The Contra Costa County Office of the Sheriff is currently seeking one qualified candidate to fill a "sworn" Deputy Sheriff-Forensic Supervisor vacancy. Under general direction, supervises technical and support personnel of one or more Units in the Forensic Services Division and reports to a Deputy Sheriff Forensic Manager or Forensic Manager. The Deputy Sheriff-Forensic Supervisor is responsible for assigning, reviewing and coordinating the daily work activities of technical and support personnel. The Deputy Sheriff-Forensic Supervisor is also responsible for monitoring quality assurance policies and procedures, coordinating training of personnel, conducting personnel evaluations, and handling low-level disciplinary actions. The Deputy Sheriff-Forensic Supervisor may be assigned to specialty assignments such as Division Quality Assurance Manager, Safety Coordinator, LIMS Administrator, or DNA Technical Leader. The employment list established by this examination will remain in effect for six (6) months.

MINIMUM QUALIFICATIONS

License Required: Candidates must possess and maintain throughout the duration of employment a valid California Motor Vehicle Operator’s License. Out of State valid Motor Vehicle Operator’s will be accepted during the application process.

Education: Possession of a Bachelor’s degree from an accredited college or university with a major in Criminalistics, Chemistry, Biology, Biochemistry, Toxicology or a closely related natural science field which must have included 12 semester units or 18 quarter units of general chemistry, and two courses in organic chemistry. Chemistry courses must have included laboratory sections.

Experience: Four (4) years of full-time or its equivalent of progressively responsible experience as a Deputy Sheriff Criminalist with demonstrated ability in performing comprehensive examinations of complex casework in the discipline(s) being supervised, at least one (1) year of the required experience must have included lead or supervisory responsibilities and experience as an expert witness in the respective disciplines

Substitution: A Masters degree or Ph.D. in Forensic Science, Criminalistics, Chemistry, Biology, Biochemistry, Toxicology or a closely related natural science field may be substituted for one year of the required experience.

DNA Assignment Requirement: Deputy Sheriff-Forensic Supervisor assigned as a DNA Technical Leader must have a graduate degree in Biology, Chemistry or Forensic Science related discipline, including 12 semester units or equivalent in coursework in Biochemistry, Genetics, Molecular Biology and Statistics and/or Population Genetics or a waiver from the American Society of Crime Laboratory Directors.

OTHER REQUIREMENTS

Certificate Required: Within twelve (12) months from the date of appointment, applicant must successfully complete a POST certified Police Academy program and obtain a valid Basic Peace Officer Standards and Training Certificate (POST) issued by the State of California.

Age Requirement: At least 21 years of age.

Physical Requirement: Ability to meet such health standards as may be prescribed by the County Medical Consultant including no deficiency in the ability to distinguish colors.

Hearing: Must not have suffered a hearing loss of over 25 decibels in the 500, 1000 and 2000 frequency ranges

Visual Acuity: 20/100 uncorrected each eye; corrected to 20/30 each eye

Background: A thorough background investigation shall be conducted. Appointees shall not have been convicted of a felony in this State or any other State or in any Federal Jurisdiction, or of an offense in any other State or in any Federal Jurisdiction, which would have been a felony if committed in this State.

Citizenship: Be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship.

Promotional Status: Applicants must have regular or probationary permanent status in the County service on the final filing date in order to participate in this examination.

SELECTION PROCESS

1. Application Filing: Applicants are encouraged to apply on-line at www.cccounty.us/hr, or, a completed Contra Costa County application must be received or postmarked by the final filing date listed above. Resumes may not be substituted for the official County application. Application may be obtained by visiting our office at 651 Pine St., 2nd floor, Martinez, CA 94553 or the County application can be mailed to you by sending a self-addressed stamped envelope to the above address. Please see the list of additional locations on “HOW TO APPLY” on the reverse side of this announcement.

2. Oral Interview: An oral interview will be conducted by a Qualifications Appraisal Board in Martinez, CA. The Board will evaluate candidates in job-related areas. Candidates must receive a rating of at least 70 from a majority of the Board members to be ranked on the employment list. (Weighted 100%)

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

PROMOTIONAL ONLY: 2/14/11-OP/nos

Exam Number: 6DHB-2011A
CONTRA COSTA COUNTY

Contra Costa County’s 750 square miles are located ideally near the San Francisco Bay Area. It has a temperate climate, beautiful geographical setting and shares in California’s continuing growth. Over 850,000 residents reside in the varied suburban, industrial, agricultural and port areas of the County and enjoy outdoor recreational facilities ranging from boating, water skiing, fishing in the Bay and Delta waterways, to golfing, hiking, horseback riding and camping in Mt. Diablo State Park. Cultural resources include numerous local theatre, art and music centers as well as vast cultural and recreational resources in Oakland, San Francisco and the East Bay. Colleges include Saint Mary’s, John F Kennedy University and three community colleges-Los Medanos (East County), Diablo Valley (Central County) and Contra Costa College (West County). The Berkeley Campus of the University of California is within an hour’s drive from the County Seat of Martinez.

EMPLOYMENT INFORMATION
WHO MAY APPLY - Applicants must possess the minimum qualifications by the final filing date. This information is given on the front of the job announcement. United States citizenship is not required unless specifically listed under the minimum qualifications. Contra Costa County is committed to providing equal employment opportunity and no person applying for employment shall be discriminated against on the basis of race, national origin, gender, disability, age, or other unlawful discrimination. It is the policy of the County to provide reasonable accommodation, when needed, for otherwise qualified disabled employees and applicants for employment.

If you have a mental or physical condition that may be protected by law and require special accommodation in the application or testing process, please contact Human Resources.

California Relay Service (CRS) is available for Hearing and Speech Impaired users. To relay a message from a text telephone type (TTY) or Text Deaf and Disabled (TDD) call 1 (800) 735-2929

HOW TO APPLY - Apply on-line at www.cccounty.us/departments. If you do not have access to a personal computer, you can apply on-line at any of the 28 community libraries located throughout Contra Costa County. To access community library locations and hours of operation, please contact the Contra Costa County Library at 1-800-988-4636, or the Richmond Public Library at 510-622-5977. With a library card, you may also receive a computer in advance by phoning the Contra Costa County Library or visiting the website http://www.cclib.org/ and by visiting the Richmond Public Library website http://www.ci-richmond-ca.us/index.asp?nid=105. You may also apply on-line and receive a full range of services to help you find a job at any of the EAST/BAY-Works One-Stop Career Centers. Visit their website at http://www.eastbay-works.com

Paper application forms may be obtained from the Human Resources Department, or by calling (925) 335-1700. Completed applications must be mailed to the Martinez office and must be postmarked no later than the filing date. Resumes are encouraged but may not be substituted for the official application form. It is the applicant’s responsibility to meet final filing deadlines and late applications will be disqualified on that basis. All job announcements note the final filing date in the upper left hand corner. For applications and filing information call: (925) 335-1700.

VETERANS’ PREFERENCE CREDITS - Veterans who have received an honorable discharge and disabled veterans may be allowed an additional 5% of their total earned score in an open examination (provided the exam is otherwise successfully completed). To obtain this credit, veterans MUST provide a DD214, which indicates honorable discharge, and if applicable, proof of disability, WITH EACH APPLICATION BEFORE THE FINAL FILING DATE.

SENIORITY CREDITS – Employees in promotional examinations for represented classifications may be allowed up to an additional 5% of their total earned score (provided the exam is otherwise successfully completed).

HIRING PROCEDURES - Employment lists are established by ranking candidates according to their overall scores in this examination. The candidates must be successful in each part of the examination. To fill each vacancy, the hiring department will request that names be certified from the employment list and make a selection from this list. Employment lists remain in effect for two years except as otherwise determined by the Director of Human Resources. A pre-employment health examination may be required prior to employment. In compliance with the Immigration Reform and Control Act of 1986, individuals offered employment by Contra Costa County will be required to show documentation as proof of eligibility to work in the United States as a condition of employment.

EMPLOYEE BENEFITS

SALARY - The starting salary is the first rate shown on the announcement. Advancement to the higher steps of the salary level is in accordance with Salary Resolutions of the Board of Supervisors.

WORKING CONDITIONS - Five days, 40 hours per week are the basic hours of employment. Time and one-half is paid for overtime for eligible employees and certain job classifications receive a 5% differential per hour for shift work.

EARNED TIME OFF - Holidays: An average of 13 holidays per year. Vacation: depending upon the classification in which employed, employees earn either two or three weeks vacation each year. Sick Leave: Twelve working days sick leave are accumulated each year; credits are accumulated indefinitely.

AGENCY SHOP REQUIREMENTS – Some job classifications are in collective bargaining units, the employees of which are required to join a union or pay an equivalent service fee.

INSURANCE – Eligible employees may select health and/or dental plans which include Health Maintenance Organization (HMO) and Preferred Provider Organization (PPO) options for employees and dependents. A term life insurance policy is included with any health and/or dental plan enrollment.

RETIREMENT AND DEFERRED COMPENSATION - The County retirement program includes the benefits under the County Employees Retirement Law of 1957 and Social Security. A deferred compensation plan is available at the employee’s option.

EMPLOYEE WELLNESS – The Employee Wellness Program is a countywide health promotion program designed to support and promote the health and well being of County employees. Programs include: quarterly Wellness Program newsletters, health screenings and assessments such as blood pressure and body composition analysis, health fairs, voluntary quarterly blood drives, fitness and wellness challenges, and special classes and seminars on a variety of health topics.

CREDIT UNION - Offers systematic savings and loans at low interest.

DRUG/SMOKE FREE WORKPLACE - Contra Costa County is a smoke-free workplace. It is also an objective of Contra Costa County to achieve a drug-free County workplace. Any applicant for County employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the State, the rules governing County employment and the special trust placed in its employees.

CONTRA COSTA COUNTY
HUMAN RESOURCES DEPARTMENT
651 Pine Street, 2nd Floor
Martinez, CA 94553-1292