

**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. 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
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

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, ~~and performs related duties as required. The Criminalistics Laboratory is divided into three areas, General Criminalistics (narcotics and chemical analysis, firearms, impression evidence, and trace evidence), Forensic Document Examination, and Forensic Biology (DNA).~~ **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.**
- ~~1-2.~~ Retrieves evidence from **crime scenes**, property control and/or medical examiner's office or from other custodians following established chain of custody procedures.
- ~~2-3.~~ Preserves evidence following established laboratory standards by inventorying, documenting and safekeeping evidence.
- ~~3-4.~~ 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.**
- ~~4-5.~~ Adheres to established safety standards in the preparation, storage and disposal of chemicals to ensure personal safety and validity of the scientific process.
- ~~5-6.~~ Documents case observations and interpretations through detailed notes, photographs, sketches, charts, etc.
- ~~6-7.~~ Prepares technical reports on interpretation of case examinations.
- ~~7-8.~~ 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.

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- ~~10. Participates in proficiency testing to comply with national quality assurance standards.~~
- ~~11. Performs other duties as assigned.~~

~~When Assigned to General Criminalistics:~~

- ~~10. Identifies controlled substances such as cocaine, heroin, and pharmaceuticals.~~
- ~~11. Identifies firearm involved in an incident by examining the firearm, markings on recovered bullets and cartridge cases under a microscope.~~
- ~~12. Assists in the breath alcohol analysis and instrumental support.~~
- ~~13. Identifies trace evidence such as glass, soil, paint, gunshot residue, arson, and explosive debris; and impression evidence such as shoeprints and tire tracks; comparison of evidence from crime scene with evidence from other sources to reconstruct the crime or establish a connection with a subject.~~

~~When assigned to Forensic Document Examination:~~

- ~~14. Assists in the examination of questioned documents, including handwriting, machine-produced documents, indented writing, and ink.~~

~~When Assigned to Forensic Biology (DNA):~~

- ~~15. Identifies and genetically discriminates biological evidence such as blood, semen, hair, and bone.~~
- ~~16. Adheres to established policies and protocols for safe handling of biological evidence.~~

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:

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~~4. 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. See notes below.~~

Notes:

~~1. For positions assigned to General Criminalistics (narcotics and chemical analysis, firearms), course work must include 8 semester units of chemistry with lab, 8 semester units of organic chemistry with lab, and 4 semester units of quantitative analysis with lab.~~

~~21. 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. course work must include the subject areas of forensic science, biochemistry, genetics, and molecular biology, or other subjects that provide a basic understanding of the foundation of forensic DNA analysis. Course work must include 9 (nine) cumulative semester hours or equivalent that cover the required subject areas.~~

~~32. 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 year of experience will be considered equivalent to 30 semester or 45 quarter units of college coursework).~~

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 08/15/02

AMENDED DATE: XX/XX/XX

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

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 Criminalistics Laboratory is divided into three areas, General Criminalistics (narcotics and chemical analysis, impression evidence, and trace evidence), Firearms and Tool Marks and Forensic Biology (DNA).~~ **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.

~~1.2.~~ Receives evidence from property control and/or medical examiner's office or from custodians following established chain of custody procedures.

~~2.3.~~ Preserves evidence following established laboratory standards by inventorying, documenting and safekeeping evidence.

~~3.4.~~ Evaluates evidence submitted for analysis to determine if the quality and quantity is adequate for scientific testing.

~~4.5.~~ Documents case observations through detailed notes, photographs, sketches, charts, etc.

~~5.6.~~ Prepares comprehensive technical reports on interpretation of case examinations.

~~6.7.~~ 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.**

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- 7.8. Compiles case folders containing all required documentation, charts and printouts in appropriate format for review and archiving.
- 8.9. Participates in proficiency test in order to comply with national quality assurance standards.
- 9.10. Complies with established quality control procedures to ensure proper functioning of laboratory equipment and reagents.
- 10.11. Assists in the validation of new methodology before using in cases by conducting analysis (under controlled conditions) following guidelines.
- 11.12. Provides technical assistance to co-workers, sworn officers and members of other departments; confers with Inspectors and District Attorneys.
- 12.13. Presents court testimony as an expert witness concerning conclusions drawn from laboratory examinations and analyses.
- 13.14. Researches technical journals, textbooks, and proprietary publications to determine the best methods of performing tests.
- 14.15. Attends training classes and professional meetings to keep abreast of current methodology.
- 15.16. Maintains service records for all scientific instruments in the laboratory.

~~16. Performs other related duties as assigned.~~

~~When Assigned to General Criminalistics:~~

- ~~17. Identifies controlled substances such as cocaine, heroin, and pharmaceuticals through chemical analysis.~~
- ~~18. Qualifies to maintain the breath alcohol program and participate in training officers in the use of breath testing equipment; trains or is qualified as an expert witness in the effects of alcohol on the body.~~
- ~~19. Identifies trace evidence such as glass, soil, paint, gunshot residue, arson, and explosive debris; and impression evidence such as shoeprints and tire tracks; comparison of evidence from crime scene with evidence from other sources to reconstruct the crime or establish a connection with a perpetrator.~~

~~When assigned to Firearms and Tool Marks:~~

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- ~~20. Identifies firearm involved in an incident by examining the markings on recovered bullets and cartridge cases under a microscope; determines if they match evidence from other cases.~~
- ~~21. Utilizes national and local firearms databases to possibly link guns to multiple shootings.~~
- ~~22. Restores obliterated serial numbers on guns or other evidence through chemical or physical processes.~~
- When assigned to Forensic Biology (DNA):
- ~~23. Examines evidence in criminal investigations visually, microscopically or through other tests to identify evidence of blood, semen, hair, etc.~~
- ~~24. Genetically discriminates evidence such as blood, semen, hair, and bone through DNA testing to provide information regarding potential contributor of the evidence.~~
- ~~25. Adheres to established policies and protocols in handling of biological evidence.~~
- 26.17. Participates in **the Technical and Administrative** peer-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 .

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.

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Title: Criminalist II
Job Code: 8260

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

4. 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. General Criminalistics (digital forensics, crime scene investigation, firearms and toolmark, and impression evidence); course work must include 8 semester units of chemistry with lab, 8 semester units of organic chemistry with lab, and 4 semester units of quantitative analysis with lab.

2 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

2. Two 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 a year of the required laboratory 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 year of experience will be considered equivalent to 30 semester or 45 quarter units of college coursework).

Notes:

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~~Firearms and Tool Marks:~~

~~1. Possession of a baccalaureate degree from an accredited four-year college or university with major course work in criminalistics, chemistry, biochemistry, molecular biology, other physical science or a closely related field; AND~~

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

~~3. Membership in (or qualified to be accepted as a member within six months of appointment) of the Association of Firearm and Tool Mark Examiners (AFTE);~~

~~Substitution: Firearm and tool mark examination experience from an ASCLD-LAB accredited laboratory may be substituted for the required education on a year for year basis (30 semester / 45 quarter units equals on year.)~~

~~Forensic Biology (DNA):~~

~~1. 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~~

~~2. Two 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 with successful completion of coursework may be substituted for up to a year of the required laboratory experience.~~

~~Note: Course work must include the subject areas of forensic science, biochemistry, genetics, molecular biology, or other subjects that provide a basic understanding of the foundation of forensic DNA analysis. Course work must include 9 (nine) cumulative semester hours or equivalent that cover the required subject areas.~~

License and Certification:

Possession of a valid driver's license.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

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Title: Criminalist II
Job Code: 8260

ORIGINATION DATE: 01/12/1961
AMENDED DATE: 08/27/1982, ~~08/15/02~~—(Retitled & Amended), 02/26/10,
XX/XX/XX
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 of the specialty areas. ~~The San Francisco Police Department Criminalistics Laboratory is divided into three areas, General Criminalistics (narcotics and chemical analysis, firearms, impression evidence, and trace evidence), Forensic Document Examination, and Forensic Biology (DNA).~~ **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.**
- 4.4. Develops and updates written procedures for evidence analysis, data interpretation, case note composition, and maintenance.
- 2.5. Reviews requests for laboratory **forensic** services as to the merit, urgency, and scope of the request.

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Title: 8262

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- ~~3.6.~~ Assigns cases based on factors such as available personnel, specialties of personnel and caseload.
- ~~4.7.~~ Conducts administrative and technical reviews of all case files and reports.
- ~~5.8.~~ Develops and implements quality control and safety procedures in the laboratory.
- ~~6.9.~~ Develops a documented evidence control system to ensure the integrity of physical evidence.
- ~~7.10.~~ Establishes and implements a documented program to ensure that instruments and equipment are properly maintained and calibrated.
- ~~8.11.~~ Administers proficiency testing, reviews results, and recommends remedial action as necessary.
- ~~9.12.~~ Presents court testimony as an expert witness concerning conclusions drawn from laboratory examinations and analyses.
- ~~10.13.~~ Researches technical journals, textbooks, and proprietary publications to determine the best methods of performing tests.
- ~~11.14.~~ Ensures current test methodologies satisfy court requirements for validity and admissibility as evidence.
- ~~12.15.~~ Schedules training for staff in the use of highly technical instruments and microscopes.
- ~~13.~~ Approves vacation requests, overtime, and intermittent absences by taking into account rules and regulations, and needs of the unit.
- ~~14.~~ Evaluates performance of subordinates by completing civil service performance appraisals report forms.
- ~~15.16.~~ Maintains training and proficiency test records of all subordinates, case examinations and service records for scientific instruments in the laboratory.
- ~~16.17.~~ Prepares written budget requests for presentation to superiors of unit need, including equipment upgrade, staff training or other budget increases.
- ~~17.18.~~ Confers with Inspectors and District Attorneys to discuss case priorities.
- ~~18.19.~~ Serves as an instructor on evidence collection and crime laboratory procedure for Police Academy and for Advanced Officer training courses.

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~~19.20.~~ Attends professional meetings to maintain communication with other agencies, and to keep abreast of innovations that may be useful to the Unit.

~~20.~~ Identifies controlled substances such as cocaine, heroin, and pharmaceuticals through chemical analysis.

~~21.~~ Examines impression evidence found at crime scene to identify them as to a source and to compare them with recovered evidence or evidence from similar cases.

~~22.~~ Identifies firearm involved in an incident by examining the markings on recovered bullets and cartridge cases under a microscope.

~~23.~~ Scans bullets and cartridge cases into the NIBIN database to determine if they match evidence from other cases.

~~24.~~ Restores obliterated serial numbers on guns, vehicles or other items through chemical etching process.

~~25.~~ Determines the presence and/or type of flammable substance in debris sample recovered from fire scenes.

~~26.~~ Monitors the forensic breath alcohol program by downloading breath test results and maintaining the accuracy and calibration records.

When Assigned to Forensic Document Examination:

~~27.~~ Responsible for evaluation of all methods used by the unit and for proposing new or modified procedures.

~~28.~~ Responsible for technical problem solving and oversight of quality assurance program for the unit.

~~29.~~ May perform analysis of questioned documents.

When Assigned to Forensic Biology (DNA):

~~30.~~ Manages technical operations in the DNA Unit.

~~31.~~ Responsible for evaluation of all methods used by the unit and for proposing new or modified procedures.

~~32.~~ Responsible for technical problem solving and oversight of quality assurance program for the unit.

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~~33. May perform analysis of biological material such as blood, semen, and saliva.~~

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Current principles, methods and materials needed to examine items of ~~biological~~ 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 ~~chemical or biological~~ laboratory setting; procedures used to validate internal ~~DNA~~-testing methodology prior to laboratory implementation; ~~and~~ quality assurance/**accreditation** standards. ~~for forensic testing laboratories prepared by the DNA advisory board (DAB).~~

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 items of physical, biological or chemical evidence~~ **laboratory samples; operate and maintain a wide variety of instruments such as microscopes and gas chromatographic-interfaced mass spectrometers.**

~~For General Criminalistics (narcotics and chemical analysis, firearms, impression evidence, trace evidence, and questioned documents):~~

~~Knowledge of: Current principles, methods, and materials needed to examine items of physical evidence; principles of chemistry and statistics as they relate to forensic sciences; technical writing as related to criminalistics; and basic principles of photography as related to criminalistics; and basic and advanced laboratory procedures, and equipment and apparatuses used in a laboratory setting including various types of microscopes.~~

~~For Forensic Document Examination:~~

~~Knowledge of: Current principles, methods and materials needed for the examination of questioned documents; technical writing as relates to questioned documents; basic and advanced~~

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~~laboratory procedures and equipment used in the examination of questioned documents; current legal rulings concerning the admissibility of questioned document evidence.~~

~~For Forensic Biology (DNA) Specialty:~~

~~Knowledge of: Current principles, methods and materials needed to examine items of biological evidence; principles of chemistry, biochemistry, physiology, molecular biology, and statistics as they relate to forensic science; technical writing as related to criminalistics; basic and advanced laboratory procedures, and equipment and apparatuses used in a chemical or biological laboratory setting; procedures used to validate internal DNA testing methodology prior to laboratory implementation; and quality assurance standards for forensic testing laboratories prepared by the DNA advisory board (DAB).~~

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

~~1. 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~~

Notes:

~~1. For positions assigned to General Criminalistics, course work must include 8 semester units of chemistry with lab, 8 semester units of organic chemistry with lab, and 4 semester units of quantitative analysis with lab.~~

~~2. For positions assigned to Forensic Document Examination, four (4) years of verifiable journey-level experience as a forensic document examiner in a recognized crime laboratory for a large public jurisdiction performing detailed and complex examinations of questioned documents are required. Experience must have included expert witness testimony as a forensic examiner in a court of law.~~

~~32. **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.** course work must include the subject areas of forensic science, biochemistry, genetics, and molecular biology, or other subjects that provide a basic understanding of the foundation of forensic DNA analysis; AND four (4) years of forensic DNA laboratory experience which may include computer database management.~~

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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

~~2-~~Four years (4) of experience working in a laboratory performing duties of a criminalist (equivalent to the City's 8260 Criminalist II). ~~See notes below.~~

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 (30 semester/45 quarter units equals one year). ~~two (2) years of experience as a latent fingerprint examiner in a public jurisdiction may substitute for the required education.~~

Note: ~~One Criminalist III in the DNA Unit must meet the applicable federally mandated DNA Advisory Board requirements for a technical leader/manager.~~

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 06/15/1970

AMENDED DATE: 08/27/1982; 05/12/00; 08/15/02 (~~Retitled & Amended~~);
XX/XX/XX

**CITY AND COUNTY OF SAN FRANCISCO
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Title: 8262

Job Code: Criminalist III

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

BUSINESS UNIT(S): COMMN