



**City of Long Beach**  
Working Together to Serve

**Memorandum**

Agenda Item No.

7

**Date:** September 30, 2015

**To:** Civil Service Commission

**From:** Alex Basquez, Director of Human Resources

**Subject:** REVISED CLASSIFICATION SPECIFICATION – CRIMINALIST I-IV

The Commission's approval is requested to adopt the attached revised classification specification for Criminalist I-IV.

The Criminalist classification only exists in the Police Department. The revisions to the class specification represent the Crime Laboratory's efforts to restructure and ensure compliance with standards of accreditation. The Crime Laboratory intends to add a DNA section which will enable the lab to more accurately identify or eliminate a suspect in a criminal case. They are also expanding their quality assurance program and will require an incumbent to ensure compliance with all laboratory operations. The revisions are necessary to effectively distinguish the different levels of complexities.

The Department of Human Resources conducted a review of other comparable agencies to ensure the City is in line with the current labor market. We approve the changes as submitted.

If you have any questions or concerns regarding this matter, please contact me at x86140 or Cynthia Stafford, Deputy Director of Human Resources, at x85045.

CS:GM  
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cc: Robert Luna, Chief of Police  
Claudia Lewis, Acting Personnel Administrator  
Ken Walker, Manager of Labor Relations

CIVIL SERV. DEPT. - RCVD.

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## **CITY OF LONG BEACH CLASSIFICATION SPECIFICATION**

### **TITLE: CRIMINALIST I - IV**

**DEFINITION:** Under direction, performs increasingly difficult physical and chemical analyses in the scientific detection and investigation of crimes or maintains the quality assurance and safety program for the Long Beach Police Department Crime Laboratory. The Criminalist classification is subject to a one-year probationary period.

### **DISTINGUISHING CHARACTERISTICS:**

Criminalist I	Under immediate supervision, performs chemical and physical analyses of evidentiary materials; performs microscopic examinations; prepares written findings and displays for court presentation; examines crime scenes and collects, interprets and preserves physical evidence; testifies in court as an expert witness; and uses computers, special measuring, recording and testing instruments and devices.
Criminalist II	<p>Under general supervision, performs the journey level duties of the classification and provides training to new Criminalists; acts in a lead capacity; and assists in the preparation and revision of laboratory manuals.</p> <p>Criminalist II requires a minimum of five (5) years as a Criminalist I or equivalent in an accredited laboratory.</p>
Criminalist III	<p>Under general supervision, performs the most complex duties of the classification including the review of DNA related casework for adherence to written manuals and established best practices. Provides training to Criminalist I and IIs, researches new techniques and establishes validation criteria for equipment and procedures. Performs complex laboratory analyses on physical evidence, interprets analytical results, prepares written reports, and testifies as an expert witness in courts of law.</p> <p>A Criminalist III requires a minimum of three (3) years of independent work as a Criminalist II or equivalent in an accredited DNA laboratory.</p>
Criminalist IV	Under minimal supervision, responsible for the implementation and operation of the quality management system and the safety program for the Crime Laboratory. The Criminalist IV is



## **CITY OF LONG BEACH CLASSIFICATION SPECIFICATION**

responsible for ensuring compliance of all laboratory operations with the standards of accreditation under the ASCLD/LAB – International Program or equivalent. This position reports directly to the Forensic Science Administrator.

A Criminalist IV requires training, education and experience in quality assurance activities in an ASCLD/LAB – *International* accredited testing or calibration forensic laboratory or otherwise ISO 17025 accredited laboratory and a minimum of four (4) years of independent work as a Criminalist II or equivalent in an accredited laboratory.

### **EXAMPLES OF DUTIES:**

- Performs chemical and physical analyses of evidentiary materials;
- Performs microscopic examinations;
- Prepares written findings and displays for court presentation;
- Examines crime scenes and collects, interprets, and preserves physical evidence;
- Testifies in court as an expert witness;
- Uses computers, special measuring, recording, and testing instruments and devices;
- Consults with fingerprint and handwriting experts, photographers, police officers, attorneys, and private experts;
- Operates, calibrates and performs maintenance on breath alcohol testing instruments;
- Instructs officers in the use of breath alcohol testing instruments;
- May act in a lead capacity and provide training to other Criminalists on new procedures, equipment, research, and/or best practices;
- May establish validation criteria for new procedures, methods and/or equipment;
- May examine and compare firearms, bullets, and cartridge cases;
- May prepare and revise laboratory technical procedures manual;
- May instruct a class on collection and preservation of evidence at the Police Academy;
- May make recommendations concerning the laboratory budget and policy;
- May review DNA related casework from Criminalist I and IIs;
- May monitor national best practice standards in the DNA science field;
- May resolve technical disagreements;
- May monitor and maintain control of documentation for the laboratory operations, quality manual, technical procedures, personnel testimony evaluations, case records, technical records, instrument calibration, maintenance records, training records, competency testing, quality assurance records and documentation related to the quality system;



## **CITY OF LONG BEACH CLASSIFICATION SPECIFICATION**

- May monitor and ensure continued compliance with state laws, laboratory licensing requirements, external accreditation standards, the most recent ASCLD/LAB Policy on the Estimation of Uncertainty of Measurement, Measurement Traceability, Department policies, and Crime Laboratory operational standards and quality management system;
- May schedule and coordinate periodic management reviews;
- May assess the adequacy of technical and administrative review activities;
- May administer and evaluate proficiency testing;
- May initiate, manage, and coordinate investigation of technical issues, recommend corrective/preventive actions, conduct root cause analyses, and verify completion of corrective action plans;
- May schedule and conduct periodic internal quality system audits;
- May select, train, and evaluate internal auditors;
- May prepare the Crime Laboratory for external on-site assessments and audits;
- May assist with the management of grants;
- May recommend training and professional development to improve the quality of laboratory personnel activities;
- May assess safety issues and administer periodic safety inspections;
- Performs other duties as required.

### **MINIMUM REQUIREMENTS:**

- Bachelors of Science degree in criminalistics, chemistry, physics, biological sciences or other related field from an accredited four-year college or university.
- Ability to pass a comprehensive personal and criminal background investigation.
- Ability to work evenings and weekends.
- A valid California motor vehicle operator license.

### **HISTORY:**

Revision of Classification Specification - 12/01/67

Deletion of Grade Level III - 02/27/90

Addition of Grade Level III – 07/26/06

Revision of Classification Specification; deletion of Grade III – 01/03/07

Addition of Grade Level III and IV – 10/1/15

Approval/Adoption Dates: 01/03/07 - Human Resources Department

04/18/07 - Civil Service Commission

1 **DATE:** November 4, 2015  
2 **TO:** Civil Service Commission  
3 **FROM:** Shellie I. Goings, Personnel Analyst  
4 **SUBJECT: REQUEST TO REVISE CLASSIFICATION SPECIFICATION –**  
5 **CRIMINALIST**

6 Correspondence has been received from Alex Basquez, Director of Human  
7 Resources, requesting that the Civil Service Commission adopt the revised  
8 classification specification for Criminalist, in accordance with Article XI, Section  
9 1101(d) of the City Charter.

10  
11 **Facts for Consideration:**

- 12 • The request for classification specification changes includes the addition of a  
13 Grade Level III & IV to the Criminalist classification. The request also includes  
14 additional information for the "Distinguishing Characteristics" and "Examples of  
15 Duties" sections of the classification specification as they pertain to Criminalist  
16 Grade Level III & Grade IV.
- 17 • Per Ms. Basquez's request the changes to the Criminalist classification  
18 specification would include the following "Distinguishing Characteristics" for Grade  
19 Level III: "Under general supervision, performs the most complex duties of the  
20 classification including the review of DNA related casework for adherence to written  
21 manuals and established best practices. Provides training to Criminalists I and IIs,  
22 researches new techniques and establishes validation criteria for equipment and  
23 procedures. Performs complex laboratory analyses on physical evidence, interprets  
24 analytical results, prepares written reports, and testifies as an expert witness in  
25 courts of law. A Criminalist III requires a minimum of three (3) years of independent  
work as a Criminalist II or equivalent in an accredited DNA laboratory."

- 1 • In addition, the changes to the Criminalist classification specification would include  
2 the following “Distinguishing Characteristics” for Grade IV: Under minimal  
3 supervision, responsible for the implementation and operation of the quality  
4 management system and the safety program for the Crime Laboratory. The  
5 Criminalist IV is responsible for ensuring compliance of all laboratory operations  
6 with the standards of accreditation under the ASCLD/LAB – International Program  
7 or equivalent. This position reports directly to the Forensic Science Administrator. A  
8 Criminalist IV requires training, education and experience in quality assurance  
9 activities in an ASCLD/LAB – *International* accredited testing or calibration forensic  
10 laboratory or otherwise ISO 17025 accredited laboratory and a minimum of four (4)  
11 years of independent work as a Criminalist II or equivalent in an accredited  
12 laboratory.
- 13 • Due to the addition of the Criminalist Grade Level III and IV, the “Examples of  
14 Duties” section also was changed to reflect the following additional duties: “May  
15 review DNA related casework from lower level Criminalists; May monitor national  
16 best practice standards in the DNA science field; May resolve technical  
17 disagreements; May monitor and maintain control of documentation for the  
18 laboratory operations, quality manual, technical procedures, personnel testimony  
19 evaluations, case records, technical records, instrument calibration, maintenance  
20 records, training records, competency testing, quality assurance records and  
21 documentation related to the quality system; May monitor and ensure continued  
22 compliance with state laws, laboratory licensing requirements, external  
23 accreditation standards, the most recent ASCLD/LAB Policy on the Estimation of  
24 Uncertainty of Measurement, Measurement Traceability, Department policies, and  
25 Crime Lab operational standards and quality management system; May schedule  
and coordinate periodic management reviews; May assess the adequacy of

1 technical and administrative review activities; May administer and evaluate  
2 proficiency testing; May initiate, manage, and coordinate investigation of technical  
3 issues, recommend corrective/preventive actions, conduct root cause analysis, and  
4 verify completion of corrective action plans; May schedule and conduct periodic  
5 internal quality system audits; May select, train, and evaluate internal auditors; May  
6 prepare the Crime Laboratory for external on-site assessments and audits; May  
7 assist with the management of grants; May recommend training and professional  
8 development to improve the quality of laboratory personnel activities; May assess  
9 safety issues and administer periodic safety inspections.”

- 10 • Ms. Basquez's request indicates that the proposed Grade III & Grade IV in the  
11 Criminalist classification specification would focus on the efforts to restructure and  
12 ensure compliance with standards of accreditation. Internal opportunities to  
13 employees represented by the International Association of Machinists and  
14 Aerospace Workers bargaining unit who show an interest will have the opportunity  
15 to receive training and experience in that area so that they might apply for the  
16 position in the future.

17 Staff recommends approval of the changes to the Criminalist classification  
18 specification.

19 Staff has reviewed the proposed revisions with representatives from the Police  
20 Department and the International Association of Machinist and Aerospace Workers.

21 All parties have been informed that the item will be on today's agenda.

22 Representatives from the Police Department will be present to answer questions from  
23 the Commission.