

**City and County of San Francisco**  
Carol Isen  
Human Resources Director



**Department of Human Resources**  
*Connecting People with Purpose*  
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**NOTICE OF FINAL ACTION TAKEN BY THE  
HUMAN RESOURCES DIRECTOR**

Date: November 15, 2023

Re: **Notice of Proposed Classification Actions – Final Notice No. 25 FY 2023/2024  
(copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective November 15, 2023.

Carol Isen  
Human Resources Director

by:   
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Steve Ponder  
Classification and Compensation Director  
Human Resources

cc: All Employee Organizations  
All Departmental Personnel Officers  
DHR – Class and Comp Unit  
DHR – Client Services Unit  
DHR – Employee Relations Unit  
DHR – Recruitment and Assessment Unit  
DHR – Client Services Operations  
Carol Isen, DHR  
Sandra Eng, CSC  
Erik Rapoport, SFERS  
Theresa Kao, Controller/ Budget Division  
E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY  
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

**Posting No:** 25  
**Fiscal Year:** 2023/2024  
**Posted Date:** 11/08/2023  
**Reposted Date:** N/A

**AMEND THE FOLLOWING JOB SPECIFICATION(S):**  
**(Job specification(s) attached)**

Item #	Job Code	Title
1	8259	Criminalist I
2	8260	Criminalist II
3	8262	Criminalist III

**Protests on an item should be addressed to the Human Resources Director** and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to [DHR.ClassificationActionPostings@sfgov.org](mailto:DHR.ClassificationActionPostings@sfgov.org). All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

cc: All Employee Organizations  
All Departmental Personnel Officers  
DHR – Class and Comp Unit  
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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Criminalist I  
Job Code: 8259**

**DEFINITION**

Under immediate supervision, evaluates and scientifically examines the nature, origin and significance of physical evidence in criminal investigations; prepares report of findings; and presents expert testimony in court. The Criminalist I performs work in many Forensic Services Division sections, including Chemical Analysis, Firearms and Toolmarks, Trace Evidence, Forensic Biology, Crime Scene Investigation, Digital Forensics and Latent Prints.

**DISTINGUISHING FEATURES**

This is the entry-level class in the Criminalist series. Incumbents receive on-the-job training to perform basic analytical tests and work on cases. Employees are initially assigned less difficult, routine duties and progress to increasingly complex assignments until fully trained. This class is distinguished from class 8260 Criminalist II in that the latter is fully trained and performs journey-level work.

**SUPERVISION EXERCISED**

None.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

1. Collects, examines, analyzes, and processes evidence, including trace, firearms, impression, biological, fingerprint, digital, and crime scene evidence.
2. Retrieves evidence from crime scenes, property control and/or medical examiner's office or from other custodians following established chain of custody procedures.
3. Preserves evidence following established laboratory standards by inventorying, documenting and safekeeping evidence.
4. Complies with established quality control procedures to ensure proper functioning and maintenance of laboratory equipment and reagents; trains lab staff and officers in its use.
5. Adheres to established safety standards in the preparation, storage and disposal of chemicals to ensure personal safety and validity of the scientific process.
6. Documents case observations and interpretations through detailed notes, photographs, sketches, charts, etc.
7. Prepares technical reports on interpretation of case examinations.
8. Uses and maintains highly technical laboratory instruments and equipment.
9. Presents court testimony as an expert witness concerning conclusions drawn from laboratory examinations and analyses.
10. Participates in proficiency testing to comply with national quality assurance standards.

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Criminalist I  
Job Code: 8259**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: Principles of chemistry, biochemistry, physiology, and statistics; basic laboratory procedures; and equipment and apparatuses used in a laboratory setting.

Ability or Skill to: Perform routine analytical procedures; make accurate observations and prepare records and notes; communicate clearly in oral and written form.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

Education:

Possession of a baccalaureate degree from an accredited four-year college or university with major course work in criminalistics, chemistry, biochemistry, molecular biology, or a closely related physical science field.

Notes:

1. For positions assigned to Forensic Biology (DNA), must meet the minimum education requirements for an analyst as described by the current Federal Bureau of Investigation's Quality Assurance Standards for Forensic DNA Testing Laboratories.
2. For positions assigned to Chemical Analysis, course work must include 8 semester units of chemistry with lab and 8 units of organic chemistry with lab.

Experience:

License and Certification:

Possession of a valid driver's license.

Substitution:

For positions assigned to Latent Prints, experience as a latent fingerprint examiner in a public jurisdiction may substitute for the required education on a year-for-year basis. One (1) year of experience will be considered equivalent to thirty (30) semester or forty-five (45) quarter units of college coursework.

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

To: 8260 Criminalist II

**ORIGINATION DATE:** 08/15/02

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Criminalist I  
Job Code: 8259**

**AMENDED DATE:** 11/15/23

**REASON FOR AMENDMENT:** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

**BUSINESS UNIT(S):** COMMN

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Criminalist II  
Job Code: 8260**

**DEFINITION**

Under general supervision, evaluates and scientifically examines the nature, origin and significance of physical evidence in criminal investigations. The Criminalist II performs work in many Forensic Services Division sections, including Chemical Analysis, Firearms and Toolmarks, Trace Evidence, Forensic Biology, Crime Scene Investigation, Digital Forensics and Latent Prints.

**DISTINGUISHING FEATURES**

This is the journey-level class in the Criminalist series. Incumbents perform routine analyses independently for cases in one or more of the specialty areas. This class is distinguished from class 8262 Criminalist III in that the latter performs more detailed, complex and difficult work in a technical area of expertise, and supervises incumbents in class 8259 Criminalist I and class 8260 Criminalist II.

**SUPERVISION EXERCISED**

None.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

1. Collects, examines, analyzes, and process evidence, including trace, firearms, impression, biological, fingerprint, digital, and crime scene evidence.
2. Receives evidence from property control and/or medical examiner's office or from custodians following established chain of custody procedures.
3. Preserves evidence following established laboratory standards by inventorying, documenting and safekeeping evidence.
4. Evaluates evidence submitted for analysis to determine if the quality and quantity is adequate for scientific testing.
5. Documents case observations through detailed notes, photographs, sketches, charts, etc.
6. Prepares comprehensive technical reports on interpretation of case examinations.
7. Operates and maintains laboratory instruments such as thermocyclers, genetic analyzers, microscopes (light and electron), gaschromatographs, spectrometers and basic laboratory equipment; trains lab staff and officers in its use.
8. Compiles case folders containing all required documentation, charts and printouts in appropriate format for review and archiving.

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Criminalist II  
Job Code: 8260**

9. Participates in proficiency test in order to comply with national quality assurance standards.
10. Complies with established quality control procedures to ensure proper functioning of laboratory equipment and reagents.
11. Assists in the validation of new methodology before using in cases by conducting analysis (under controlled conditions) following guidelines.
12. Provides technical assistance to co-workers, sworn officers and members of other departments; confers with Inspectors and District Attorneys.
13. Presents court testimony as an expert witness concerning conclusions drawn from laboratory examinations and analyses.
14. Researches technical journals, textbooks, and proprietary publications to determine the best methods of performing tests.
15. Attends training classes and professional meetings to keep abreast of current methodology.
16. Maintains service records for all scientific instruments in the laboratory.
17. Participates in the Technical and Administrative review process by having criminalists review each other's caseload to ensure adherence to all lab standards.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: current principles, methods, and materials needed to examine items of physical/biological evidence; principles of chemistry and biochemistry as they relate to a laboratory setting; technical writing as related to scientific experiments; and basic and advanced laboratory procedures, and equipment and apparatuses used in a chemical/biological laboratory setting.

Ability to: perform routine and complex analytical procedures; interpret data generated by laboratory tests, and draw appropriate conclusions and inferences; present key facts, points, or inferences orally, in a clear, organized and concise format; prepare comprehensive and clear written reports; use proper English, grammar, spelling, punctuation, and structure in written communications; provide fair and impartial court testimony as an expert witness; resolve analytical problems encountered in cases through consultation of the scientific literature and other experts, and/or through empirical test and research; establish and maintain courteous, cooperative, business-like relationships with peers, superiors and personnel from other departments; maintain a schedule so that all priority activities are carried out in a timely manner; maintain integrity; and accept guidance and direction from others, such as superiors, and more experienced coworkers .

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Criminalist II  
Job Code: 8260**

Skill in: handling, assessing, and manipulating items of physical evidence or laboratory samples; and operating and maintaining a wide variety of instruments such as various types of microscopes and gas chromatographic-interfaced mass spectrometers.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

Education:

Possession of a baccalaureate degree from an accredited four-year college or university with major course work in criminalistics, chemistry, biochemistry, molecular biology, or a closely related field; AND

Notes:

1. For positions assigned to Forensic Biology (DNA), must meet the minimum education requirements for an analyst as described by the current Federal Bureau of Investigation's Quality Assurance Standards for Forensic DNA Testing Laboratories.
2. For positions assigned to Chemical Analysis, course work must include 8 semester units of chemistry with lab and 8 units of organic chemistry with lab.

Experience:

Two (2) years of casework experience working in a laboratory performing duties of a criminalist (equivalent to the City's 8259 Criminalist I).

Substitution:

Possession of a postgraduate degree in criminalistics, chemistry, biochemistry, molecular biology, or a closely related field may be substituted for up to one (1) year of the required experience.

For positions assigned to Latent Prints, experience as a latent fingerprint examiner in a public jurisdiction may substitute for the required education on a year-for-year basis. One (1) year of experience will be considered equivalent to thirty (30) semester or forty-five (45) quarter units of college coursework.

License and Certification:

Possession of a valid driver's license.



**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Criminalist II  
Job Code: 8260**

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

From: 8259 Criminalist I

To: 8262 Criminalist III

**ORIGINATION DATE:** 01/12/1961

**AMENDED DATE:** 08/27/1982, 08/15/02, 02/26/10, 11/15/23

**REASON FOR AMENDMENT:** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

**BUSINESS UNIT(S):** COMMN

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: 8262**

**Job Code: Criminalist III**

**DEFINITION**

Under direction, supervises, trains and evaluates a group of criminalists engaged in the scientific examination and evaluation of physical evidence in criminal investigations, and/or performs the more complex identifications, analyses, and interpretations of criminal evidence, and serves as a technical expert in one or more specialty areas. The Criminalist III performs work in many Forensic Services Division sections, including Chemical Analysis, Firearms and Toolmarks, Trace Evidence, Forensic Biology, Crime Scene Investigation, Digital Forensics and Latent Prints.

**DISTINGUISHING FEATURES**

This class serves as a first-level supervisor over employees in class 8259 Criminalist I and class 8260 Criminalist II. It is distinguished from class 8260 Criminalist II in that the latter performs journey-level criminalist work and reports to class 8262. Additionally, class 8262 Criminalist III performs the more complex criminalist work and may serve as a technical expert in a particular scientific area.

**SUPERVISION EXERCISED**

Supervises a team of criminalists.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

1. Collects, examines, analyzes, and processes complex evidence, including trace, firearms, impression, biological, fingerprint, digital, and crime scene evidence.
2. Develops, validates, and implements new methods and technologies in the analysis of evidence.
3. Maintains the breath alcohol program, which includes: training officers in the use of breath testing equipment in accordance with state statutes, acting as an expert witness in forensic breath alcohol analysis, the effects of alcohol on the human body, and effects of alcohol on a person's ability to drive.
4. Develops and updates written procedures for evidence analysis, data interpretation, case note composition, and maintenance.
5. Reviews requests for forensic services as to the merit, urgency, and scope of the request.
6. Assigns cases based on factors such as available personnel, specialties of personnel and caseload.
7. Conducts administrative and technical reviews of all case files and reports.

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DEPARTMENT OF HUMAN RESOURCES**

**Title: 8262**

**Job Code: Criminalist III**

8. Develops and implements quality control and safety procedures in the laboratory.
9. Develops a documented evidence control system to ensure the integrity of physical evidence.
10. Establishes and implements a documented program to ensure that instruments and equipment are properly maintained and calibrated.
11. Administers proficiency testing, reviews results, and recommends remedial action as necessary.
12. Presents court testimony as an expert witness concerning conclusions drawn from laboratory examinations and analyses.
13. Researches technical journals, textbooks, and proprietary publications to determine the best methods of performing tests.
14. Ensures current test methodologies satisfy court requirements for validity and admissibility as evidence.
15. Schedules training for staff in the use of highly technical instruments and microscopes.
16. Maintains training and proficiency test records of all subordinates, case examinations and service records for scientific instruments in the laboratory.
17. Prepares written budget requests for presentation to superiors of unit need, including equipment upgrade, staff training or other budget increases.
18. Confers with Inspectors and District Attorneys to discuss case priorities.
19. Serves as an instructor on evidence collection and crime laboratory procedure for Police Academy and for Advanced Officer training courses.
20. Attends professional meetings to maintain communication with other agencies, and to keep abreast of innovations that may be useful to the Unit.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: Current principles, methods and materials needed to examine items of evidence; principles of computer, chemistry, biochemistry, physiology, molecular biology, and statistics as necessary as they relate to forensic science; technical writing as related to criminalistics; basic and advanced laboratory procedures, and equipment and apparatuses used in a laboratory setting; procedures used to validate internal testing methodology prior to laboratory implementation; quality assurance/accreditation standards.

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: 8262**

**Job Code: Criminalist III**

Ability to: Perform routine and complex analytical procedures; interpret data generated by laboratory tests, and draw appropriate conclusions and inferences; interpret and apply federal, state and local regulations; present key facts, points, or inferences orally, in a clear, organized and concise format; prepare comprehensive clear written reports; use proper English, grammar, spelling, punctuation, and structure in written communications; provide fair and impartial court testimony as an expert witness; set schedule for self and others so that all priority activities are carried out in a timely manner; identify what constitutes acceptable and effective performance and/or levels of productivity, take appropriate action when subordinates fail to follow procedures or deviate from expected performance; ability to assess training needs of subordinate personnel; give appropriate and timely feedback to subordinates; state and explain policies and procedures in such a way as to enlist support and compliance by subordinates; and establish and maintain courteous, cooperative, business-like relationships with subordinates, peers, superiors, and personnel from other departments.

Skill to: handle, assess, and manipulate physical, biological or laboratory samples; operate and maintain a wide variety of instruments such as microscopes and gas chromatographic-interfaced mass spectrometers.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

Education:

Possession of a baccalaureate degree from an accredited four-year college or university with major course work in criminalistics, chemistry, biochemistry, molecular biology, or a closely related physical science field; AND

1. For positions assigned to Forensic Biology (DNA), must meet the minimum education requirements for an analyst as described by the current Federal Bureau of Investigation's Quality Assurance Standards for Forensic DNA Testing Laboratories; AND four (4) years of forensic DNA laboratory experience which may include computer database management.
2. For positions assigned to Chemical Analysis, course work must include 8 semester units of chemistry with lab and 8 units of organic chemistry with lab.

Experience:

Four years (4) of experience working in a laboratory performing duties of a criminalist (equivalent to the City's 8260 Criminalist II).

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: 8262**

**Job Code: Criminalist III**

Notes:

For positions assigned to Latent Prints, the four (4) years of required experience must be as a latent fingerprint examiner in a public jurisdiction.

License and Certification:

Possession of a valid driver's license.

Substitution:

Postgraduate degree in biology, chemistry, or forensic science-related area may be substituted for one (1) year of the required experience.

For positions assigned to Latent Prints additional full-time experience as a Latent Print Examiner in public jurisdiction may be substituted for the required education on a year-for-year basis. One (1) year of experience will be considered equivalent to thirty (30) semester or forty-five (45) quarter units of college coursework.

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES**

From: 8260 Criminalist II

**ORIGINATION DATE:** 06/15/1970

**AMENDED DATE:** 08/27/1982; 05/12/00; 08/15/02; 11/15/23

**REASON FOR AMENDMENT:** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

**BUSINESS UNIT(S):** COMMN