

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SUPERVISING CRIMINALIST

DEFINITION:

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.

* **EXAMPLES OF DUTIES:**

- 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;
- Perform other duties related to management and administration of the Quality and Safety Program, and Criminalistics work.

MINIMUM QUALIFICATIONS:

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 Announcement for updated minimum qualifications.

A Bachelor's degree in Criminalistics, Forensic Science, or a chemical or biological science, **AND** three years of professional criminalistics experience performing chemical, biological, or physical analysis on physical evidence in a crime laboratory. A Master's degree in Criminalistics or Forensic Science may be substituted for one year of the required experience.

- * **EXAMPLES OF DUTIES** 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.