



Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: February 26, 2010

Re: **Notice of Proposed Classification Actions –Final Notice No. 33 FY 2009/2010 (copy attached)**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective February 26, 2010.

Micki Callahan
Human Resources Director

by:

A handwritten signature in black ink, appearing to read "Steve Ponder", written over a horizontal line.

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
Micki Callahan, DHR
Cathy Abela DHR
Carmela Villasica, DHR
Linda Cosico, DHR
Christina Fong, DHR
Rich David, DHR
John Leon, DHR
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Tinhha Luong, CON
Ron Bladow, MTA
Johnny Zabala, CON
RAS Team Leader(s)
DHR Support Services
File

**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:
(Final job specification attached.)***

Item #	DEPT/ DIVISION	Class/Title
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.

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**

**Job 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, impression evidence, and trace evidence), Firearms and Tool Marks 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. Receives evidence from property control and/or medical examiner's office or from 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), gaschromatographs, 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 laboratory equipment and reagents.

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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:

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.
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.

When assigned to Firearms and Tool Marks:

20. 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.
22. Restores obliterated serial numbers on guns or other evidence through chemical or physical processes.

When assigned to Forensic Biology (DNA):

23. Examines evidence in criminal investigations visually, microscopically or through other tests to identify evidence of blood, semen, hair, etc.
24. Genetically discriminates evidence such as blood, semen, hair, and bone through DNA testing to provide information regarding potential contributor of the evidence.

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25. Adheres to established policies and protocols in handling of biological evidence.
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, 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 field; AND

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

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: Course work must include 8 semester units of chemistry with lab, 8 semester units of organic chemistry 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 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.)

Forensic Biology (DNA)

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 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).

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.

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. Course work must include 9 (nine) cumulative semester hours or equivalent that cover the required subject areas.

LICENSE AND CERTIFICATION

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Job Code: 8260**

Possession of a valid driver's license.

PROMOTIVE LINES

ORIGINATION DATE: 1/12/61

AMENDED DATE: 8/27/82, 8/15/02 (Retitled & Amended), 2/26/10

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