



County of Contra Costa Sheriff's Chief of Forensic Services

SALARY	\$81.02 - \$103.40 Hourly \$6,481.36 - \$8,272.04 Biweekly \$14,042.94 - \$17,922.75 Monthly \$168,515.28 - \$215,073.00 Annually	LOCATION	Martinez, CA
JOB TYPE	Permanent Full-Time	JOB NUMBER	6DDB-2023A
DEPARTMENT	Sheriff	OPENING DATE	05/01/2023
CLOSING DATE	5/30/2023 11:59 PM Pacific	FLSA	Exempt
BARGAINING UNIT	V#		

The Position

Why join the Contra Costa Sheriff's Department?

The Contra Costa County Office of the Sheriff is the largest law enforcement agency in Contra Costa with over 1,100 sworn and professional employees dedicated to providing the highest level of law enforcement and customer services. The Contra Costa County Office of the Sheriff strives to maintain the highest standard of professional integrity, and ethics. The Office of the Sheriff is dedicated to pursuing excellence in performance throughout the organization and in the community through the quality of its personnel.

The Forensic Services Division is responsible for serving the citizens of Contra Costa County with the highest standards of quality, ethics, and professionalism in recovering, preserving, and analyzing physical evidence. The FSD provides unbiased scientific examination of evidence to the criminal justice system. The FSD has been an accredited laboratory since 2003. The Chief of Forensic Services has overall charge of the FSD and is responsible for all forensic science services provided by the division to the Sheriff's Office and contract agencies. The Chief of Forensic Services reports directly to the Assistant Sheriff of the Support Services Bureau and is responsible for carrying out the policies of the FSD within guidelines set by the Sheriff. This assignment is at a division commander level and direction is exercised over both sworn and professional staff.

We are looking for someone who:

- values honesty, integrity, and ethical conduct;
- possesses a strong fundamental knowledge of science, including laboratory safety, and is committed to career-long learning in forensics;
- identifies and understands problems and opportunities and takes common-sense action that is consistent with available facts, constraints, consequences, and policy;
- communicates effectively both verbally and in writing to clearly convey information and ideas;
- is a forward thinker

What you will typically be responsible for:

- Administer and develop programs for the operation of the Forensic Services Division.
- Establish laboratory standards, technical procedures, and internal and external quality assurance programs to ensure that accreditation and/or other standards are met and maintained.
- Review, commend, and correct the performance of subordinates.
- Update divisional policies and procedures and ensure adherence.
- Manage divisional budgets, grants, and purchases.
- Ensure staff adhere to the mission and vision of the Sheriff's Office.
- Keep current with new developments in criminalistics, forensic sciences, or other relevant sciences, and its application to criminal proceedings. Make necessary policy and procedure changes to implement new developments.
- Select and oversee training of new employees, monitor staff workloads, and provide direction on complex cases.

A few reasons you might love this job:

- Command a large division including staff and operations
- Provide input on departmental strategic goals
- Influence and mentor staff
- Directly impact the future of the Sheriff's Office
- Implement positive organizational change

A few challenges you might face in this job:

- Managing a large command of employees
- Fostering strong relationships with internal and external stakeholders
- Interfacing with multiple labor unions
- Conduct complicated administrative and personnel actions

Competencies Required:

- **Critical Thinking:** Analytically and logically evaluating information, propositions, and claims
- **Industry Monitoring:** Grasping the external political, economic, competitive, and social factors affecting the industry
- **Legal & Regulatory Navigation:** Understanding, interpreting, and ensuring compliance with laws and regulations
- **Action & Results Focused (Taking Initiative):** Initiating tasks and focusing on accomplishment
- **Adaptability:** Responding positively to change and modifying behavior as the situation requires
- **Professional Integrity & Ethics:** Displaying honesty, adherence to principles, and personal accountability
- **Informing:** Proactively obtaining and sharing information
- **Listening:** Fully comprehending spoken communication
- **Customer Focus:** Attending to the needs and expectations of customers
- **Interpersonal Savvy:** Considering and responding appropriately to the needs and feelings of others in different situations
- **Leadership:** Guiding and encouraging others to accomplish a common goal
- **Teamwork:** Collaborating with others to achieve shared goals
- **Valuing Diversity:** Appreciating the benefits of varied backgrounds and cultures in the workplace
- **Allocating Resources:** Prioritizing the use of fiscal and material resources to maximize organizational effectiveness
- **Project Management:** Ensuring that projects are on-time, on-budget, and achieve their objectives

To read the complete job description, please visit the website,
<https://www.governmentjobs.com/careers/contracosta/classspecs/5323>

The eligible list established from this recruitment may be used to fill future openings for up to six (6) months.

Minimum Qualifications

License Required: Possession of a valid California Motor Vehicle Operator's License. Out of State valid Motor Vehicle Operator's License will be accepted during the application process.

Education: Possession of a baccalaureate degree from an accredited college or university with a major in

Criminalistics, Forensic Science, Chemistry, Biochemistry, Toxicology or a closely related field.

Experience: Either five (5) years of full time or its equivalent experience in forensic science in a criminal justice agency which must have included at least two (2) years of direct administrative responsibility for program supervision, budget preparation and personnel selection; **or** four (4) years of full time or its equivalent experience in forensic science in a criminal justice agency which must have included at least two (2) years of direct administrative responsibility for program supervision, budget preparation and personnel selection and possession of a valid Advanced Peace Officer Standards and Training (POST) certificate as defined in the California Administrative Code.

Substitution: Possession of a Master's or Doctoral degree from an accredited college or university in one of the majors noted above or in a closely related field may be substituted for one (1) year of the required forensic science experience. No substitution is allowed for the two (2) years of administrative responsibility.

Desirable Qualifications:

- Experience in developing and implementing effective policies, procedures, and methods for a large crime laboratory in compliance with accreditation standards, laws, codes, rules, and regulations
- Experience in analyzing problems, researching and preparing appropriate investigative laboratory procedures and tests
- Effective verbal and written communication, including the preparation of executive-level reports
- Effective leadership, management, supervisory, and operational skills specific to grant programs, program supervision, budget planning, and personnel selection.
- Excellent understanding of scientific principles, methodology, calculations, uncertainty, validation, and contextual bias as applied to forensic science.
- Full command knowledge of evidence handling, preservation, tracking, analysis, reporting, and custody.
- Knowledge of Federal, State, and local laws, rules, and procedures governing the activities of a forensic services laboratory and related criminal investigation functions.

Selection Process

Selection Plan:

1. **Application Filing and Evaluation:** Applications will be evaluated to determine which candidates will move forward in the next phase of the recruitment process.
2. **Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.
3. **Training and Experience Evaluation:** Consists of an evaluation of each candidate's relevant education, training and/or experience as presented on the application and supplemental questionnaire. (Weighted 100%)

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

For recruitment-specific questions, please contact Seantea Stewart at Seantea.Stewart@hrd.cccounty.us . For any technical issues, please contact the GovernmentJobs' applicant support team for assistance at +1 855-524-5627.

COVID-19 VACCINE REQUIREMENTS

Please note that as of August 24, 2021, Contra Costa County enacted a mandatory COVID-19 vaccine requirement for employees.

Proof of full vaccination will be required of all employees, including new hires. The policy requirements can be found here:

<https://www.contracosta.ca.gov/DocumentCenter/View/72164/2021824-Mandatory-Vaccination-Policy-PDF?bidId=>

CONVICTION HISTORY

After you receive a conditional job offer, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction conflicts with the specific duties and responsibilities of the job for which you have

received a conditional job offer. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances. Having a conviction history does not automatically preclude you from a job with Contra Costa County. If you accept a conditional job offer, the Human Resources department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKER

All Contra Costa County employees are designated Disaster Service Workers through state and local law. Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition, genetic information, military or veteran status, or other protected category under the law.

Agency

County of Contra Costa

Sheriff's Chief of Forensic Services Supplemental Questionnaire

***QUESTION 1**

The purpose of the questionnaire is to provide applicants the opportunity to elaborate on their experience, education, and training for the Sheriff's Chief of Forensic Services position and to assist Human Resources staff in assessing each applicant's qualifications. Your responses to the questionnaire will be used to better understand your relevant experience, education, and training to determine which applicants will be invited to participate in the next step of the recruitment process. Do not answer any of the questions by indicating "see attached application or see resume."

I understand

***QUESTION 2**

Do you possess a bachelor's degree from an accredited college or university with a major in Criminalistics, Forensic Science, Chemistry, Biochemistry, Toxicology, or a closely related field?

- Yes, I have a degree in one of the majors listed above
- No, I do not have a degree in one of the majors listed above or a closely related field
- I have a degree in a closely related field

***QUESTION 3**

If you marked "c" above, please list your major in the space below.

***QUESTION 4**

How many years of full-time experience do you have in forensic science in a criminal justice agency?

- None
- Less than five (5) years of full-time experience
- Five (5) years or more, but less than nine (9) years of full-time experience
- Nine (9) years or more of full-time experience

***QUESTION 5**

During the timeframe selected above, how many years did you have direct administrative responsibility for program supervision, budget preparation, and personnel selection?

- None
- Less than two (2) years
- Two (2) years or more, but less than five (5) years
- Five (5) years or more

***QUESTION 6**

Do you possess a valid Advance Peace Officer Standards and Training (POST) certificate?

- Yes
- No

***QUESTION 7**

Do you possess a master's or doctoral degree from an accredited college or university with a major in Criminalistics, Forensic Science, Chemistry, Biochemistry, Toxicology, or a closely related field?

- Yes, I have a degree in one of the majors listed above
- No, I do not have a degree in one of the majors listed above or a closely related field
- I have a degree in a closely related field

***QUESTION 8**

If you marked "c" above, please list your major in the space below.

***QUESTION 9**

Do you intend to substitute one (1) year of the required experience in forensic science with your master's or doctoral degree?

- Yes
- No

***QUESTION 10**

How many years of experience do you have in developing and implementing effective policies, procedures, and methods for a large crime laboratory in compliance with accreditation standards, laws, codes, rules, and regulations?

- None
- Less than two (2) years
- Two (2) years or more, but less than five (5) years
- Five (5) years or more

***QUESTION 11**

Please briefly describe your experience developing and implementing effective policies, procedures, and methods for a large crime laboratory. Please include the name of the agency where you performed these duties.

***QUESTION 12**

How many years of experience do you have in analyzing problems, researching, and preparing appropriate investigative laboratory procedures and tests?

- None
- Less than two (2) years

Two (2) years or more, but less than five (5) years

Five (5) years or more

***QUESTION 13**

Please briefly describe your experience analyzing problems, researching, and preparing appropriate investigative laboratory procedures and tests. Please include the name of the agency where you performed these duties.

***QUESTION 14**

By checking this box, I am confirming that all statements made in this supplemental questionnaire and on the application are accurate and true; and I understand that misstatements or omissions of material facts will result in being rejected from this recruitment process, or released from future employment with Contra Costa County.

I agree

*** Required Question**