

DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
BUREAU OF FORENSIC SERVICES
JAN BASHINSKI DNA LABORATORY
420-506-8466-XXX

Vacant

JOB TITLE: Criminalist (DNA Data Bank)

STATEMENT OF DUTIES: The Criminalist classification is an entry, training, and sub-journey level position. The Data Bank Criminalist processes DNA samples collected from qualified persons and submitted by California law enforcement agencies in accordance with applicable state law, develops DNA profiles from these samples, and imports the DNA profiles to the Combined DNA Index System (CODIS) where they are searched against DNA profiles from evidence from unsolved crimes. The Criminalist performs routine technical duties but may be assigned to assist Senior Criminalists with specialized duties and projects within the Data Bank Program.

SUPERVISION RECEIVED: The Criminalist works under the direct supervision of a Criminalist Manager or Criminalist Supervisor or the lead of a Senior Criminalist.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMAND: The Criminalist is expected to: be able to lift up to 60 pounds; work odd and late hours; handle foreign substances and chemicals; be able to differentiate color shades; provide courtroom testimony.

TYPICAL WORKING CONDITIONS: While at the laboratory, Criminalists are in a controlled work environment. They are in an uncontrolled, potentially stressful work environment when they testify in court.

EXAMPLE OF DUTIES:

ESSENTIAL FUNCTIONS

- 65% Processes DNA reference samples collected from convicted offenders and arrestees. Develops DNA profiles using validated technical procedures. Imports the DNA profiles to CODIS. May conduct technical and administrative review of lab operational records in accordance with laboratory standards and guidelines. Maintains proficiency and competency as a DNA databank analyst by participating in internal and external testing, such as that required by ANAB accreditation standards and the FBI Quality Assurance Standards (QAS).
- 15% May assist more experienced Criminalists with performing specialized duties in an operational area or specific unit of the Data Bank Program. May assist with method/equipment troubleshooting and other specialized projects. May work independently or in a team format. May prepare laboratory examination reports.

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- 10% Performs quality assurance and quality control support tasks. Tasks may include performing routine maintenance and performance checks on laboratory equipment and reagents, conducting internal validation studies, and participating in internal audits.
- 5% Provides technical training and consultation to state and local agencies as a subject matter expert on DNA technology. May prepare documentation and exhibits and testify in court as an expert witness.
- 5% Performs other duties, as required, to ensure continuing laboratory operations, coverage, and safety. Duties may include evidence intake/release, front office coverage, and project management.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature

Date

Supervisor's Signature

Date