



CITY OF SANTA MONICA
invites applications for the position of:
Forensic Supervisor

SALARY: \$43.13 - \$53.25 Hourly
\$3,450.46 - \$4,260.00 Biweekly
\$7,476.00 - \$9,230.00 Monthly
\$89,712.00 - \$110,760.00 Annually

OPENING DATE: 02/06/17

CLOSING DATE: 02/27/17 05:30 PM

JOB SUMMARY:

Oversees latent fingerprint recovery methods, crime scene preservation, physical evidence collection, DNA recovery, photographic, video and computer imaging tasks relating to criminal investigation and the prosecution of criminal cases. Assists with the administration and coordination of the Forensic Section and supervises assigned staff. **Classification Specification Pending Personnel Board Approval.**

MAJOR DUTIES:

Selects, evaluates and supervises Forensic Section Staff. Schedules, trains and assigns work to staff.

Monitors the proper techniques in the collection of physical evidence, trace evidence, including DNA recovery. Oversees the recovery, preservation and analysis of latent fingerprints, utilizing a variety of technical and chemical processing techniques.

Facilitates the submission and analysis of latent fingerprints into the Department of Justice Automated Fingerprint Identification System (DOJ/AFIS) and the Los Angeles Fingerprint Identification System (LAFIS). Compiles the statistical information in regards to latent print recovery, evaluation and submission into DOJ/AFIS and LAFIS systems.

Prepares written reports related to the Forensic Section, including inter-office memorandums and evaluations. Assists with and writes Forensic Section guidelines and procedures as it pertains to friction ridge analysis, crime scene management and case management.

Supervises and assists with the collection and preservation of physical and biological evidence. Identifies fingerprints associated with the investigation and prosecution of criminal cases.

Serves as the liaison between the Police Department, other law enforcement and judicial agencies as it relates to friction ridge identification, evidence recovery, analysis and training.

Monitors the use, repair and purchase of equipment and supplies.

Evaluates current advancements in the field of forensic equipment in relationship to the day-to-day operations.

Coordinates the analysis of forensic evidence four court cases.

Presents the analysis of forensic evidence of criminal cases in court, when required.

Operates and maintains forensic databases and specialized digital imaging equipment.

Performs other related duties, as assigned.

MINIMUM QUALIFICATIONS:

Knowledge, Abilities and Skills:

Knowledge of:

Effective supervision and training techniques.
Supervisory principles and practices.
Principles and practices of collecting and preserving crime scene evidence.
Principles and practices of friction ridge recovery.
Crime scene procedures.
Friction Ridge Analysis
ASCLD quality assurance procedures.
AFIS/DOJ and LAFIS operations.
Computer and digital imaging as it relates to forensic application.
Forensic photographic and video techniques.
DNA recovery and preservation techniques.
Effective customer service techniques.

Ability to:

Supervise, evaluate and train staff.
Collect and preserve crime scene evidence.
Prepare and monitor the Forensic Section budget.
Analyze, compare and evaluate latent prints.
Communicate effectively both orally and in writing.
Testify effectively in court and at hearings (criminal, civil and administrative).
Utilize law enforcement telecommunications and fingerprint databases effectively.
Use a variety of chemical processing techniques in the appropriate manner.
Provide effective customer service.
Establish and maintain effective and cooperative working relationships with City employees and the general public.

Skill in:

Crime scene evidence processing and analysis.
Friction Ridge Analysis.
Automated Fingerprint Identification Systems.
Using a personal computer and applicable software applications.

Education, Training and Experience:

Graduation from high school or the equivalent. Graduation from an accredited college or university with a Bachelor's degree in Criminal Justice, Forensic Science, or a closely related field is highly desirable.

Four years of recent, paid work experience performing friction ridge analysis, crime scene processing and forensic photography including two years of experience training, leading, or supervising forensic staff. Successful completion of the City of Santa Monica's Pre-Supervisory Academy supplemented by one year experience as a lead, supervisor or forensic trainer may substitute for the required two years of training, leading or supervisory experience.

Licenses and Certificates:

Possession of a valid Class C driver license.

SELECTION PROCESS:

SELECTION PROCESS: An online City application and required supplemental questions must be

completed to be considered for this position. All applicants will be reviewed and only those candidates determined to be **most qualified** for the position on the basis of experience, training and education, as submitted, will be invited to participate further in the selection process. Resumes, CVs and cover letters are not reviewed as part of the application screening process.

NOTE: You may submit a copy of your college level transcripts or diploma with your application if you wish to meet the education desirable qualification. Applicants who indicate receipt of college level coursework or degree from a foreign institution must provide United States credential equivalency verification along with a copy of your college diploma/transcripts. All materials must be received in the Human Resources Department no later than close of business on the application closing date. You may upload a copy of your college diploma or transcripts to your electronic application, or send a scanned copy of your college diploma or transcripts to merle.wynn@smgov.net, or fax a copy to Merle Wynn at (310) 656-5705.

Testing will consist of the following:

- **Technical/Oral Interview: 100%**

BACKGROUND INVESTIGATIONS: Candidates who have successfully completed all prior phases of the selection process will be subject to a thorough background investigation.

NOTE: If three or more qualified City employees apply and pass the examination, a promotional list will be established in addition to an open-competitive list. If fewer than three qualified City employees pass the examination, the appointing authority, in accordance with the City's civil service rules and regulations, can decline to use a promotional list, in which case a promotional list will not be established for this position.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.smgov.net/hr>

Position #173770-01
FORENSIC SUPERVISOR
MW

1685 Main Street, Room 101
P.O. Box 2200
Santa Monica, CA 90401
310-458-8697

human.resources@smgov.net

Forensic Supervisor Supplemental Questionnaire

- * 1. Please describe in detail your work experience in performing forensic related duties, specifically addressing the following areas: a) Friction Ridge Analysis; b) Crime Scene Processing; c) Forensic Photography.
- * 2. Please describe your work experience supervising, training or leading and coordinating the work of others. In your response, define the depth and range of supervisory, forensic training or leading duties you have exercised; include the job title of the position(s) you have supervised, trained or led, and where and how long you performed supervisory or leading duties. If you have no such experience, mark N/A.
- * 3. Describe your experience in developing and implementing staff development and training. Please specify your role and involvement in program planning and evaluation. Include in your response the employer and your specific job duties.

- * 4. Describe your experience working within or developing a formal latent fingerprint training program that is compliant with national standards for latent fingerprint analysis.

* Required Question