



Date: October 21, 2020
To: Civil Service Commission
From: Sheree Valdoria, Personnel Analyst
Subject: **REQUEST TO APPROVE REVISED CLASSIFICATION SPECIFICATION–
CRIMINALIST SUPERVISOR**

On October 13, 2020, correspondence has been received from Alejandrina Basquez, Director of Human Resources, requesting the Civil Service Commission approval for the revised classification specification of Criminalist Supervisor. Staff has reviewed this request and recommends approval in accordance with Article XI, Section 1101(d) of the City Charter.

Facts for Consideration:

- The classification of Criminalist Supervisor is currently used in the Police Department.
- The proposed changes to the Criminalist Supervisor classification specification include the following:
 - **Example of Duties Section:**
Deleted “reports to” section and changed “accreditation” to “licensed”, since laboratories are licensed.
 - **Requirements to File Section:**
Changed language in bulletin to match the language in the class spec:

A Bachelor’s degree from an accredited college or university in Criminalistics, Chemistry, Physics, Biological Sciences, Forensic Science or a related field **AND** five (5) years of related paid, full-time equivalent work experience in the forensic field including one year in a lead or supervisory capacity.

A Master’s degree in the aforementioned fields may be substituted for one year of the required work experience (Applicant still must have four years of work experience including one year of experience in a lead or supervisory capacity).

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- **Knowledge, Skills and Abilities Section:** Added “knowledge of toxicology, controlled substance analysis, or firearms examination” and deleted “knowledge of urine, blood, and narcotic analyses” and “polygraph examination”. Deleted other language that no longer pertains to this position.
- Staff has worked with the Police and Human Resources Departments regarding the proposed changes to the Criminalist Supervisor classification.
- Staff has also completed its meet and confer obligation on August 7, 2020 with the International Association of Machinists and Aerospace Workers (IAMAW) union regarding the proposed changes.
- All parties have been notified that this request is on today’s agenda.

Recommendation

- In accordance with Section 1101(d) of the City Charter, staff recommends that the Civil Service Commission adopt the changes to the classification specification for Criminalist Supervisor.
- A representative from the Police and Human Resources Departments will be present to respond to any questions from the Civil Service Commission.

Date: October 13, 2020

To: Civil Service Commission

From: Alejandrina Basquez, Director of Human Resources



Subject: **CLASSIFICATION SPECIFICATION UPDATE – CRIMINALIST SUPERVISOR**

Attached for your consideration is an update to the Criminalist Supervisor Classification Specification. The Police Department identified a need to update the classification specification to maintain consistency with recent Civil Service job bulletins. Minor changes were made throughout the classification specification to clarify duties and knowledge, skills, and abilities statements. In addition, the minimum requirements were updated to reflect changes in the most current job bulletins and to address the need for both technical and leadership skills to be able to successfully perform at the supervisory level.

Human Resources staff worked with Civil Service and the Police Department to complete the meet and confer process. Having completed the meet and confer obligation with the pertinent association, we are now requesting that the Commission adopt the Criminalist Supervisor classification specification changes as outlined for your review and approval.

Should you have any questions regarding this item, please contact Sherry Gaur, Human Resources Officer at (562) 570-7147.

Attachments

Criminalist Supervisor Class Specification.

AB:FV:GM

TITLE: CRIMINALIST SUPERVISOR

DEFINITION: Under general direction, plans, directs, evaluates, and coordinates the daily operation of the Crime Laboratory Criminalistics Section.

EXAMPLES OF DUTIES:

- Supervises and participates in physical and chemical analyses in the scientific detection and investigation of crimes;
- Enforces procedures and practices of the Long Beach Police Department;
- Assigns and prioritizes casework and assignments for employees;
- Researches and evaluates laboratory methods, instruments, and procedures;
- Represents the laboratory at scientific meetings and conferences;
- Acts as liaison between advisory boards, commissions, criminal justice agencies, regulatory bodies, and laboratory personnel to ensure that appropriate policies and guidelines are followed;
- Initiates, investigates, and makes recommendations for disciplinary actions, if necessary;
- Assists the Quality Assurance Manager;
- Reviews and evaluates reports and case notes;
- Evaluates employee performance;
- Provides orientation and direct training for new employees or employees transferred into a new unit;
- Monitors and tracks progress of assigned casework and status of backlogs;
- Reviews and revises analytical procedures or section policies as needed;
- Testifies in court;
- Conducts regular meetings and training sessions;
- Prepares written findings and displays for court presentation;
- Ensures quality control and compliance with state laws and laboratory accreditation requirements,
- Makes recommendations concerning laboratory budget and policies;
- Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of toxicology, controlled substance analysis, or firearms examination
- Ability to present complex scientific findings in court;
- Ability to use scientific instruments;
- Ability to train police personnel in basic scientific investigation;
- Ability to pass a comprehensive background investigation prior to appointment;

Willingness to work irregular hours, weekends, and holidays;

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university in Criminalistics, Chemistry, Physics, Biological Sciences, Forensic Science or a related field **AND** five (5) years of related paid, full-time equivalent work experience in the forensic field including one year in a lead or supervisory capacity.

A Master's degree in the aforementioned fields may be substituted for one year of the required work experience (Applicant still must have four years of work experience including one year of experience in a lead or supervisory capacity).

A valid motor vehicle operator's license.

HISTORY:

Approval/Adoption Date: 12/29/2006 - Human Resources

03/21/2007 - Civil Service

Revision approval/adoption: 10/21/2020