



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 23-761      **Version:** 1      **Name:** Approval of New Recruitment Bulletin: Forensics Unit Supervisor  
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**On agenda:** 4/5/2023      **Final action:**  
**Title:** Approval of New Recruitment Bulletin: Forensics Unit Supervisor

**Sponsors:**

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**Attachments:** 1. 2023-04-05 ATT-1 Job Bulletin for Forensics Unit Supervisor, 2. 2023-04-05 ATT-2 Classification Specification for Forensic Unit Supervisor

Date	Ver.	Action By	Action	Result
4/5/2023	1	CIVIL SERVICE COMMISSION	adjourned	Pass

### Approval of New Recruitment Bulletin: Forensics Unit Supervisor

**Meeting Date:** April 5, 2023

**Contact Person/Dept:** Ofelia Garcia/Human Resources

**Phone Number:** (310) 253-5640

**Fiscal Impact:** Yes ☐ No ☒      **General Fund:** Yes ☐ No ☒

**Public Hearing:** ☐      **Action Item:** ☒      **Attachments:** ☒

**Public Notification:** (Email) Meeting and Agenda (03/30/23); (Email) All City Staff (03/30/23)

**Department Approval:** Dana Anderson, Director of Human Resources (03/30/2023)

### RECOMMENDATION

Staff recommends that the Civil Service Commission approve the new recruitment bulletin for Forensics Unit Supervisor.

### BACKGROUND/DISCUSSION

In August 2007, the Civil Service Commission approved the classification specification for Forensics Unit Supervisor, due to the reclassification of the Senior Forensics Specialist position. This position is assigned to the Police Department. Occupants of this classification are in the classified service.

The Forensics Unit Supervisor determines approaches, methods and procedures for evidence collection and performs the more difficult and complex duties in the field. In addition, the Forensics Unit Supervisor is responsible for the maintenance and administration of the Police Department's Property Room as well as the Administration of DNA (Prop 69) Recovery Program.

The Police Department is responsible for responding to calls for service, providing highly visible patrols, conducting criminal investigations, traffic enforcement and investigations, emergency preparedness, and community outreach. The Department strives to enhance public safety through community centered policing, the deterrence/prevention of crime, the apprehension of offenders, and the education of the public in self-protective measures of victimization. The Forensics Unit responds to crime scenes, collects and preserves evidence, provides scientific analysis to identify criminals, and aids in the prosecution of criminal cases.

We are submitting the new recruitment bulletin for approval due to the significance of the classification and in anticipation of opening an urgent recruitment due to the position's addition to the Department's Budget for Fiscal Year 2022-2023.

The bulletin includes the necessary recruitment information as well as the examination components. The exam components include a written exam weighted at 30%, a counseling exercise weighted at 40%, and an oral interview weighted at 30%. These exam components are aligned with similar classifications in the Police Department and within the City.

### ***Bargaining Unit Representation***

The recruitment bulletin, Attachment 1, is reflective of the classification specification, Attachment 2. A copy of the proposed bulletin has been provided to the Culver City Management Group (CCMG) for their information.

### **AUTHORITY**

The Commission's authority to approve new or revised recruitment bulletins outlined in Civil Service Rules (CSR) 6.4:

**6.4 Commission Approval:** Where an examination is required, the Human Resources Director shall prepare a Job Bulletin and forward it to the Commission for approval. It shall not be necessary to obtain additional Commission approval of a Job Bulletin if there have been no changes in the minimum requirements, or examination components.

### **FISCAL ANALYSIS**

There is no fiscal impact associated with the proposed new recruitment bulletin.

### **ATTACHMENTS**

1. 2023-04-05 - ATT 1 - Proposed Bulletin for Forensics Unit Supervisor
2. 2023-04-05 - ATT 2 - Classification Specification

**MOTION**

That the Civil Service Commission:

Approve the New Recruitment Bulletin for Forensics Unit Supervisor.