

DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FORENSIC SERVICES
JAN BASHINSKI DNA LABORATORY

JOB TITLE: Criminalist Supervisor (DNA Data Bank)

STATEMENT OF DUTIES: The Data Bank Criminalist Supervisor supervises the Criminalists and Senior Criminalists who process DNA samples collected from qualified persons and submitted by California law enforcement agencies in accordance with applicable state law. Staff develop DNA profiles from these samples and import those DNA profiles into the Combined DNA Index System (CODIS) where they are searched against DNA profiles from evidence from unsolved crimes. The Data Bank Criminalist Supervisor assists, advises, and coordinates technical training for all Data Bank Criminalists and Senior Criminalists, determines operational area coordinators, and assigns and coordinates troubleshooting and validation and other specialized projects within the Data Bank Program under the direction of a Criminalist Manager. The Data Bank Criminalist Supervisor monitors, coordinates, schedules, and approves all of the activities and tasks of the Data Bank Criminalists and Senior Criminalists, including the CODIS State Administrator. Specific operational area assignments are made according to operational need and outlined in the BFS Employee Performance Expectations and Work Plan (PF-0054), which is reviewed at least annually.

SUPERVISION RECEIVED: The Criminalist Supervisor works under the direct supervision of a Criminalist Manager.

SUPERVISION EXERCISED: Supervises Criminalists, Senior Criminalists, and support staff.

TYPICAL PHYSICAL DEMAND: None.

TYPICAL WORKING CONDITIONS: The Criminalist Supervisor's working conditions range from a private office to the laboratory area. Duties may include occasional local and statewide travel for meetings with clients as well as other Bureau and Division leaders.

ESSENTIAL FUNCTIONS

- 40% Supervises Data Bank personnel. May perform some Technical and Administrative Review depending on the specific area of supervision. Advises and monitors Data Bank personnel for Quality Assurance and assists in troubleshooting issues. Approves and reviews instrument performance checks and occasionally reviews validations (approves, if also the Technical Leader). Identifies training and skill development needs of staff.
- 25% Monitors the technical performance of Criminalists to ensure thoroughness, accuracy, and correct methodology of all genetic typing. Monitors and evaluates the performance of technical support staff where applicable. Prepares written annual performance appraisals and employee work/development plans. Oversees and assists, when necessary, the operational units of the DNA Laboratory in evaluating problems in the application of existing methods of genetic typing.
- 10% Writes and/or reviews technical procedures and changes to them, and assesses training needs based upon those changes.

- 10% Provides technical training and consultation to state and local agencies as a subject matter expert on DNA technology. Contacts, coordinates, trains, and provides technical advice to client agencies regarding Familial Search and/or the use of kinship searches to identify human remains.
- 5% Contacts and coordinates with outside vendors for contracts and maintenance of laboratory instrumentation and equipment.
- 5% Represents the Bureau at scientific conferences. May be involved in the preparation of grant proposals and the administration of grant projects.
- 5% Performs other duties, as required, to ensure continuing laboratory operations, coverage, and safety. Duties may include specimen 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's Signature

Date

Supervisor's Signature

Date