages state and/or federal grant programs.
- Prepares the DNA Unit for yearly audits.
- Performs the more complex identification, analyses and interpretation of physical evidence, including biological material such as blood, semen, and saliva.
- Presents court testimony as an expert witness concerning conclusions drawn from laboratory examinations and analyses.
- Related duties as assigned.

MINIMUM QUALIFICATIONS

1. A graduate degree from an accredited college or university in biology, chemistry, or forensic science related area. Course work must include a minimum of 12 semester/credit hours or its equivalent including undergraduate and graduate course work covering the subject areas of biochemistry, genetics, molecular biology, and statistics or population genetics;

AND

2. Three (3) years of forensic DNA experience as a qualified analyst on forensic DNA/biological samples (equivalent to the City's 8260 Criminalist II).

The above minimum qualifications reflect special conditions associated with the position (s) to be filled. They may differ from the standard minimum qualifications associated with this class code.

Applicants will be required to submit verification of qualifying education and experience at any point in the application, examination and/or departmental selection process.

Note: Falsifying one's education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco.

Note

Applicants MUST demonstrate their experience, knowledge and responsibilities described above in the employment record section of the City application. **A resume does NOT substitute for this section of the City application.**

HOW TO APPLY

Applications for City and County of San Francisco jobs are only accepted through an online process. Visit www.jobaps.com/sf to register an account (if you have not already done so) and begin the application process.

- Select the desired job announcement
- Select “Apply” and read and acknowledge the information
- Select either “I am a New User” if you have not previously registered, or “I have Registered Previously”
- Follow instructions on the screen

Computers are available for the public (from 8:00 a.m. to 5:00 p.m. Monday through Friday) to file online applications in the lobby of the Dept. of Human Resources at 1 South Van Ness Avenue, 4th Floor, San Francisco.

Applicants may be contacted by email about this announcement and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses (@sfgov.org, @sfdpw.org, @sfport.com, @flysfo.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com, @sfpl.org, @dcyf.org, @first5sf.org).

Applicants will receive a confirmation email that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. Failure to receive this email means that the online application was not submitted or received.

All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

If you have any questions regarding this recruitment or application process, please contact the exam analyst, Orla Petirs, by telephone at 415-837-7362, or by email at Orla.Petirs@sfgov.org

SELECTION PROCEDURES

Supervisory Test Battery: (Weight: 100%)

Candidates will be invited to participate in a computer-based examination designed to measure competencies in job-related areas which may include but not be limited to: Problem Solving; Leadership; Decision Making; Interpersonal skill; Human Resources Management; Team Building; Communication & Conflict Management. For more information about this Supervisory Test (and a suggested reading list) please visit: <http://www.sfdhr.org/index.aspx?page=325>

A passing score must be achieved on the Supervisory Test Battery in order to continue in the selection process. This is a standardized examination, and, therefore, test questions and answers are not available for public inspection or review. Scores attained on the Supervisory Test Battery will be valid and 'banked' for three years, starting from the date of the examination. This means that, during this three-year time period, you will not be required to take the Supervisory Test Battery.

The Supervisory Test Battery may be used for many other classes; therefore your test score may be applied to one or more of these classes if you choose to apply to future recruitments. If the selection process for the future announcement is held within one year of the date of this examination and it includes the Supervisory Test Battery, your score will be automatically applied to that announcement. However, after one year, you have the option to either (a) apply your test score to the other announcement or (b) re-take the Supervisory Test Battery. Re-testing is permitted no sooner than one year from the date of the examination and only in association with your eligibility for another announcement for which the Supervisory Test Battery is used. Please note that, should you re-test, your re-test score would become your official score since it is the most recent.

Verification:

Applicants must meet the minimum qualifications requirement by the filing date.

Certification:

The certification rule for the eligible list resulting from this examination will be Rule of Ten (10) Scores. Additional selection processes may be conducted by the hiring department prior to making final hiring decisions.

Eligible List:

The eligible list resulting from this examination is subject to change after adoption (e.g., as a result of appeals), as directed by the Human Resources Director or the Civil Service Commission. The duration of the eligible list resulting from this examination process will be of six (6) months, and may be extended with the approval of the Human Resources Director.

Background Investigation (Qualifying)

Prior to employment with the San Francisco Police Department, a thorough background investigation will be conducted to determine the candidate's suitability for employment. The investigation may include, but not be limited to: criminal history records, driving records, drug/alcohol screening, and other related employment and personal history records. Reasons for rejection may include use of controlled substances and alcohol, felony conviction, repeated or serious violations of the law, inability to work with co-workers, inability to accept supervision, inability to follow rules and regulations or other relevant factors. Candidates may be required to undergo drug/alcohol screening, and must clear Department of Justice and Federal Bureau of Investigation fingerprinting. Criminal records will be carefully reviewed; candidates who do not report their complete criminal records on their applications will be disqualified. Applicants will be fingerprinted.

CONVICTION HISTORY

As a *finalist* for a job, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) conflicts with the specific duties and responsibilities of the job for which you are a *finalist*. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

- Candidates applying for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.
- Candidates applying for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

Having a conviction history does not automatically preclude you from a job with the City.

If you are selected as a finalist, the hiring department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

CONCLUSION

Reasonable Accommodation Request:

Applicants with disabilities requiring reasonable accommodation for this process must contact Orla Petirs by phone at 1(415) 837-7362 or if hearing impaired, 1(415) 575-6082 (TTY), or in writing at San Francisco Police Department, Staff Services Division – 1245 3rd Street, San Francisco, CA 94158 as soon as possible. Information on requesting reasonable accommodation for persons with disabilities can be found at: http://www.sfgov.org/site/sfdhr_page.asp?id=46205#applicants_with_disabilities

Applicants with disabilities who meet the minimum eligibility requirements for this job announcement can find information on requesting a reasonable ADA Accommodation at:
<http://www.sfdhr.org/index.aspx?page=20#applicantswithdisabilities>

Veterans Preference:

Information regarding requests for Veterans Preference can be found at:
<http://www.sfdhr.org/index.aspx?page=20#veteranspreference>

General Information concerning City and County of San Francisco Employment Policies and Procedures:

Important Employment Information for the City and County of San Francisco can be obtained at
<http://www.sfdhr.org/index.aspx?page=20> or hard copy at 1 South Van Ness Avenue, 4th Floor.

Seniority Credit in Promotional Exams:

Information regarding seniority credit can be found at:
<http://www.sfdhr.org/index.aspx?page=20#senioritycredit>

Terms of Announcement and Appeal Rights

Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. [Note: The correction of clerical errors in an announcement may be posted on the Department of Human Resources website at www.jobaps.com/sf.] The terms of this announcement may be appealed under Civil Service Rule 110.4. Such appeals must be submitted in writing to the Department of Human Resources, 1 S Van Ness Avenue, 4th Floor, San Francisco, CA 94103-5413 by close of business on the 5th business day following the issuance date of this examination announcement. Information concerning other Civil Service Commission Rules involving announcements, applications and examination policies, including applicant appeal rights, can be found on the Civil Service Commission website at
<http://sfgov.org/civilservice/rules>.

Copies of Application Documents:

Applicants should keep copies of all documents submitted, as these will not be returned.

Right to Work:

All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States.

Exam Type: CPE

Issued: September 25, 2017

Micki Callahan

Human Resources Director

Department of Human Resources

Recruitment ID Number: 8262-080291

POL/OP/415-837-7362

BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, ranging from 7.5%-13.25% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

For more information about benefits, please click [here](#).

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