

DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FORENSIC SERVICES
Redding Laboratory
420-565-8477-004
Vacant

JOB TITLE: Criminalist Supervisor

STATEMENT OF DUTIES: The Criminalist Supervisor oversees and directs Criminalists in Biology/DNA casework and is responsible for the management and technical operations of the DNA program. The Criminalist Supervisor manages overall DNA case workflow, oversees the application of analytical techniques to forensic case samples, advises on quality assurance issues, ensures that laboratory operations comply with Bureau policies, supports the technical training of staff, and provides technical training and consultation to client law enforcement agencies.

SUPERVISION RECEIVED: Supervised by a Criminalist Manager

SUPERVISION EXERCISED: Supervises Senior Criminalists and Criminalists. May also supervise support staff.

TYPICAL PHYSICAL DEMANDS: Heavy use of computer and phone in each typical day.

TYPICAL WORKING CONDITIONS: Working conditions include a private or shared office, laboratories, court, and the field (to supervise subordinates at crime scenes). May involve travel, in the service area and statewide, to meet with client agencies and Bureau and Division management.

EXAMPLES OF DUTIES:

- 60% Supervises laboratory personnel and oversees laboratory technical operations. Manages case workflow, including case prioritization, assignment, tracking, and review. Adjusts laboratory operations and resources, including personnel, to support training, evidence examination, field investigation requests, court obligations, and other laboratory functions and services and to meet commitments. Advises criminalists in complex casework analyses. Performs technical and administrative review of case files and approves case reports. Ensures the laboratory complies with Bureau regulations and policies.
- 20% Monitors and evaluates the technical performance and court testimony of staff. Provides follow up counsel and training as needed. Prepares annual performance appraisals and employee development plans. Identifies training needs and provides professional development opportunities to develop the skills of personnel.

Criminalist Supervisor
Duty Statement
Page 2

- 10% Authorizes and approves overtime and leave requests. Provides technical assistance, training, and consultation to client agencies. Develops and maintains collaborative work relationships with the law enforcement agencies and district attorney offices in the service area.
- 10% Performs other duties, as required, to ensure continuing laboratory operations, coverage, and safety. Duties may include evidence intake/release, front office coverage, and project management.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee Signature

Date

Supervisor Signature

Date