

DEPARTMENT OF JUSTICE
BUREAU OF FORENSIC SERVICES
California Criminalistics Institute
420-578-8466-xxx
Vacant

JOB TITLE: Criminalist, Program Coordinator

STATEMENT OF DUTIES: The Program Coordinator at the California Criminalistics Institute (CCI) is responsible for specific programs which may include but is not limited to any of the following: Biology/DNA, Controlled Substances, Crime Scene, Firearms/Tool Marks, Latent Prints, Toxicology, and Trace. This position requires the incumbent to coordinate, develop and present scientific programs that are applicable to the forensic community in California. The Program Coordinator may perform research or method development in specific forensic disciplines. The Program Coordinator is expected to be aware of the community needs, identify resources, budget classes, ensure quality presentations and be cognizant of technical trends. The Program Coordinator may be the technical resource for the Bureau, provide input to legislative review and represent the Bureau of Forensic Services at relevant meetings and conferences. It is expected that the Program Coordinator take a leadership role in the community and actively engage their relevant constituents as to their needs and concerns.

SUPERVISION RECEIVED: Under the general direction of a Criminalist Supervisor or Criminalist Manager

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Be able to lift up to 60 pounds; work odd and late hours; handle foreign substances and chemicals; ability to differentiate color shades; provide courtroom testimony. Ability to sit and type at a computer screen for long periods of time.

TYPICAL WORKING CONDITIONS: While working in the laboratory, Criminalists are in a controlled environment; additionally, courtroom testimony can be a stressful work environment. Administrative work areas are window or windowless cubicles or offices in a smoke free office building.

EXAMPLES OF DUTIES:

ESSENTIAL FUNCTIONS

60% The Program Coordinator is responsible for coordinating, developing and

presenting scientific courses applicable to the forensics community in California.

This position requires the incumbent to:

1. Develop and maintain a solid understanding of the technical processes, instrumentation and equipment utilized by the disciplines to which you are assigned. This may include research and or method development.
2. Be cognizant of, and update training materials to conform to best practices, current and changing methodologies and technologies, legislative mandates, accreditation requirements and leading edge training methods.
3. Continually assess and inform CCI management of training needs and course client feedback through the use of surveys, course evaluations, self-directed research and other tools.
4. Be the CCI curriculum resource expert in your program areas. Research and develop new courses to meet the evolving demands of the forensic community.
5. Identify resource needs, prepare class budgets, ensure delivery of quality presentations, and produce accurate, timely class materials, reports and other work products.
6. Direct the work of student assistants.
7. Assist with logistics during classes, including shifting work hours to ensure classes and students have access to the building. Some travel may be required
8. Provide input to Bureau management on legislative proposals.
9. Represent the Bureau of Forensic Services, CCI at relevant meetings and conferences.
10. Deliver presentations to Bureau personnel and others regarding CCI activities Travel as needed to CCI South, CCI North and other locations around the state.
11. Provide legislative analysis to the Bureau on program related issues.
12. Review and coordinate the assembly of training manuals and class content. This may include conversion of paper class material to electronic/digital material.
13. Respond to requests for technical questions in your program areas.
14. Research and prepare grant applications.

- 35% Provide contract and ordering support for CCI programs. Assist in the preparation of monthly, quarterly, and annual reports due to BFS Headquarters. Assist with asset management transactions and liaise between CCI, procurement, accounting and vendors. Prepare and help maintain consultant and equipment contracts.

MARGINAL FUNCTIONS:

- 5% Assist other CCI staff in preparing classrooms and admitting students into the building. Collect and send tuition and material fees to the Cashiering Unit.

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 accommodations.

☐ 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. Date

☐ 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's Signature

_____ Supervisor's Signature

DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FORENSIC SERVICES
California Criminalistics Institute
420-578-8478-011

JOB TITLE: Senior Criminalist

STATEMENT OF DUTIES: Under the general direction of a Criminalist Supervisor, the Senior Criminalist will develop and maintain courses in support of the Division of Law Enforcement will coordinate and may instruct CCI course offerings. The Senior Criminalist will develop and implement an internal proficiency program in one of the core forensic disciplines for the Bureau of Forensic Services that follows current ANSI National Accreditation Board (ANAB) accreditation requirements and the Bureau's Quality Manual and will be the liaison to the Bureau's Quality Assurance Unit and Technical Advisory Groups.

SUPERVISION RECEIVED: Under the general direction of a Criminalist Supervisor

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Be able to lift up to 50 pounds; work odd and late hours; handle foreign substances and chemicals; ability to differentiate color shades; provide courtroom testimony; ability to sit and type at a computer screen for long periods of time.

TYPICAL WORKING CONDITIONS: The Senior Criminalist working conditions range from a private or shared office, to the laboratory area, or to a classroom setting. Travel around the service area for contact with clients and travel around the State to BFS teaching facilities is also common.

EXAMPLE OF DUTIES:

ESSENTIAL FUNCTIONS:

- 30% Develop, implement, and maintain an internal proficiency program for the Bureau of Forensic Services laboratory system in one of the core forensic disciplines that follows current ANAB accreditation requirements and the Bureau's Quality Management System. Evaluate internal proficiency test results for the Bureau of Forensic Services and inform CCI and Quality Assurance management of any trends or areas of concern. Direct and oversee CCI Criminalists and technical staff with preparation and distribution of proficiency test samples. Keep abreast of any changes to ANAB accreditation requirements and advise and train technical staff on these changes.
- 30% Develop and maintain CCI courses in support of the Division of Law Enforcement. Incumbent will attend the Bureau's CaPSIT meetings and will be responsible for the continuing evaluation and modification of CCI courses specific to CaPSIT. The Senior Criminalist will

continuously evaluate supplies and state of the art equipment appropriate for Bureau CaPSIT response and will bring suggestions to management.

- 20% Develop online course content, CCI online capabilities, and training video production. As a program lead in one or more of CCI's technical training programs, consult with a Criminalist Supervisor to make decisions regarding course content. This includes the evaluation of existing courses for the feasibility of online offerings, conversion of some current CCI courses to online versions, development of new state of the art courses to an online format, and development of online training videos. Consult with Department and Bureau IT experts for the development and implementation of CCI online capabilities. Train CCI technical staff and contracted instructors on developed courses, changes to existing courses, online instruction, and online capabilities.
- 15% Principal instructor of at least one of CCI's course offerings. Develop and maintain course content, deliver course material to forensic scientists through classroom instruction, video instruction, or a combination of both, revise course material as necessary, and develop, administer and grade course examinations.

MARGINAL FUNCTIONS:

- 5% Other duties as required including legislative analysis on assigned bills, providing subject matter expertise in a Technical Advisory Group, and assisting field laboratories with review of complicated casework as requested.

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**

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** _____