DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FORENSIC SERVICES
California Criminalistics Institute
Laboratory Technical Support
420-578-8478-009
Vacant

JOB TITLE: Senior Criminalist

STATEMENT OF DUTIES: Under the general supervision of the Criminalist Supervisor, the incumbent will be responsible for duties within the Laboratory Technical Support Unit (LTSU), including the oversight, planning, migration, and administration of various software programs utilized by the Bureau for evidence submission, analysis, and reporting. Specialty areas include but are not limited to administration of the Laboratory Information Management System (LIMS) role, security permissions, custom reports, and statistical analyses. Maintenance of client report portal, alcohol billing program and breath alcohol data. Creation, routing, and evaluation of internal proficiency tests in collaboration with the Bureau Quality Assurance Unit. Develop, monitor and provide training on changes to the LIMS.

SUPERVISION RECEIVED: Under the direct supervision of a Criminalist Supervisor.

SUPERVISION EXERCISED: May act as a lead to other staff that is assisting in on-site changes to various systems.

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; frequent travel may be required.

TYPICAL WORKING CONDITIONS: Typical conditions range from a private or shared environmentally controlled office, to laboratory space, to classroom situations. Travel is required to meet the training needs of the Bureau statewide.

EXAMPLES OF DUTIES:

ESSENTIAL FUNCTIONS:

45% Responsible for organizing specialty including but not limited to administration of the Laboratory Information Management System (LIMS) role, security permissions, custom reports, and statistical analyses. Maintenance of client report portal, alcohol billing program and breath alcohol data. Develop, monitor and provide training on changes to the LIMS. Incumbent also advises Bureau management of emerging technologies, current topics, and/or issues of concern. Attends recurring meetings with other Division representatives to update on changes to utilized systems.

15% Utilizes specialized knowledge to advise on electronic instrument integrations and updates to discipline specific needs in analytical reports.

10% Serves on the site inspection team, which advises the Bureau and local managers of prevailing standards for technical laboratory operations. Researches the availability, need, and costs of necessary equipment, laboratory supplies or training materials needed for the specialty's training program and provides that information to management and Bureau Headquarters staff.

10% Provides the Office of the Chief, FAST Unit with statistical information for grant reporting and workload metrics.

MARGINAL FUNCTIONS:

5% Participation in the preparation of Quality Assurance samples and, as a panel member, in the evaluation of the examination of these samples by Bureau of local laboratories.

5% Responsible for the health and safety measures utilized during training in the technical subject area and for providing input toward the overall safety plan of the facility.

5% Preparation and/or review of statistical reports generated from various software systems.

5% Other duties as required.

I have read and understand the essential functions and typical demands required of the job offered to me, and I am able to perform the essential functions with or without reasonable accommodation.

Employee's Signature	Date	Supervisor's Signature	Date