

# County of Santa Cruz

INVITES YOU TO APPLY FOR:



## FORENSIC SERVICES SUPERVISOR

Biology-DNA Specialty

Supplemental Questionnaire Required

Open and Promotional  
Job # 24-BN8-

Salary: \$9,764 – 13,086 / Month

Closing Date: Continuous

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### County Equity Statement

*Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.*

*Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.*

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**THE JOB:** Under direction, assist the Forensic Services Director in overseeing the technical aspects of the Laboratory's programs, with the specific objective of ensuring that those programs maintain compliance with accreditation requirements and statutorily imposed quality assurance requirements; plan and direct the activities of forensic services unit(s); act as liaison with other county criminal justice agencies.

The current Forensic Services Supervisor opening is for a supervisor to oversee the development and operation of the Sheriff's Office new Biology-DNA Program. The ideal candidate will have extensive experience with DNA laboratory accreditation as well as policies and procedures from a supervisory and technical standpoint.



**THE REQUIREMENTS:** Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

**Graduation from an accredited college or university with a Bachelor's degree in chemical, physical, biological or forensic science, criminalistics, physical anthropology, computer science, or in a closely related field**

AND

**Four years of progressively responsible experience as a forensic scientist in a public jurisdiction or private forensic firm**

OR

**Possession of a Master's degree from an accredited university in chemical, physical, biological or forensic science**

AND

**Three years of increasingly responsible experience as a forensic scientist in a public jurisdiction or private forensic firm.**

**Additional requirements for Biology/DNA assignment:** A Bachelor's (or its equivalent) or an advanced degree in relation to biology, chemistry, or forensic science and successful completion of course work (graduate or undergraduate level) covering the following subject areas: biochemistry, genetics, molecular biology; and course work and/or training in statistics and/or population genetics as it applies to forensic DNA analysis.

**For Biology/DNA assignment:** A Master's degree is highly desirable with graduate course work covering biochemistry, genetics, molecular biology, statistics, or population genetics.

**DESIRED QUALIFICATIONS:** Active certification through the International Association for Identification (IAI) as a crime scene investigator, crime scene analyst, crime scene reconstructionist or senior crime scene analyst is highly desirable **OR** Active certification through the professional association or accrediting agency associated with at least one (1) forensic discipline.

**SPECIAL REQUIREMENTS/CONDITIONS:** Mentally and physically capable of performing the classification's essential functions as summarized in the typical tasks section of this job specification with or without reasonable accommodations. **Physical Ability:** Tasks require the ability to exert up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects; typically involve some combination of climbing and balancing, stooping, kneeling, crouching and crawling; and may involve lifting, carrying, pushing and/or pulling of objects and materials. **Sensory Requirements:** Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures, or physical appearance associated with job-related objects, materials, tasks or people. **Environmental Factors:** Exposure to variable temperatures, confined workspaces and heights; strong unpleasant odors, infectious bio-hazardous materials, such as blood, urine and semen which might cause chronic disease or death; dust, pollens, chemical irritants; toxic substances; individuals who may be hostile and abusive; evidence that may be disturbing, such as homicide evidence. **Hours:** May be required to work flexible hours, shifts, weekends and holidays and be subject to holdover and callback duty; and to provide a telephone number or means by which employee can be reached. **License Requirement:** Possession and maintenance of valid Class C California Driver License issued by

the California State Department of Motor Vehicles by the time of appointment. **Background Investigation:** Ability to pass a full background investigation.

**Knowledge:** Thorough knowledge of practices, methodologies and techniques used to manage, train and perform forensic services such as crime scene investigation, latent print examination, biological evidence screening, DNA processing and analysis, digital evidence examination, forensic anthropology and firearms and toolmarks examination, and methods of identification, collection, interpretation, preservation and handling of evidence. Working knowledge of principles and practices of supervision/management in the public sector; forensic laboratory safety standards; standards for preparation of case notes and automated report writing in a law enforcement environment; current professional standards and guidelines for the relevant forensic disciplines; automated computerized fingerprint systems, such as California Identification Automated Fingerprint Identification Systems (CAL ID), Automated Latent Print System (ALPS), the Santa Cruz County Automated Fingerprint Identification System (AFIS) and the Remote Access Network; automated computerized DNA systems, such as Combined Offender DNA Identification System (CODIS); laws of evidence, criminal procedure and court room procedure; recent developments, literature and sources of information relative to the assigned forensic function(s); and laws, rules, regulations, procedures and court requirements affecting assigned duties. Some knowledge of Some knowledge of county and Sheriff's Office procedures and guidelines; and automated and manual record keeping and billing systems.

**Ability to:** collect and analyze data, draw logical conclusions and make appropriate recommendations; establish and monitor procedures to provide forensic services to other law enforcement agencies and maintain cooperative and professional communication; plan, organize and coordinate departmental programs; Supervise, train and evaluate the work of others; define, analyze, evaluate and solve administrative problems; develop policies, procedures and training material; write logical and concise reports and prepare and maintain clear, accurate and concise notes and records; testify in court in areas of expertise; interpret, apply, explain and comply with laws, regulations and professional practices governing law enforcement services and operations; research regulations, procedures and/or technical reference materials; maintain confidentiality of information; operate laboratory, photographic, and computer equipment; establish and maintain good working relationships with departmental personnel, representatives of other law enforcement agencies and others contacted in the course of work; communicate effectively before groups; work in a safe and prudent manner; and adhere to Sheriff's Office code of ethics.

**THE EXAMINATION:** Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

**HOW TO APPLY:** Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510,

Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

**Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.**

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

### **FORENSIC SERVICES SUPERVISOR - SUPPLEMENTAL QUESTIONNAIRE**

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

**NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.**

1. Describe in detail your experience, educational background, and qualifications for this position. Give specific examples of your role(s) and responsibilities developing and Implementing laboratory policies and procedures.
2. Describe your vision of leadership and/or any personnel experience you have relating to training of staff, team building, workload distribution, discipline, writing evaluations and providing constructive feedback to staff.
3. Describe your experience and role with ANSI/ANAB accreditation (ISO/IEC 17025) and compliance with the FBI Quality Assurance Standards for Forensic DNA Testing Laboratories.
4. Describe your experience in project management of complex projects. Provide specific examples and your specific roles.

## **EMPLOYEE BENEFITS:**

**VACATION** - 16 days 1<sup>st</sup> year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.

**ADMINISTRATIVE LEAVE** - One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

**HOLIDAYS** - 14 paid holidays per year.

**SICK LEAVE** - Six days per year.

**BEREAVEMENT LEAVE** - 3 days paid in California, 5 days paid out-of-state.

**MEDICAL PLAN** - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

**DENTAL PLAN** - County pays for employee and eligible dependent coverage.

**VISION PLAN** - County pays for employee coverage. Employee may purchase eligible dependent coverage.

**RETIREMENT AND SOCIAL SECURITY** - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

**LIFE INSURANCE** - County paid \$50,000 term policy. Employee may purchase additional life insurance.

**LONG TERM DISABILITY PLAN** - Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

**DEPENDENT-CARE PLAN** - Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

**H-CARE PLAN** - Employees who pay a County medical premium may elect this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFA)** - Employees may elect this pre-tax program to cover qualifying health care expenses.

**DEFERRED COMPENSATION** - A deferred compensation plan is available to employees.

**Note: Provisions of this bulletin do not constitute an expressed or implied contract.  
County of Santa Cruz**

[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)

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