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Job details

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Bulletin Number	2944BR
Type of Recruitment	Open Competitive Job Opportunity
Department	Human Resources Countywide Exams
Position Title	SENIOR CRIMINALIST (DNA TECHNICAL LEAD)
Exam Number	178
Filing Type	Open Continuous
Filing Start Date	11/01/2011
Salary Type	Monthly
Salary Minimum	6576.09
Salary Maximum	8169.55
Position/Program Information	<p>Performs a wide range of highly complex forensic human-DNA testing and analyses required in scientific criminal investigations.</p> <p>Positions allocable to this class typically report to a Supervising Criminalist and independently perform forensic human-DNA testing and analyses of evidentiary samples encountered in the course of criminal investigations for forensic or criminalistics purposes not primarily related to patient care. Incumbents in these positions must exercise considerable knowledge of the departmental and laboratory policies and procedures. Incumbents may be required to testify in court regarding their analyses.</p>
Essential Job Functions	<p>Oversees the technical operations of the laboratory.</p> <p>Authorizes the initiation, suspension, and resumption of forensic human-DNA analytical operations for the laboratory or individuals.</p> <p>Evaluates and documents approval of all validations and methods used by the laboratory and proposes new or modified analytical procedures to be used by criminalists.</p> <p>Approves the technical specifications for outsourcing agreements.</p> <p>Reviews and documents the review of internal and external forensic human-DNA audit documents, and approves any corrective actions.</p> <p>Reviews annually the procedures of the laboratory.</p>

Reviews and approves the training, quality assurance, and proficiency testing programs in the laboratory.

Performs forensic human-DNA testing and analyses of evidentiary samples of human DNA

Prepares written findings and displays for court presentation; testifies concerning findings as established by laboratory analyses and interprets findings as a qualified expert witness.

Conducts research, as assigned, into new methods and procedures of scientific criminal investigation or other special assignments as directed by the supervisor.

Contacts other scientific investigatory agencies to coordinate findings or to seek alternative methods of analysis involving specific case studies.

Modifies existing testing procedures, following section head approval, to meet special needs of a particular scientific investigation.

Trains less experienced criminalist personnel in the methods of analysis employed in the forensic human-DNA testing laboratory and in the methods of collecting and preserving evidence.

Requirements

SELECTION REQUIREMENTS:

A Master's Degree from an accredited* college with specialization in biology-, chemistry-, or forensic-science related area, OR a waiver from the American Society of Crime Laboratory Directors (ASCLD).

-AND-

At least twelve (12) semester hours of a combination of undergraduate and graduate course work covering biochemistry, genetics, molecular biology, statistics or population genetics, as outlined in the FBI DNA Quality Assurance Standards.

-AND-

Three years' experience of forensic human-DNA laboratory experience obtained at a laboratory where forensic human-DNA testing was conducted for the identification and evaluation of biological evidence in criminal matters.

Physical Class

Physical Class II – 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.

License(s) Required

A valid California Class C Driver License is required to perform job-related essential functions.

Special Requirement Information

In order to receive credit for any college course work, or any type of college degree, such as a Master or Doctorate degree, you must include a legible copy of the official diploma and official transcripts, or official letter from the accredited institution which shows the area of specialization with your application at the time of filing.

NOTE: If credit is given for course work, transcripts must indicate completion of required course work. If degree, copy of degree/diploma.

Accreditation Information

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

Examination Content	<p>This exam will consist of an interview, weighted 100%. The interview will assess Job Knowledge, Job Preparation, Work Skills, Analytical and Decision-making Ability, Interpersonal and Oral Communication, Adaptability and Dependability, and DNA Technical Lead Ability.</p> <p>Candidates must achieve a passing score on the interview of 70% or higher to be placed on the eligible register.</p>
Vacancy Information	<p>An eligible register resulting from this examination will be used to fill vacancies within the Department of Coroner as they occur.</p>
Eligibility Information	<p>The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.</p> <p>No person may compete for this examination more than once every 12 months.</p>
Available Shift	<p>Any</p>
Job Opportunity Information	<p>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.</p> <p>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.</p> <p>Record of Convictions: A full disclosure of all convictions is required. 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 workers' compensation fraud 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 COURT ORDER DO NOT HAVE TO BE INCLUDED.</p> <p>Veterans Preference Credit: Veterans Preference Credit of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States: · 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 · In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.</p> <p>This also applies to the spouse of such person who, 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. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time it is provided.</p>

County of Los Angeles Information **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.

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.

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 at the number below.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation requests whenever possible.

Application and Filing Information All applicants are required to submit a Standard County of Los Angeles Employment Application **ONLINE (via electronic submission) ONLY**. Facsimile and hardcopy applications will not be accepted.

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking on the link above or below this bulletin that reads, Apply to Job in order to apply online, track the status of applications, and be notified of progress by email.

Applicants must upload required or additional documents (i.e. official transcripts copy of degree, etc.) as attachment(s) at the time of filing or during the exam process.

Applicants must submit their applications by 5:00 pm, PST, on the last day of filing.

We may close this examination without prior notice.

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 (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 on-line using their **OWN** user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

The acceptance of your application depends on whether you have **CLEARLY** shown that you meet the **SELECTION REQUIREMENTS**. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and

number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates of employment, number of hours worked per week, salary earned, size of organization, number and composition of personnel supervised, scope of responsibilities, and functions managed. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

Failure to provide the complete information including the name(s) and address(es) of your employer(s); your job title(s); beginning and ending dates; and the functions performed may impact assessment of your qualifications and acceptance into the examination process.

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