CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

<u>SUPERVISING CRIMINALIST – 1856</u>

<u>DEFINITION</u>:

Under direction, to supervise and coordinate the physical and chemical analysis and evaluation of evidence in a Police Crime Laboratory; and to perform related work.

* <u>EXAMPLES OF DUTIES</u>:

- Supervises, and may participate in, the evaluation and analysis of evidence for police investigations;
- May perform the more difficult physical examinations and comparisons of firearms, bullets, shoe/tire impressions, and narcotics;
- May prepare evidence for presentation in court and testify as an expert witness;
- May survey and search complex crime scenes to discover evidential material;
- Assists in developing, defining, and creating criminalistic procedures and techniques;
- Trains subordinate personnel in analytical techniques and the use of new equipment;
- May perform the analysis of various evidential material and technical reports on the more serious cases, such as homicides and burglaries;
- Provides administrative review of all analytical reports;
- Prepares budget estimates;
- Evaluates the performance of subordinates;
- Determines work schedules;
- Performs laboratory audits;
- Conducts safety inspections;
- Maintains laboratory procedures manuals;
- Liaises with prosecuting agencies and other units of the Police Department;
- Performs other duties related to management and administration of the Quality and Safety Program, and criminalistics work.

<u>MINIMUM QUALIFICATIONS</u>:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: https://www.governmentjobs.com/careers/sandiego/classspecs.

A Bachelor's Degree in Criminalistics, Forensic Science, Biochemistry, Chemistry, Biology, Microbiology, Digital Forensics, Computer Forensics, Computer Science, or a closely related physical or biological science; **<u>AND</u>** four years of full-time professional criminalistics experience performing at least one of the following areas: firearms identification, forensic biology, crime scene reconstruction, narcotic analysis, blood alcohol analysis, toxicological analysis, digital forensics, trace evidence analysis, or computer forensics.

* <u>EXAMPLES OF DUTIES</u> performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.