

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY  
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

**Posting No:** 33  
**Fiscal Year:** 2009/2010  
**Posted Date:** February 19, 2010

***AMEND THE FOLLOWING JOB SPECIFICATION:  
(Draft job specification attached.)***

<b>Item #</b>	<b>DEPT/ DIVISION</b>	<b>Class/Title</b>
1	POL	8260 Criminalist II

**For additional information regarding the above proposed action, please contact Cathy Abela at (415) 557-4933 or email her at [Cathy.Abela@sfgov.org](mailto:Cathy.Abela@sfgov.org).**

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at:

<http://sfdhr.org/index.aspx?page=109>

cc: All Employee Organizations  
All Departmental Personnel Officers  
Anita Sanchez, CSC  
Harvey Rose, Budget Analyst  
Christina Fong, DHR  
Carmela Villasica, DHR  
Linda Cosico, DHR  
RAS Team Leader(s)  
DHR Support Services  
Martin Gran, DHR  
Steve Ponder, DHR  
Cathy Abela, DHR  
Clare Leung, MTA  
Suzanne Wong, MTA  
File

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Criminalist II  
Job Code: 8260**

**INTRODUCTION**

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, ~~firearms,~~ impression evidence, and trace evidence), Firearms and Tool Marks and Forensic Document Examination, and Forensic Biology (DNA).

**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

**MAJOR, 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.*

According to Civil Service Commission Rule 109, the duties specified below are representative of the duties assigned to this class and are not intended to be an inclusive list.

1. Retrieves Receives evidence from property control and/or medical examiner's office or from ~~other~~ custodians following established chain of custody procedures.
2. Preserves evidence following established laboratory standards by inventorying, documenting and safekeeping evidence.
3. Evaluates evidence submitted for analysis to determine if the quality and quantity is adequate for scientific testing.
4. Documents case observations through detailed notes, photographs, sketches, charts, etc.
5. Prepares comprehensive technical reports on interpretation of case examinations.
6. Operates laboratory instruments such as thermocyclers, genetic analyzers, microscopes (light and electron), and-gas chromatographs, spectrometers and basic laboratory equipment.
7. Compiles case folders containing all required documentation, charts and printouts in appropriate format for review and archiving.
8. Participates in proficiency test in order to comply with national quality assurance standards.
9. Complies with established quality control procedures to ensure proper functioning of

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laboratory equipment and reagents.

10. Assists in the validation of new methodology before using in cases by conducting analysis (under controlled conditions) following guidelines.
11. Provides technical assistance to co-workers, sworn officers and members of other departments; confers with Inspectors and District Attorneys.
12. Presents court testimony as an expert witness concerning conclusions drawn from laboratory examinations and analyses.
13. Researches technical journals, textbooks, and proprietary publications to determine the best methods of performing tests.
14. Attends training classes and professional meetings to keep abreast of current methodology.
15. Maintains service records for all scientific instruments in the laboratory.
16. Performs other related duties as assigned.

**When Assigned to General Criminalistics:**

~~16.17.~~ 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.~~

~~17.19.~~ 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.

~~18. 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.~~

~~19. Restores obliterated serial numbers on guns or other vehicles through chemical etching process.~~

When assigned to ~~Forensic Document Examination, Firearms and Tool Marks:~~

~~20. Examines questioned documents, including handwriting, machine-produced documents, indented writing, and ink. 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.~~

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22. Restores obliterated serial numbers on guns or other evidence through chemical or physical processes.

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

- 21-23. Examines evidence in criminal investigations visually, microscopically or through other tests to identify evidence of blood, semen, hair, etc.
- 22-24. Genetically discriminates evidence such as blood, semen, hair, and bone through DNA testing to provide information regarding potential contributor of the evidence.
- 23-25. Adheres to established policies and protocols in handling of biological evidence.
- 24-26. Participates in peer review process by having criminalists review each other's caseload to ensure adherence to all lab standards.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, 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 co-workers.

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.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications are to be used as a guide for establishing the education, training,*

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*experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.*

General Criminalistics:

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

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.

Notes: ~~1. For positions assigned to General Criminalistics, e~~ 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.~~

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 **physical science** 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.)

~~2. For positions assigned to Forensic Document Examination, two (2) 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.~~

Forensic Biology (DNA)

1. Possession of a baccalaureate degree from an accredited four-year college or university with

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major course work in criminalistics, chemistry, biochemistry, molecular biology, or a closely related ~~physical science~~ 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).

~~3. For positions assigned to Forensic Biology (DNA), course work must include the subject areas of forensic science,~~

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.

~~; AND two (2) years of laboratory experience in DNA, biology, or forensic science, preferably with computer database management 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.

**LICENSE AND CERTIFICATION**

Possession of a valid driver's license.

**PROMOTIVE LINES**

**ORIGINATION DATE:** 1/12/61

**AMENDED DATE:** 8/27/82, 8/15/02 (Retitled & Amended), 2/19/10

**REASON FOR AMENDMENT** *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

**BUSINESS UNIT(S):** COMMN