

**CLASS SPECIFICATION****05/23/24****SUPERVISING CRIMINALIST, 2235****Summary of Duties:**

A Supervising Criminalist supervises, assigns and evaluates the work of Criminalists engaged in searching for, documenting, collecting and preserving physical evidence in the investigation of crimes and suspected criminals, examining evidence by means of physical and chemical analysis, giving expert testimony in court; personally performs the more difficult assignments; applies sound supervisory standards and techniques in building and maintaining an effective workforce; and fulfills equal employment opportunity and employee relations responsibilities.

**Class Characteristics:**

A Supervising Criminalist is responsible for the effective administration of a Unit within the Forensic Science Division laboratory under the guidelines of the management and quality systems, while adhering to all applicable Memoranda of Understanding between the City and the employee unions and City, State, and Federal labor laws. Although a Supervising Criminalist has general knowledge of chemistry, biological sciences, or criminalistics, the employee must learn the specific knowledges, methods, and techniques used by the Police Department through on-the-job and off-site training. An incumbent in the class of Supervising Criminalist, as a bona fide supervisor, is responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance and approval of time-off requests.

A Supervising Criminalist is subject to call at any hour, 7-days a week and may be required to be on standby to work under unpleasant and adverse conditions, including high places, dangerous locations, and in proximity to dead bodies and biological and chemical hazards, in order to investigate and document crime scenes. A Supervising Criminalist may be required to provide their biometric data (e.g. fingerprints or DNA sample) to identify laboratory contamination as well as to access local, state, and federal systems or applications to perform their duties.

**Example of Duties:**

- Supervises a unit of Criminalists and other laboratory staff and coordinates all personnel-related activities;
- Oversees assignment, prioritization, and monitoring of evidence analysis, reporting, and court testimony and laboratory activities;
- Reviews laboratory reports to ensure clarity and accuracy of the results in adherence to quality standards;
- Manages the development of new technologies or methods;

- Coordinates the ordering of unit supplies, new equipment and maintenance of equipment;
- May perform more difficult casework or technical reviews of casework;
- Oversees or participates in employee orientation and training;
- May testify in court as an expert witness;
- Teaches material on the examination of evidence at Police Department training schools;
- Communicates equal employment/affirmative action information to employees;
- Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates;
- Assists employees in preparing for promotion as described in the City's Affirmative Action Program;
- May occasionally be assigned to other duties for training purposes or to meet technological changes, operational needs, or emergencies.

**REQUIREMENTS:**

Two years of full-time paid experience in a position at the level of a fully trained Criminalist with the City of Los Angeles assisting in the investigations of crimes.

**LICENSE:** A valid California driver's license is required.

**PHYSICAL REQUIREMENTS:** Strength to perform average lifting up to 15 pounds and occasionally over 25 pounds; arm and finger dexterity with both hands involved in activities such as reaching, handling and feeling; stamina to stand for long periods of time; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.**