



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: CRIMINALIST SUPERVISOR

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

REPORTS TO: Forensic Science Services Director

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 licensing requirements;
- Makes recommendations concerning laboratory budget and policies;
- Performs other duties as required.

MINIMUM REQUIREMENTS:

- A Bachelor's degree in Criminalistics, Chemistry, Physics, Biological Sciences, or a related field, from an accredited four-year college or university and three years of related experience. A Master's degree in Criminalistics or Forensic Science may be substituted for one year of the required experience;
- Knowledge of urine, blood, and narcotic analyses;

MINIMUM REQUIREMENTS (cont.):

- 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 and polygraph examination prior to appointment;
- Willingness to work irregular hours, weekends, and holidays;
- A valid motor vehicle operator's license.

HISTORY:

- Approval/Adoption Date: 12/29/2006 - Human Resources
03/21/2007 - Civil Service