



The County of San Bernardino
invites application for the position of

Criminalist III-DNA Technical Leader*
Job Number: 18-03541-01

SALARY

\$6,413.33 - \$8,831.33 Monthly \$76,960.00 - \$105,976.00 Annually

APPLY BY: Continuous

Applicants are encouraged to apply online: <http://www.sbcounty.gov/jobs>

THE POSITION



FUTURE SALARY INCREASE
3.0% Effective July 21, 2018

The **Sheriff's Department** is accepting applications for **Criminalist III-DNA Technical Leader** to perform the more complex Criminalist III duties of DNA analysis and review of DNA casework, in addition to accountability for DNA laboratory quality assurance requirements; responsibility includes methods and procedures, technical problem solving, and technical oversight of the DNA laboratory, in accordance with the FBI DNA Quality Assurance Standards for Forensic DNA Testing Laboratories, Combined DNA Index System (CODIS), and the American Society of Crime Laboratory Directors - Laboratory Accreditation Board (ASCLD-LAB) requirements. ***This recruitment may close without notice when a sufficient number of qualified applications have been received. Apply TODAY for optimal consideration!***

Applications are reviewed and processed on a weekly basis.

For a more comprehensive description of duties of this classification, view the [Criminalist III](#) job description.

*Official title: *Criminalist III*

EXCELLENT BENEFITS!



Paid Time Off

- Up to 4 weeks accruable Vacation
- 11 days accruable Sick Leave
- 14 Paid Holidays
- 16 hours Perfect Attendance Leave



Health Benefits

- Medical and Dental – family coverage
- Premium subsidies up to \$12,555 annually
- Flexible Spending Account



Retirement

- Generous Pension
- 457(b) with .5-for-1 County match up to .5% of salary
- Retirement Medical Trust Fund – County contribution of 1.5% of salary
- **Retirement Reciprocity**



Additional Benefits

- Flexible Work Schedule (9/80)
- \$400 Education/Membership Reimbursement
- Dependent Care Assistance Plan
- Life Insurance
- Short Term Disability
- Commuter Services

For additional benefits and details click the Administrative Services Unit benefits link [here](#).

Administrative Services Unit Benefits

CONDITIONS OF EMPLOYMENT

- 1) Applicants must not have been convicted of a felony. Prior to appointment, candidates will be fingerprinted and must pass a background investigation and a medical examination, which includes a drug test.
- 2) Incumbents may be required to work, or to be on call for work, on weekends, holidays, evenings, and nights. On-call employees must be able to report for duty within one hour after being paged.
- 3) Incumbents conducting investigations in the field must be able to climb up and down embankments and hike over rough terrain.
- 4) Travel throughout the county is required; employees may be required to make provision for transportation. At the time of hire, a valid California driver license and proof of automobile liability insurance must be produced for the individual providing the transportation.
- 5) **Must successfully complete FBI Auditor Training** within one year of appointment, or be terminated.
- 6) Some positions in this classification may be assigned to a schedule less than full-time (80 hours) per two-week pay period.

MINIMUM REQUIREMENTS

EDUCATION: A Master's Degree in a biology, chemistry, or forensic science-related area, with successful completion of 12 semester units of (combination of graduate-level and undergraduate-level) coursework in biochemistry, genetics, and molecular biology, and either statistics or population

genetics (or an equivalency-waiver letter from ASCLD-LAB/FBI), as required per accreditation standards for the DNA laboratory.

-AND-

EXPERIENCE: Three (3) years of experience as a qualified analyst in forensic (human) DNA laboratory casework, as required per accreditation standards for the DNA laboratory. (At time of application, must be capable of being qualified as a technical leader per the FBI DNA Quality Assurance Standards regarding education and experience requirements.)

A legible copy of your college transcripts are required to be submitted with the application or received within 48 hours of the application deadline posted on the announcement. (*Unofficial transcripts are acceptable.*) Scan and attach to the application or e-mail to Employment@hr.sbcounty.gov or FAX to (909)383-2394, Attn: Sheriff's jobs-Crim III-DNA.

DESIRED QUALIFICATIONS

The ideal candidate will possess five (5) years performing casework analysis using PCR-STR techniques in a certified forensic DNA laboratory, meeting the requirements of a DNA Technical Leader as outlined in the FBI DNA Quality Assurance Standards.

SELECTION PROCESS

There will be a **competitive evaluation** of qualifications based upon a review of the application materials. It is to your advantage to be explicit and complete in your responses in all areas.

Only the most highly qualified applicants will be invited to continue in the selection process

The Human Resources Department reserves the right to modify the examination process in accordance with the Personnel Rules and accepted selection practices.

Applications may be obtained and filed online at: <http://www.sbcounty.gov/jobs>

(909) 387-8304 • TTY Users: 711

157 West Fifth Street, 1st Floor, San Bernardino, CA 92415

An Equal Employment Opportunity and ADA Compliant Employer

Issue Date: 1/9/18 JC

Criminalist III-DNA Technical Leader* Supplemental Questionnaire

- * 1. **INSTRUCTIONS:** The following questions will be used to help determine if you meet the minimum and/or desirable qualifications for the position of **Criminalist III - DNA Technical Leader**. Please ensure that any experience indicated in your responses is clearly detailed in the employment history section of your application, or resume.
 - I understand.
- * 2. **EDUCATION REQUIREMENT:** Do you possess a Master's Degree in a biology, chemistry, or forensic science-related area, with successful completion of 12 semester units of (combination of graduate-level and undergraduate-level) coursework in biochemistry, genetics, and molecular biology, and either statistics or population genetics (or an equivalency-waiver letter from ASCLD-LAB/FBI), as required per accreditation standards for the DNA laboratory? **Please ensure that your relevant education history is clearly detailed in the education history section of your online application, or on your resume.**
 - Yes
 - No
- * 3. The specific Coursework Number of my completed coursework in **biochemistry** is _____ (specify course name and number) and was obtained at _____ (specify school; indicate if graduate level).

Example: *Chem 161 at CSU Sacramento.*
- * 4. The specific Coursework Number of my completed coursework in **genetics** is _____ (specify course name and number) and was obtained at _____ (specify school; indicate if graduate level).

Example: *Bio 184 at CSU Sacramento.*
- * 5. The specific Coursework Number of my completed coursework in **molecular biology** is _____ (specify course name and number) and was obtained at _____ (specify school; indicate if graduate level).

Example: *Bio 121 at CSU Sacramento.*
- * 6. The specific Coursework Number of my completed coursework in **statistics or population genetics** is _____ (specify course name and number) and was obtained at _____ (specify school; indicate if graduate level).

Example: *Stat 115B, CSU Sacramento.*

If qualifying with training in statistics, provide specifics below and include a certificate or other verification of completion with your transcripts.

- * 7. **TRANSCRIPTS:** A **legible copy** of transcripts **is required** (*unofficial OK*) and must be received within 48 hours of the filing deadline. *Transcripts should include ALL required coursework and degree information as outlined on the announcement.* Transcripts may be submitted:
- 1) as an attachment to this application
 - 2) as an email attachment to andrea.russell@hr.sbcounty.gov (subject line: Crim III-transcripts)
 - 3) by fax to (909) 383-2394 Attn: Andrea Russell-Crim III-TL
 - 4) to San Bernardino County Human Resources, Employment Division at 157 West Fifth Street first floor, San Bernardino, CA 92415-0440, Attn: Andrea Russell -Crim III
- I have read and understand the above statement.
- * 8. **EXPERIENCE REQUIREMENT:** Do you possess at least three (3) years of experience as a qualified analyst in forensic (human) DNA laboratory casework, as required per accreditation standards for the DNA laboratory?* **Applicants must be capable of being qualified as a technical leader per the FBI DNA Quality Assurance Standards regarding education and experience requirements.*
NOTE: *Please ensure that experience in this area is clearly detailed in the job history section of your application.*
- Yes
 No
- * 9. My qualified analyst experience in **forensic (human) DNA laboratory casework** was acquired at _____ (*specify name of agency and your job title*). *Note: Employer(s) listed here must be detailed in the Work History section of the application, with a full description of the duties performed, to ensure consideration.*
- * 10. My experience in performing *casework analysis* using **PCR-STR** techniques in a forensic (human) DNA laboratory was from _____ to _____ (*specify start and end dates*), and was acquired at _____ (*specify name of agency and your job title*). *Note: Employer(s) listed here must be detailed in the Work History section of the application, with a full description of the duties performed, to ensure consideration.*
- * 11. My other experience in a DNA laboratory was acquired at _____ (*specify name of agency and your job title*). *Note: Employer(s) listed here must be detailed in the Work History section of the application, with a full description of the duties performed, to ensure consideration.*
12. I have provided the following:
- ASCLD-LAB/FBI Equivalency/Waiver Letter
 ASCLD-LAB/FBI Qualified Analyst Letter
 High-quality, readable copy of my transcripts
 None of the above.
- * 13. **I understand** that I cannot update my application once I have submitted it. Therefore, I have fully completed all sections and provided full descriptions of my duties and responsibilities for each employer. I have ensured that all experience and education referenced on the supplemental questionnaire is clearly detailed in the appropriate sections of my application or resume.
- I have read and understand the above information.
- * Required Question