



HUMAN RESOURCES DEPARTMENT ■ 9770 CULVER BLVD ■ CULVER CITY, CA 90232 ■ 310-253-5651

SENIOR FORENSIC SPECIALIST (Job Code #----

Monthly Rate

THE CITY OF CULVER CITY

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$200 million. The City provides a full range of municipal services including Fire, Police, Community Development, Public Works, Parks, Recreation, and Community Services, and Transportation.

HOW TO APPLY

Filing deadline: -----

A complete application, including copies of relevant degrees and/or certificates must be submitted for consideration to the Human Resources Department. Applicants may download a City application at: www.culvercity.org/jobs or obtain an application in person from the Human Resources Department at the address above.

Individuals that submit incomplete application materials may not receive full consideration for the position. Faxed or emailed materials will not be accepted.

THE POSITION

This non-sworn classification is responsible for leading the day-to-day activities within the Forensic unit. Responsibilities include coordinating and participating in the work activities associated with various tasks and procedures relating to crime scene investigation and the analysis and storing of physical evidence for investigative and law enforcement purposes. Supervises and participates in the work activities associated with various tasks and procedures relating to crime scene investigation and the analysis and storing of physical evidence for investigative and law enforcement purposes. Trains, oversees, and evaluates the work performance of subordinate Forensic Specialists. Reports the results of all analysis of fingerprints, photographs, and other evidence to the appropriate investigative personnel. Testifies in court as an expert witness in the areas of evidence collection, fingerprint comparisons, and photography. Reviews courtroom testimony, with special attention to appropriate technical responses and assists with implementing procedures that will ensure section expertise and viability. Responds to crime scenes to collect and preserve evidence or provide technical assistance in these activities, this includes taking photographs, processing and lifting latent prints, and other processing procedures. Performs analysis of evidence collected at crime scenes and performs subsequent chemical processes for the detection of trace evidence or latent prints, including laser application. Operates and maintains computer graphic software, forensic databases and specialized digital imaging equipment. Serves as a liaison between the Police Department and other law enforcement agencies as it relates to friction ridge identification, evidence recovery, analysis and training. Performs related duties as required.

MINIMUM REQUIREMENTS

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: a Bachelor's degree from an accredited college or university in forensic science, criminal justice, biology, chemistry, or a related field and three (3) years experience in crime scene investigation, including one (1) year recent experience in the comparison and identification of latent print material and related matters.

Work Schedule/Availability: This position works a 4/10 schedule. Will be required to work on-call during evenings, weekends and holidays to cover rotating on-call shift.

LICENSE AND CERTIFICATES

Possession of a valid California Class “C” driver license. International Association for Identification (IAI) certification as a Certified Crime Scene Investigator (CCSI) and/or a Certified Latent Print Examiner (CLPE) is desirable but not required.

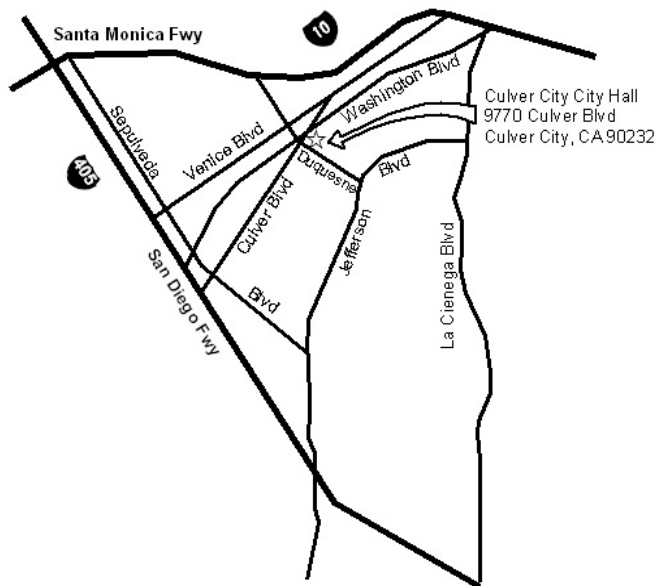
EXAMINATION PROCEDURES

Applicants must receive a passing score on all examination components in order to be placed on the eligible list.		
	COMPONENT	WEIGHT
•	Written Exam: To determine forensic science knowledge and aptitude to perform the job duties.	40%
•	Technical/Oral Interview: To evaluate technical expertise in police identification work, training, experience and personal qualifications.	60%
•	Background Investigation and Polygraph: To determine suitability for the position of Forensic Specialist.	QUALIFYING
•	Psychological Screening & Medical Examination: Standard exams to determine suitability for the position of Forensic Specialist.	QUALIFYING

Equal Opportunity Employer

Note: Proof of U.S. citizenship, alien residency, or authorization to work in the U.S. will be required before appointment to this position. Special assistance for persons with disabilities is available to help with the application and examination process upon request. Request should be made to Human Resources Department, 9770 Culver Blvd., Culver City, CA 90232-0507, (310) 253-5640, V/TDD (310) 253-5647 (Hearing Impaired Only). Women, Minorities & Disabled Encouraged to Apply.

The provisions of this bulletin do not constitute a contract, express or implied, and any provisions in this bulletin may be modified or revoked without notice.



THE CITY:

The City of Culver City, with a population of 40,000, is 8 miles from the Civic Center of Los Angeles and 5 miles from the Pacific Ocean, near the intersection of the Santa Monica and San Diego Freeways. Culver City is a “charter” city, governed by a 5-member City Council and managed by a City Manager, assisted by 10 department heads.

SELECTION PROCESS:

- 1) Official City employment application form completed (demonstrating possession of minimum qualifications), signed, and filed by 5:30 p.m., on or before filing date (filing time may vary if noted on reverse side of this form).
- 2) Successful completion of all parts of the examination process which may include one (1) or more of the following: written, appraisal interview, or performance, and physical agility. Applicants will be notified as to date, time, and location for each part.
- 3) Successful completion of all parts of a background check: conviction record, fingerprint check, proof of age, medical examination and loyalty oath.
- 4) All applicants who have successfully completed all stages of the recruitment process and received a final passing score will be placed on an eligible list, ranked according to final score.
- 5) Top five (5) ranks from eligible list will be referred for consideration in filling vacancies.

VETERAN’S PREFERENCE:

Proof of honorable discharge (DD214) must be submitted by final filing date to claim veteran’s preference. Reserve duty, including active reserve training duty, does not meet eligibility requirements for entitlement to veteran’s preference. (Veteran’s preference does not apply to promotional exams).

SENIORITY PREFERENCE:

Seniority points will be computed in accordance with Civil Service Rules and Regulations.

FRINGE BENEFITS:	
Benefits vary by negotiated agreements with employee bargaining units; visit our website to view details: www.culvercity.org/government/humanresources/	
RETIREMENT:	City participates in CalPERS retirement plans (Public Employees Retirement System) and social security. Retirement benefit depends upon date of appointment (hire) and associated employee bargaining unit.
DEFERRED COMPENSATION:	Employees may voluntarily contribute to a city sponsored deferred compensation plan.
HEALTH BENEFITS:	Choice of health, dental, vision and life plans for employees and eligible dependents. Some employee contribution may be required.
LEAVE BENEFITS:	Include holidays, floating holidays, sick and vacation.
UNIFORMS	Those employees required to wear uniforms will be either: (a) reimbursed for uniform articles; or (b) furnished uniforms depending upon classification.
CREDIT UNION AVAILABLE	