

In compliance with Governor Newsom's Executive Order N-29-20 (as extended by Governor Newsom's Executive Order N-08-21), which suspended portions of the Brown Act, Governor Newsom's Executive Order N-33-20 (Stay At Home Order issued March 19, 2020), and the County of Los Angeles Public Health Officer's A Safer Return Together At Work and In The Community – Beyond The Blueprint For A Safer Economy – Encouraging COVID-19 Vaccination Coverage With Limited Risk Reduction Measures (issued June 15, 2021), members of the Torrance Civil Service Commission and staff will participate in this meeting via teleconference or other electronic means.

**PARTICIPATE BEFORE THE MEETING** by emailing [CivilServiceCommission@TorranceCA.Gov](mailto:CivilServiceCommission@TorranceCA.Gov) and write "Public Comment" in the subject line. In the body of the email include the item number and/or title of the item with your comments.

**MEMBERS OF THE PUBLIC MAY VIEW AND PARTICIPATE IN THE MEETING** via Zoom by using the following link or by calling in with the phone number listed below: <https://bit.ly/34grQR4>

Phone number: 1-669-900-9128

Meeting ID: 962 1061 2400

Passcode: 130924

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office at (310) 618-2780. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR35.102-35.104 ADA Title II]

Direct questions or concerns to the Commission Liaison at (310) 618-2967 or individual department head prior to submission to the Commission. Parties will be notified if the complaint will be included on a subsequent agenda.

The Civil Service Commission is an advisory body to the City Council that meets on the second and fourth Mondays of each month at 6:00 p.m. in the Council Chambers and on other Mondays as required. All meetings are open to the public except for those portions related to personnel issues that under law may be considered in closed session.

**TORRANCE CIVIL SERVICE COMMISSION AGENDA  
MONDAY, JUNE 28, 2021  
REGULAR MEETING  
6:00 P.M. VIA TELECONFERENCE OR OTHER ELECTRONIC MEANS**

**CIVIL SERVICE COMMISSION MAY TAKE ACTION ON ANY ITEM  
LISTED ON THE AGENDA**

**1. CALL MEETING TO ORDER**

**ROLL CALL:** Commission members Adelsman, Dean, FoxWood, Herring, Shwartz, Wright, Chair Lewis

**2. FLAG SALUTE:**

**3. REPORT ON THE POSTING OF THE AGENDA**

The agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Thursday, June 24, 2021 /s/ Rebecca Poirier

**4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**

**5. ORAL COMMUNICATIONS (Limited to a 30 minute period)**

*This portion of the meeting is reserved for public comment on items on the agenda or on topics of interest to the general public. Under the Ralph M. Brown Act, Commissioners cannot act on items raised during public comment but may respond briefly to statements made or questions posed; request clarification; or refer the item to staff. Speakers under this Public Comment period will have no longer than 3 minutes per speaker. Your comment to the Commission meeting will be recorded as part of the meeting. By staying in the meeting and making public comment during the meeting, you are agreeing to have your comment recorded.*

**6. CONSENT CALENDAR**

*Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed by a Commissioner from the Consent Calendar and considered separately.*

**6A. Approve the Examination for Senior Electrical Inspector.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Senior Electrical Inspector examination on an open basis consisting of the following exam components and weights: Application Review (Qualifying) and Oral Interview (100%). Staff is requesting approval for a one year eligible list.

**6B. Approve the Examination for Street Operations Manager.**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Street Operations Manager examination on an open basis consisting of the following exam components and weights: Application Review (Qualifying) and Oral Interview (100%). Staff is requesting approval for a six month eligible list.

**7. ADMINISTRATIVE MATTERS**

**7A. Approve the Reallocation of Incumbent to Senior Forensic Identification Specialist.**

Recommendation of Human Resources Staff that your Honorable Body approve the reallocation of the Forensic Identification Specialist assigned to the Police Department to the classification of Senior Forensic Identification Specialist.

**8. HEARINGS**

No Business to Consider.

**9. COMMISSION ORAL COMMUNICATIONS**

**10. ADJOURNMENT**

**10A.** Adjournment of Civil Service Commission Meeting to Monday, July 12, 2021, at 6:00 p.m.

Honorable Chair and Members  
of the Civil Service Commission  
City Hall  
Torrance, California

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR SENIOR ELECTRICAL INSPECTOR**

**RECOMMENDATION:**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Senior Electrical Inspector examination on an open basis consisting of the following exam components and weights: Application Review (Qualifying) and Oral Interview (100%). Staff is requesting approval for a one year eligible list.

**SALARY:**

\$35.23 - \$36.77 - \$38.83 - \$40.79 - \$41.81 per hour.

**BACKGROUND/ANALYSIS:**


There is no current eligible list for the classification of Senior Electrical Inspector. There is a vacancy due to a retirement.

A revision to the existing class specification is currently in the Meet and Confer process with the Engineers and Torrance Fiscal Employees Association. Until an agreement can be made, the class specification has been reviewed by the Building Regulations Administrator and appropriately reflects the position for the examination process. Therefore, the examination will be based upon the Knowledge and Abilities listed in the Minimum Qualifications section of attached class specification.


The previous examination in 2020 was weighted as follows: Application Review (Qualifying) and an Oral Interview (100%). There will be no change to the exam types and weights.

There is not a sufficient pool of internal candidates to qualify, therefore, an open recruitment is recommended.

Respectfully submitted,

By   
Kelsie B. Winders  
Human Resources Analyst

CONCUR:

  
Jason Nishiyama  
Interim Enterprise Risk & Human Resources  
Administrator

  
Brianne Cohen  
Civil Service Manager

Attachment: A) Senior Electrical Inspector Class Specification



# INSPECTOR, ELECTRICAL, SENIOR

Class Code:  
3502

Bargaining Unit: Engineers Association  
& Torrance Fiscal Employees  
Association

CITY OF TORRANCE  
Revision Date: Jan 1, 1988

## SALARY RANGE

\$35.23 - \$41.81 Hourly  
\$6,106.53 - \$7,247.07 Monthly  
\$73,278.40 - \$86,964.80 Annually

### DEFINITION:

Under general supervision, to inspect the larger and more complex electrical installations in all phases of construction, alterations and repair for adherence to original plans and specifications and safety regulations; to check complex plans and specifications for compliance with electrical ordinances, codes and regulations; to issue electrical permits; and to do related work as required.

### EXAMPLES OF ESSENTIAL DUTIES:

*The following duties represent the principal job duties; however, they are not all inclusive.*

- Inspects electrical installations to see that construction or alteration work being done complies with municipal legal requirements and the electrical provisions of the State Housing Act, and that construction is carried on in a safe manner and in accordance with approved plans;
- Checks electrical wiring, electrical fixtures, and other items; checks methods of installation and quality of materials;
- Keeps records and submits reports;
- Checks plans and specifications for compliance with State law and electrical codes as adopted by the City;
- Consults with and advises the public, contractors and builders regarding electrical laws and requirements; issues electrical permits;
- Assists in training electrical inspectors.

## **QUALIFICATION GUIDELINES:**

### **Education and Experience**

*Any combination of education and experience that provides the knowledge and abilities required is qualifying. A typical way to obtain the knowledge and abilities would be:*

Equivalent to graduation from high school.

Three years of experience as a journeyman electrician and one year of experience as an electrical inspector for a municipal or county building department; or six years of experience including electrical inspection as part of the regular job duties as a general building inspector for a municipal or county building department. An International Conference of Building Officials Electrical Inspector Certificate or certification of inspection technology may be substituted for one year of the required experience or additional electrical inspector experience for a municipal or county building department can be substituted on a year-for-year basis.

### **Licenses and/or Certificates**

A valid California Motor Vehicle Operator's License of the appropriate class or grade.

### **Knowledge of**

- Electrical and related codes and ordinances enforceable by the City;
- Principles and techniques of electrical inspection;
- Electrical materials, accepted safety standards and modern methods of electrical installation.

### **Ability to**

- Analyze, interpret and accurately check complex electrical plans and specifications;
- Prepare clear and comprehensive written reports;
- Maintain cooperative working relationships with engineers, architects, contractors and the general public.

## **ESTABLISHED/REVISED DATE:**

Revised Date: January 1988  
Department Review Date: October 2020  
Department Review Date: June 2021

Honorable Chair and Members  
of the Civil Service Commission  
City Hall  
Torrance, California

**Honorable Members:**

**SUBJECT: APPROVE THE EXAMINATION FOR STREET OPERATIONS MANAGER**

**RECOMMENDATION:**

Recommendation of Human Resources Staff that your Honorable Body approve conducting the Street Operations Manager examination on an open basis consisting of the following exam components and weights: Application Review (Qualifying) and Oral Interview (100%). Staff is requesting approval for a six month eligible list.

**SALARY:**

\$11,012 (Minimum) – \$13,214 (Reference) – \$15,196 (Maximum) per month.

**BACKGROUND/ANALYSIS:**

There is no current eligible list for the classification of Street Operations Manager. There will be one vacancy due to retirement of the incumbent.

The class specification has been reviewed by the Public Works Department and appropriately reflects the position for the examination process. Therefore, the examination will be based upon the Knowledge and Abilities listed in the Minimum Qualifications section of attached class specification.

The previous examination in 2018 was weighted as follows: Application Review (Qualifying), Performance Test (50%), and Oral Interview (50%). Due to the current environment and to allow for a virtual examination process, it was determined that the following weightings were appropriate for this exam: Application Review (Qualifying) and Oral Interview (100%).

There is not a sufficient pool of internal candidates to qualify; therefore, an open recruitment is recommended.

Respectfully submitted,

By 

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Kelli Lee  
Human Resources Senior  
Management Associate

CONCUR:



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Jason Nishiyama  
Interim Enterprise Risk and Human Resources Administrator



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Brianne Cohen  
Civil Service Manager

Attachment: A) Street Operations Manager Class Specification

**6B**



# STREET OPERATIONS MANAGER

Class Code:  
5302

Bargaining Unit: Executive &  
Management Employees

CITY OF TORRANCE  
Revision Date: Aug 26, 2016

## SALARY RANGE

\$11,012.00 - \$13,214.00 Monthly  
\$132,144.00 - \$158,568.00 Annually

### DEFINITION:

Under general direction, manages the maintenance of roadway and sidewalk surfaces, storm water retention basins within the City, and traffic control devices, signage and striping along airport roadways, taxi-ways, runways and general airfield maintenance; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Street Operations Manager is distinguished from the Deputy Public Works Director in that the incumbent is not responsible for managing multiple divisions in the Public Works Department. Distinguished from section supervisors in that the incumbent is responsible for a division of the department. Work is performed within a broad framework of general policy and requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies that may require non-traditional methods to achieve established goals and objectives. The incumbent exercises broad judgment in defining work objectives and determining methods and systems to meet objectives. Work is reviewed for overall results.

Receives general direction from the Deputy Public Works Director, provides direct supervision to supervisory and support staff.

### EXAMPLES OF ESSENTIAL DUTIES:

*The following duties represent the principal job duties; however, they are not all inclusive.*

- Develops, implements and evaluates division plans, policies, and procedures to achieve annual goals, objectives, and work standards;
- Plans, assigns, and directs through supervisors, the maintenance of roads, sidewalks, bridges, and traffic control devices;
- Develops and monitors the division budget and establishes budgetary controls including estimation of funds required for road maintenance and equipment requirements for street traffic control and related devices such as signals, signs, striping and storm water retention needs;
- Manages private contractors involved in the maintenance of roads and sidewalks;
- Manages the work of staff including; coaching staff for improvements and development, training, assigning reviewing and evaluating work performance, coordinating activities,

- maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending employee discipline;
- Administers safety and training programs;
- Inspects roads to determine need for repair; performs field inspections of maintenance projects;
- Prioritizes repair and maintenance of sidewalks, medians, roads, streets and highways;
- Coordinates various phases of maintenance projects;
- Prepares and/or reviews correspondence;
- Acts as division liaison with internal and external teams, committees, along with outside agencies including local and State officials, utility companies, the community and other interested groups;
- Coordinates projects with other City departments and agencies;
- Stays abreast of current developments in legislation and trends, which may affect the City and/or division;
- Implements and maintains Federal, State and local mandates;
- Prepares reports and recommendations for City Council and commission agenda items;
- Attends and conducts meetings as required.

**Examples of Other Duties**

*The following represent duties that are generally performed by this position, but are not considered to be principal job duties.*

- Receives and responds to public inquiries and requests for information and assistance and takes appropriate action to resolve problems;
- Develops and reviews reports and other documents submitted by subordinates;
- Performs related duties as required.

**QUALIFICATION GUIDELINES:**

**Experience and Education**

*Any combination of education and experience that provides the required knowledge, skills and abilities is qualifying. A typical way of obtaining the necessary knowledge, skills, and abilities is:*

An Associate's degree with a concentration in public works construction management, public or business administration or a related field and seven (7) years progressively responsible experience in road maintenance work and/or traffic and lighting controls which includes at least two (2) years of management or supervisory experience.

**License and/or Certificate**

Must possess and maintain an appropriate, valid California driver's license.

**Knowledge of**

- Methods, materials, equipment and operating practices in the construction and maintenance of sidewalks, roadways and related infrastructure, including principles and practices of traffic control;
- Project management methods and practices;
- Management and supervisory principles and practices;
- Budget preparation and administration principles and practices;
- Applicable Federal, State and local regulations;
- High quality customer service methodology and principles;
- Safety regulations as required by OSHA and other regulatory agencies;
- Hazards and generally accepted safety standards;
- City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;
- General City operations.

**Ability to**

- Evaluate, develop and implement division policy and programs to improve operations;
- Develop and monitor the division budget and establish budgetary controls;
- Negotiate project or maintenance contracts on behalf of the division;
- Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action;
- Manage the work of subordinates including coaching staff for improvement and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances;
- Plan, organize, assign, coordinate and manage the activities of outside contractors;
- Interpret and apply Memoranda of Understanding, City ordinances and administrative rules and regulations affecting departmental operations and personnel matters;



- Develop, understand, interpret laws and execute rules, regulations, policies and procedures;
- Establish and maintain effective working relationships with the City Council, public officials, other department heads, staff, private community organizations, and others encountered in the course of work;
- Present proposals and recommendations effectively in public meetings.
- Develop clear, concise, and comprehensive studies, reports, and agenda items;
- Communicate effectively orally and in writing;
- Ensure safety and professional work standards are met;
- Prepare and monitor a preventative maintenance program;
- Read and interpret plans and specifications;
- Operate a computer and other office equipment.

## **SPECIAL REQUIREMENTS:**

*Performance of the essential duties of this position includes the following physical demands and/or working conditions:*

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry and the use of calculators and a computer keyboard. Tasks require sound and visual perception and discrimination, as well as oral communications ability. The employee works under typical office conditions with a quiet work environment about half the time. The remaining time is spent in the field around machinery and vehicles that may expose the employee to loud noise.

## **ESTABLISHED/REVISED DATE:**

Revised Date: October 2005  
Reviewed: June 2021

Honorable Chair and Members  
of the Civil Service Commission  
City Hall  
Torrance, California

**Honorable Members:**

**SUBJECT: APPROVE THE REALLOCATION OF INCUMBENT TO SENIOR FORENSIC IDENTIFICATION SPECIALIST**

**RECOMMENDATION:**

Recommendation of Human Resources Staff that your Honorable Body approve the reallocation of the Forensic Identification Specialist assigned to the Police Department to the classification of Senior Forensic Identification Specialist.

**BACKGROUND/ANALYSIS:**

The Forensic Identification Unit of the Police Department is responsible for performing a variety of tasks and procedures related to crime scene investigations to include documentation, preservation, collection and analysis of physical and physiological evidence. The Forensic personnel are also responsible in providing court testimony as an expert witness in the relevant areas of crime scene investigations and latent print examinations.

At their December 15, 2020 meeting, the City Council approved a reorganization of the Police Department, which upgraded 2.0 Forensic Identification Specialist Positions to 2.0 Senior Forensic Identification Specialist Positions, and deleted 1.0 Forensic Identification Specialist position, which was vacant.

In reviewing the scope and level of responsibility, it was determined that the Forensic Identification Specialist incumbent should be reallocated to a Senior Forensic Identification Specialist position to denote the nature and scope of the job. In reviewing the complexity of duties, it was determined that this Forensic Identification Specialist position autonomously processes the most complex crime scenes, including but not limited to, independent practice of latent print analysis, chemical processing, conducts crime scene investigations, and testifies in court regarding findings. Therefore, Staff recommends that the incumbent, Johnny Mai, be reallocated from Forensic Identification Specialist to Senior Forensic Identification Specialist.

The Forensic Identification Specialist position is assigned to the Supervisory Unit represented by Torrance Professional & Supervisory Association (TPSA), who has been advised of this action and concurs with this recommendation.

**ANALYSIS OF FACTORS RELATIVE TO THE ALLOCATION OF INCUMBENTS TO THE CLASSIFICATION OF FORENSIC IDENTIFICATION SPECIALIST**

The Civil Service Commission Policy on Transfer of Incumbent Employees Without Examination (Attachment D) establishes six criteria for considering a transfer of incumbents to positions that are reclassified or reallocated.

The methodology of the study included an analysis of the level of responsibility and knowledge, skills and ability requirements in the performance of the duties. An analysis of each factor relative to the allocation of the incumbent to the new classification is explained below.

**Criterion #1**

*"Determination of status of a position shall be based on a classification study which compares the duties and level of responsibility of the new class and the old class as to factors of importance, consequence of error, supervision given and received, and level of education and training required."*

The incumbent is performing the duties and has the experience and education required of the proposed classification of Senior Forensic Identification Specialist.

**Criterion #2**

*"That the incumbents have been in the position for a sufficient period of time to have become proficient in performing the duties of the new class."*

Johnny Mai was hired as a Forensic Identification Specialist in 2017. Due to the demanding nature of the field and the tasks required to maintain efficiency within the Forensic Unit, Mr. Mai has assumed responsibility of some of the complex crime scenes, and currently performs duties of Senior Forensic Identification Specialist.

**Criterion #3**

*"That the change of duties has occurred gradually over time."*

The incumbent currently performs the full range of duties as required. Mr. Mai has assumed the higher-level duties and responsibilities while working in the Forensic Unit of the Police Department.

**Criterion #4**

*"That there is no evidence the change was created as a subterfuge to circumvent the examination process."*

The study revealed that the change of duties described in this report has occurred with no intent to circumvent the examination process. The incumbent's duties changed as the demands of the Police Department and the functions within the Forensic Unit changed.

**Criterion #5**

*"That the salary level of the new position is a consideration in making a determination."*

The salary range for the classification of Forensic Identification Specialist is \$36.23 at the first step and \$46.26 at the top step. The following chart shows the salary relationships between the existing classification and the new classification with respect to the top step.

<b>Classification</b>	<b>Top Step of Forensic Identification Specialist</b>	<b>Top Step of Senior Forensic Identification Specialist</b>	<b>% Difference vs. Top Step Proposed</b>
<b>Pay Comparison</b>	\$36.23	\$46.26	22%

**Criterion #6**

*"That no current eligible list exists for the new class."*

There is currently no eligible list for the classification of Senior Forensic Identification Specialist.

**SUMMARY:**


Based on analysis of the factors, it is clearly demonstrated that all of the factors have been adhered to in consideration of the allocation of the incumbent to the proposed classification without examination.

In addition, Torrance Municipal Code Section 14.2.3, Allocation of New Positions; Reallocations (Attachment E), states that Staff, under the direction of the City Manager, shall make recommendations concerning class specifications and position allocations to the Civil Service Commission.

Respectfully submitted,

By   
\_\_\_\_\_  
Kelsie B. Winders  
Human Resources Analyst

CONCUR:

  
\_\_\_\_\_  
Jason Nishiyama  
Interim Enterprise Risk & Human Resources  
Administrator

  
\_\_\_\_\_  
Brianne Cohen  
Civil Service Manager

- Attachment:
- A) Class Specification – Forensic Identification Specialist
  - B) Class Specification – Senior Forensic Identification Specialist
  - C) Torrance Professional & Supervisory Association (TPSA) Supplemental #3
  - D) Policy on Transfer of Incumbent Employees without Examination
  - E) Torrance Municipal Code Section 14.2.3
  - F) Police Department Organization Chart



# FORENSIC IDENTIFICATION SPECIALIST

Class Code:  
7408

Bargaining Unit: Torrance Professional &  
Supervisory Association

CITY OF TORRANCE  
Established Date: Oct 1, 2009  
Revision Date: Jun 1, 2019

## SALARY RANGE

\$29.81 - \$36.23 Hourly  
\$5,167.07 - \$6,279.87 Monthly  
\$62,004.80 - \$75,358.40 Annually

### DEFINITION:

Under direction, performs field and laboratory analysis for processing and comparing fingerprints, and processing crime scenes; and performs related work as required

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

This is the entry level class within the forensic series. Working under supervision, this class is distinguished from the Senior Forensic Identification Specialist by the performance of the more routine or less complex tasks and duties assigned to positions within this series. Gathering, preserving, interpreting and presenting crime scene evidence or processing evidence in the lab is done under direction of a supervisor or Senior Forensic Identification Specialist.

Receives direction from the Forensics Supervisor or Police Lieutenant. Receives technical direction from Senior Forensic Identification Specialists.

### EXAMPLES OF ESSENTIAL DUTIES:

*The following duties represent the principal job duties; however, they are not all-inclusive.*

- Processes crime scenes requiring specialized techniques in recognizing, searching, collecting, and preserving all types of friction skin evidence, including partial distorted latent prints, and physical evidence.
- Develops, collects, and preserves latent fingerprints by dusting, and applying various chemical processes and utilizing alternative light source technology.
- Prepares, enters, and compares latent fingerprints in the automated system currently in use by the Police Department.
- Makes casts and impressions, including tool marks, tire tracks, and shoeprints at crime scenes.
- Takes still and video photographs and/or recordings of crime scenes, victims and injuries, suspects, and traffic accidents.
- Processes photos and maintains files and indexes of photographs, recordings, and records.
- Appears in court to testify as an expert witness on comparisons of partial and distorted friction skin evidence and processing of crime scenes.
- Takes physical measurements and prepares diagrams of crime scenes and traffic accidents.
- Prepares crime and other original reports.
- Prepares court exhibits.
- Performs detailed comparisons of partial and distorted friction skin evidence to known friction skin exemplars.

#### **Examples of Other Duties**

*The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:*

- Participates in training of staff and outside agency personnel.
- Participates in case related research projects and evaluates new procedures.
- Attends division and department meetings as required.
- Serves on various committees as appropriate.
- Performs related duties as required.

## **QUALIFICATION GUIDELINES:**

#### **Education and Experience**

*Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way of obtaining the necessary knowledge and abilities is:*

Graduation from college with an Associate's degree in forensic science, biology, chemistry, or a related field or one year of paid experience in law enforcement identification work; including investigative photography, fingerprint identification, collection, development, and preservation of physical evidence or the equivalent at an accredited forensic laboratory, or law enforcement agency, participating in site investigations and laboratory analysis.

#### **License and/or Certification**

Must possess a valid State of California driver's license of the appropriate class.

#### **Knowledge of:**

- Federal, State and local laws regulating the collection and preservation of evidence.
- Specialized techniques in processing and documentation of crime scenes.
- Recognition, search techniques, collection, and documentation of latent prints from physical evidence.

- Automated systems and chemical methods used to identify and compare latent fingerprints to partial and distorted friction skin evidence as well as known friction skin exemplars.
- Modern photographic equipment and photography techniques.
- Methods of preserving evidence at crime scenes
- Methods used to make cast impressions of tire tracks, shoeprints, and other physical evidence.
- City ordinances and administrative rules and regulations affecting departmental operations.
- General City operations.

**Ability to:**

- Interpret and apply Federal, State and local laws, rules and regulations regulating the collection and preservation of evidence.
- Take and process effective and useful crime scene photos.
- Lift and classify latent fingerprints according to established systems and procedures.
- Operate digital, film and video equipment in the gathering and presentation of evidence.
- Accurately and confidently give courtroom testimony regarding the collection of crime scene evidence.
- Prepare and present thorough and accurate crime scene reports.
- Research case projects and evaluate new forensic techniques and procedures.
- Work any shift including evenings, nights, weekends, and holidays.
- Work with minimum supervision.
- Work in a team environment and provide specialized knowledge and advice to investigators.
- Communicate effectively with a wide variety of individuals.
- Make effective oral presentations and conduct training sessions.
- Establish and maintain effective working relationships with City staff, other agencies, elected officials, community representatives, public and volunteers.
- Plan, organize and ensure the completion of work assignments in a timely manner.
- Learn the processes necessary to accurately reconstruct a crime scene for use during courtroom testimony.
- Learn the skills necessary to present expert testimony.

## **SPECIAL REQUIREMENTS:**

*Performance of the essential duties of this position includes the following physical demands and/or working conditions.*

Work is performed in an office, laboratory, and in outside weather conditions, with exposure to hazardous conditions. In the event of an emergency, may on occasion be exposed to blood and other body fluids and adverse conditions for an extended period of time. Incumbents must be able to complete the collection of crime scene evidence which includes activities involving climbing stairs and ladders, bending, lifting, crawling into small/confined spaces, working with chemicals in the processing of photographs and evidence, and tolerating adverse conditions such as fingerprinting and photographing deceased victims.

May be required to travel to a variety of off-site locations and available to respond during off duty hours.

## **CAREER LADDER INFORMATION:**

Experience gained in this classification may serve to meet the qualification guidelines for promotion to Senior Forensic Identification Specialist.

## **ESTABLISHED/REVISED DATE:**

Established Date: October 2009

Revised Date: June 2019





# FORENSIC IDENTIFICATION SPECIALIST, SENIOR

Class Code:  
7308

Bargaining Unit: Torrance Professional &  
Supervisory Association

CITY OF TORRANCE  
Established Date: Oct 1, 2009  
Revision Date: Jun 1, 2019

## SALARY RANGE

\$36.23 - \$46.26 Hourly  
\$6,279.87 - \$8,018.40 Monthly  
\$75,358.40 - \$96,220.80 Annually

### DEFINITION:

Under direction, performs the full range of complex and technical crime scene investigation duties to include testifying as an expert witness in the presentation of courtroom evidence; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

This is the full journey-level class within the job series. Employees within this class are distinguished from the Forensic Identification Specialist by being a fingerprint expert and the performance of the full range of duties, as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This level is fully qualified to work in the field, independent of supervision, even on the most complex cases and is expected to give expert testimony in court. Work is judged primarily on overall results with great latitude in determining work methods and assignment requirements. Work may require the development of recommendations consistent with directives, policies and regulations.

Receives direction from the Forensics Supervisor or Police Lieutenant. Provides technical direction to Forensic Identification Specialists.

## **EXAMPLES OF ESSENTIAL DUTIES:**

*The following duties represent the principal job duties; however, they are not all-inclusive.*

- Processes the most complex crime scenes requiring specialized techniques in recognizing, searching, collecting, and preserving all types of friction skin evidence, including partial distorted latent prints, and physical evidence.
- Develops, collects, and preserves latent fingerprints by dusting, and applying various chemical processes and utilizing alternative light source technology.
- Prepares, enters, and compares latent fingerprints in the automated system currently in use by the Police Department.
- Conducts crime scene investigations to recognize, search for, collect, photograph and preserve latent prints and physical evidence such as hairs, fibers, plant material, and biological fluids.
- Makes impressions of shoe prints, tire tracks, and other objects at crime scenes.
- Provides technically competent, expert testimony on comparisons of partial and distorted friction skin evidence and processing of crime scenes.
- Updates procedural manuals and participates in developing briefing and training videos.
- Prepares court exhibits and testifies in court regarding findings.
- Performs detailed comparisons of partial and distorted friction skin evidence to known friction skin exemplars.
- Guides and instructs less experienced personnel in the various assigned duties of the position.
- Collects, photographs, preserves, identifies palm prints and other types of body prints and performs basic presumptive tests for biological fluids.
- Makes assignments, sets priorities, trains and reviews the work of subordinate staff.

### **Examples of Other Duties**

*The following duties represent duties that are generally performed by this position, but are not considered to be principal job duties:*

- Participates in training of staff and outside agency personnel.
- Participates in case related research projects and evaluates new procedures.
- Attends division and department meetings as required.
- Serves on various committees as appropriate.
- Performs related duties as required.

## **QUALIFICATION GUIDELINES:**

### **Education and Experience**

*Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way of obtaining the necessary knowledge and abilities is:*

Graduation from an accredited college with a Bachelor's degree in forensic science, biology, chemistry, or a related field and; three years paid experience as a Forensic Identification Specialist or the equivalent at an accredited forensic laboratory, or law enforcement agency, participating in site investigations and laboratory analysis. Experience may be substituted for the required education on a year-for-year basis to a maximum of four years experience.

**License and/or Certification**

Must possess a valid State of California driver's license of the appropriate class.

**Knowledge of:**

- Federal, State and local laws regulating the collection and preservation of evidence;
- Crime scene and laboratory unit including recognition, collection, preservation and interpretation of all types of evidence;
- Processes used to classify latent prints and methods used for automated search and retrieval;
- Type and content of testimony which constitutes being an expert witness;
- Specialized techniques in processing and documentation of crime scenes;
- Recognition, search techniques, collection, and documentation of latent prints from physical evidence;
- Automated systems and chemical methods used to identify and compare latent fingerprints to partial and distorted friction skin evidence as well as known friction skin exemplars;
- Modern photographic equipment and photography techniques;
- Methods of preserving evidence at crime scene;
- Methods used to make cast impressions of tire tracks, shoe prints, and other physical evidence;
- City ordinances and administrative rules and regulations affecting departmental operations;
- General City operations.

**Ability to:**

- Interpret and apply Federal, State and local laws, rules and regulations regulating the collection and preservation of evidence.
- Independently and accurately conduct crime scene investigations.
- Recognize, search for, collect and preserve all types of evidence.
- Effectively use such photographic techniques as macro, micro, infrared, ultraviolet and alternate light source (laser) to record or visualize physical or trace evidence.
- Collect, photograph, preserve, classify and identify fingerprints, palm prints and other types of body prints.
- Use the automated system currently in use by the Police Department to process and interpret latent prints.
- Collect, photograph, preserve, identify and perform basic analysis of bloodstains and other types of physical evidence.
- Prepare castings or moulages of various impressions.
- Prepare accurate, concise and thorough written crime scene reports.
- Effectively testify in court as an expert witness regarding crime scene evidence.
- Effectively give instruction and guidance to less qualified forensic personnel in the field.
- Take and process effective and useful crime scene photos.
- Lift and classify latent fingerprints according to established systems and procedures.
- Operate digital, film and video equipment in the gathering and presentation of evidence.
- Accurately and confidently give courtroom testimony regarding the collection of crime scene evidence.
- Prepare and present thorough and accurate crime scene reports.
- Research case projects and evaluate new forensic techniques and procedures.
- Work any shift including evenings, nights, weekends, and holidays.
- Work with minimum supervision.
- Work in a team environment and provide specialized knowledge and advice to investigators.
- Communicate effectively with a wide variety of individuals.
- Make effective oral presentations and conduct training sessions.
- Establish and maintain effective working relationships with City staff, other agencies, elected officials, community representatives, public and volunteers.
- Plan, organize and ensure the completion of work assignments in a timely manner.

## **SPECIAL REQUIREMENTS:**

*Performance of the essential duties of this position includes the following physical demands and/or working conditions.*

Work is performed in an office, laboratory, and in outside weather conditions, with exposure to hazardous conditions. In the event of an emergency, may on occasion be exposed to blood and other body fluids and adverse conditions for an extended period of time.

May be required to travel to a variety of off-site locations and available to respond during off duty hours.

## **CAREER LADDER INFORMATION:**

Experience gained in this classification may serve to meet the qualification guidelines for promotion to Forensics Supervisor.

## **ESTABLISHED/REVISED DATE:**

Established Date: October 2009  
Revised Date: June 2019



## **SECTION II**

The following agreement between representatives of Management and the representatives of the Torrance Professional and Supervisory Association (TPSA) is hereby amended as follows:

**Effective January 5, 2020**

### **ARTICLE 3 – COMPENSATION**

#### **SECTION 3.1 PAY RANGES AND CLASS TITLES**

##### **ADD:**

- A. The pay grades described on the following pages hereby assigned to the classifications of the following TPSA employees who receive the PARS benefit.

**Effective January 5, 2020:**

<b>Class Title</b>	<b>Steps</b>									
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
Administrative Analyst <sup>1</sup> - Tier 1	27.38	28.77	<b>30.77</b>	32.31	33.89	<b>36.28</b>	38.10	40.00	42.00	44.10
Administrative Analyst <sup>1</sup> - Tier 2	32.21	33.81	35.54	36.41	37.25	38.21*	39.21*	41.17*	43.24*	
Air Conditioning, Heating and Electrical Supervisor	38.32	40.25	42.25	44.38	46.63	48.96				
Animal Control Supervisor	27.35	28.70	30.15	31.67	33.23					
Building Inspection Supervisor	40.93	42.96	45.15	46.23*	47.42*	48.57*				
Building Maintenance Supervisor	36.51	38.31	40.24	42.25	43.31	44.35	45.49	46.65		
Buyer	30.14	31.65	33.22	34.89	36.63	38.47*	40.39*			
Central Services Coordinator	25.20	26.45	27.78	29.16	30.61	31.38*	32.20*			
Central Services Supervisor	34.00	35.70	37.48							
Communication Supervisor/Wireless	38.10	39.99	42.00	44.10	46.30					
Communications Supervisor/Telecomm	38.10	39.99	42.00	44.10	46.30					
Deputy City Clerk II	31.70	33.35	35.02	36.77	38.61*	40.54*	42.58*	44.70*		
Emergency Medical Services Nurse	37.88	39.78	41.77	43.86	46.04					
Emergency Services Coordinator	39.66	41.65	43.73	45.93	48.22					
Facilities Services Supervisor	29.32	30.80	32.32	33.90	34.77*	35.65*				
Fleet Services Supervisor	35.95	37.75	39.65	41.63	43.71					
Forensic Identification Specialist	29.52	30.99	32.54	34.16	35.87					
Forensic Supervisor	41.53	43.60	45.80	48.07	50.48					
Information Technology Analyst	36.30	38.13	40.02	42.04	44.14	47.56	48.66			
Information Technology Specialist	29.71	31.16	32.73	34.38	36.09	37.88	39.78			
Juvenile Diversion Case Worker	24.55	25.77	27.07	28.43	29.83	31.33	32.88			
Juvenile Diversion Coordinator	37.87	39.77	41.77	43.85	46.03					
License Supervisor	35.47	37.25	39.11	41.07	42.09	43.13	44.20	45.33		
Park Services Supervisor	33.01	34.66	36.41	38.22	40.16	42.17				
Permit Center Supervisor	32.28	33.90	35.60							
Police Operations Supervisor	28.31	29.71	31.20	32.76	34.41*	36.12*				
Police Records Administrator	40.96	42.96	45.15	47.39	49.77					
Producer Writer, Assistant	19.04	20.01	20.97	22.06	23.14	24.31	25.51			
Public Safety Communications Supvr.	33.65	35.34	37.11	38.99	40.96	43.01				
Public Works Supervisor	33.01	34.66	36.41	38.22	42.17					
Senior Accountant	38.29	40.20	42.21	44.33	46.54	48.86				
Senior Administrative Assistant	25.72	27.00	28.31	29.75	30.47*	31.25*				
Senior Buyer	34.61	36.34	38.15	40.06	41.07	42.07	43.13	44.22		
Senior Librarian	36.84	38.67	40.59	42.62						

Class Title	Steps									
	1	2	3	4	5	6	7	8	9	10
Senior Forensic Identification Specialist	35.87	37.68	39.55	41.53	43.60	44.71	45.82			
Supervising Administrative Assistant	28.54	29.97	31.48	33.04	33.87*	34.72*				
Supervising Producer Writer	32.27	33.88	35.59	37.35	39.22	41.19*	43.25*			
Systems Analyst	44.17	46.37	48.68	51.11	53.67					
Traffic & Lighting Supervisor	38.32	40.25	42.25	44.38	46.63	48.96				
Transit Supervisor	29.60	31.08	32.64	34.30	36.00					
Transit Training Coordinator	36.37	38.29	40.28	42.30	44.40	46.62	48.94			
Warehouse Supervisor	30.21	31.74	33.29	35.02	36.71					
Waste Management Coordinator	32.81	34.46	36.16	37.98	39.93					
Water Operations Supervisor^	37.33	39.20	41.16	43.23	45.38	47.64	50.04			

**Bolded Step** indicates the progression to step is contingent on passing applicable level of competency test.

Administrative Analyst Tiers 1 and 2 as described below:

Tier 1: Indicates that progression to these steps is contingent upon passing a competency test. Incumbents on Step 3 will be eligible for the journey level test and incumbents on Step 6 will be eligible for the senior level test. Competency testing will be offered on a biannual basis. In order to be eligible to test, incumbents must be on either Step 3 or Step 6 at the time the applicable test is offered.

Tier 2: Applies to incumbents in the class of Administrative Analyst hired prior to 1/17/00 pending passing of the applicable level of competency test under Tier 1.

Incumbents hired prior to 1/17/2000 who do not pass or choose not to take the competency test will remain at the Tier 2 grid until they pass the test. Once all incumbents are no longer on the Tier 2 grid, the grid will be eliminated.

\* Extended Steps

^ May move to Step 7 upon attainment of D5 Certification.

B. The pay grades described on the following pages hereby assigned to the classifications of the following TPSA employees who do not receive the PARS benefit.

**Effective January 5, 2020:**

Class Title	Steps									
	1	2	3	4	5	6	7	8	9	10
Administrative Analyst <sup>1</sup> - Tier 1	27.65	29.05	<b>31.08</b>	32.62	34.23	<b>36.64</b>	38.48	40.40	42.42	44.54
Administrative Analyst <sup>1</sup> - Tier 2	32.53	34.14	35.88	36.76	37.63	38.60*	39.61*	41.57*	43.67*	
Air Conditioning, Heating and Electrical Supervisor	38.70	40.66	42.67	44.82	47.10	49.45				
Animal Control Supervisor	27.62	28.99	30.45	31.98	33.57					
Building Inspection Supervisor	41.34	43.39	45.58	46.69*	47.90*	49.05*				
Building Maintenance Supervisor	36.86	38.69	40.68	42.67	43.75	44.79	45.95	47.11		
Buyer	30.44	31.96	33.56	35.23	36.99	38.84*	40.79*			
Central Services Coordinator	25.45	26.71	28.05	29.46	30.92	31.69*	32.52*			
Central Services Supervisor	34.34	36.05	37.85							
Communication Supervisor/Wireless	38.48	40.39	42.42	44.54	46.76					
Communications Supervisor/Telecomm	38.48	40.39	42.42	44.54	46.76					
Deputy City Clerk II	32.01	33.68	35.36	37.14	38.99*	40.93*	43.00*	45.14*		
Emergency Medical Services Nurse	38.26	40.17	42.17	44.29	46.50					
Emergency Services Coordinator	40.04	42.05	44.15	46.39	48.70					
Facilities Services Supervisor	29.61	31.10	32.63	34.24	35.12*	36.00*				
Fleet Services Supervisor	36.31	38.12	40.03	42.03	44.13					
Forensic Identification Specialist	29.81	31.29	32.86	34.51	36.23					

**Steps**

<b>Class Title</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
Forensic Supervisor	41.94	44.03	46.24	48.55	50.97					
Information Technology Analyst	36.66	38.51	40.42	42.46	44.58	48.04	49.15			
Information Technology Specialist	30.00	31.48	33.06	34.71	36.45	38.26	40.17			
Juvenile Diversion Case Worker	24.80	26.02	27.34	28.70	30.13	31.64	33.20			
Juvenile Diversion Coordinator	38.25	40.16	42.17	44.28	46.49					
License Supervisor	35.82	37.63	39.49	41.47	42.51	43.55	44.64	45.78		
Park Services Supervisor	33.33	35.01	36.76	38.61	40.56	42.59				
Permit Center Supervisor	32.60	34.24	35.94							
Police Operations Supervisor	28.58	30.00	31.52	33.09	34.74*	36.48*				
Police Records Administrator	41.36	43.39	45.59	47.86	50.25					
Producer Writer, Assistant	19.22	20.20	21.18	22.27	23.37	24.54	25.76			
Public Safety Communications Supervisor	33.98	35.70	37.47	39.37	41.36	43.43				
Public Works Supervisor	33.33	35.01	36.76	38.61	42.59					
Senior Accountant	38.67	40.60	42.63	44.76	46.99	49.35				
Senior Administrative Assistant	25.97	27.27	28.58	30.04	30.76*	31.57*				
Senior Buyer	34.96	36.70	38.53	40.46	41.47	42.49	43.55	44.66		
Senior Librarian	37.21	39.05	40.99	43.04						
Senior Forensic Identification Specialist	36.23	38.05	39.94	41.94	44.03	45.15	46.26			
Supervising Administrative Assistant	28.83	30.27	31.78	33.36	34.21*	35.07*				
Supervising Producer Writer	32.59	34.22	35.93	37.73	39.62	41.59*	43.68*			
Systems Analyst	44.61	46.82	49.17	51.61	54.21					
Traffic & Lighting Supervisor	38.70	40.66	42.67	44.82	47.10	49.45				
Transit Supervisor	29.89	31.39	32.97	34.64	36.36					
Transit Training Coordinator	36.73	38.67	40.68	42.72	44.84	47.09	49.42			
Warehouse Supervisor	30.51	32.05	33.63	35.36	37.08					
Waste Management Coordinator	33.14	34.79	36.53	38.36	40.33					
Water Operations Supervisor <sup>^</sup>	37.71	39.59	41.56	43.66	45.84	48.12	50.54			

**Bolded Step** indicates the progression to step is contingent on passing applicable level of competency test.

<sup>1</sup> Administrative Analyst Tiers 1 and 2 as described below:

Tier 1: Indicates that progression to these steps is contingent upon passing a competency test. Incumbents on Step 3 will be eligible for the journey level test and incumbents on Step 6 will be eligible for the senior level test. Competency testing will be offered on a biannual basis. In order to be eligible to test, incumbents must be on either Step 3 or Step 6 at the time the applicable test is offered.

Tier 2: Applies to incumbents in the class of Administrative Analyst hired prior to 1/17/00 pending passing of the applicable level of competency test under Tier 1.

Incumbents hired prior to 1/17/2000 who do not pass or choose not to take the competency test will remain at the Tier 2 grid until they pass the test. Once all incumbents are no longer on the Tier 2 grid, the grid will be eliminated.

\* Extended Steps

<sup>^</sup> May move to Step 7 upon attainment of D5 Certification.



**SECTION III SEVERABILITY**

If any section, subsection, sentence, clause, or phrase of this resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the resolution. The City Council hereby declares that it would have passed this resolution and each section, subsection, sentence, clause, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid or unconstitutional.

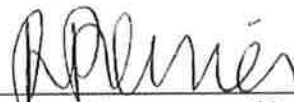
**INTRODUCED, APPROVED, and ADOPTED** this 9th day of July, 2019.

  
\_\_\_\_\_  
Mayor Patrick J. Furey

APPROVED AS TO FORM:  
PATRICK Q. SULLIVAN, City Attorney

  
\_\_\_\_\_  
Tatia Y. Strader, Assistant City Attorney

ATTEST:

  
\_\_\_\_\_  
Rebecca Poirier, MMC, City Clerk

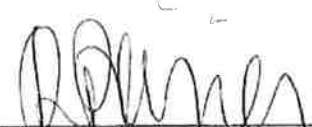
**TORRANCE CITY COUNCIL RESOLUTION NO. 2019-71**

STATE OF CALIFORNIA            )  
COUNTY OF LOS ANGELES    )    ss  
CITY OF TORRANCE            )

I, Rebecca Poirier, City Clerk of the City of Torrance, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Torrance at an adjourned regular meeting of said Council held on the 9th day of July, 2019 by the following roll call vote:

AYES:        COUNCILMEMBERS    Chen, Goodrich, Griffiths, Herring, Mattucci, Rizzo, and Mayor Furey.  
NOES:        COUNCILMEMBERS    None.  
ABSTAIN:    COUNCILMEMBERS    None.  
ABSENT:     COUNCILMEMBERS    None.

Date: 7/12/19

  
\_\_\_\_\_  
Rebecca Poirier, MMC  
City Clerk of the City of Torrance

**POLICY OF THE CIVIL SERVICE COMMISSION**

**SUBJECT: POLICY ON TRANSFER OF INCUMBENT EMPLOYEES WITHOUT EXAMINATION**

The following criteria shall be adhered to by the Civil Service Commission when considering requests for transfers of incumbents when positions are reclassified or reallocated under the provisions of Torrance Municipal Code Section 14.2.3.

1. Determinations of status of a position shall be based on a classification study which compares the duties and level of responsibility of the new class and the old class as to factors of importance, consequence of error, supervision given and received, and level of education and training required.
2. That the incumbent has been in the position for a sufficient period of time to have become proficient in performing the duties of the new class.
3. That the change of duties has occurred gradually over time.
4. That there is no evidence the change was created as a subterfuge to circumvent the examination process.
5. That the salary level of the new position is a consideration in making a determination.
6. That no current eligible list exists for the new class.

Adopted July 12, 1982  
Modified May 12, 1997  
Modified May 24, 2021

### **14.2.3 ALLOCATION OF NEW POSITIONS; RE-ALLOCATIONS.**

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(Amended by O-3486)

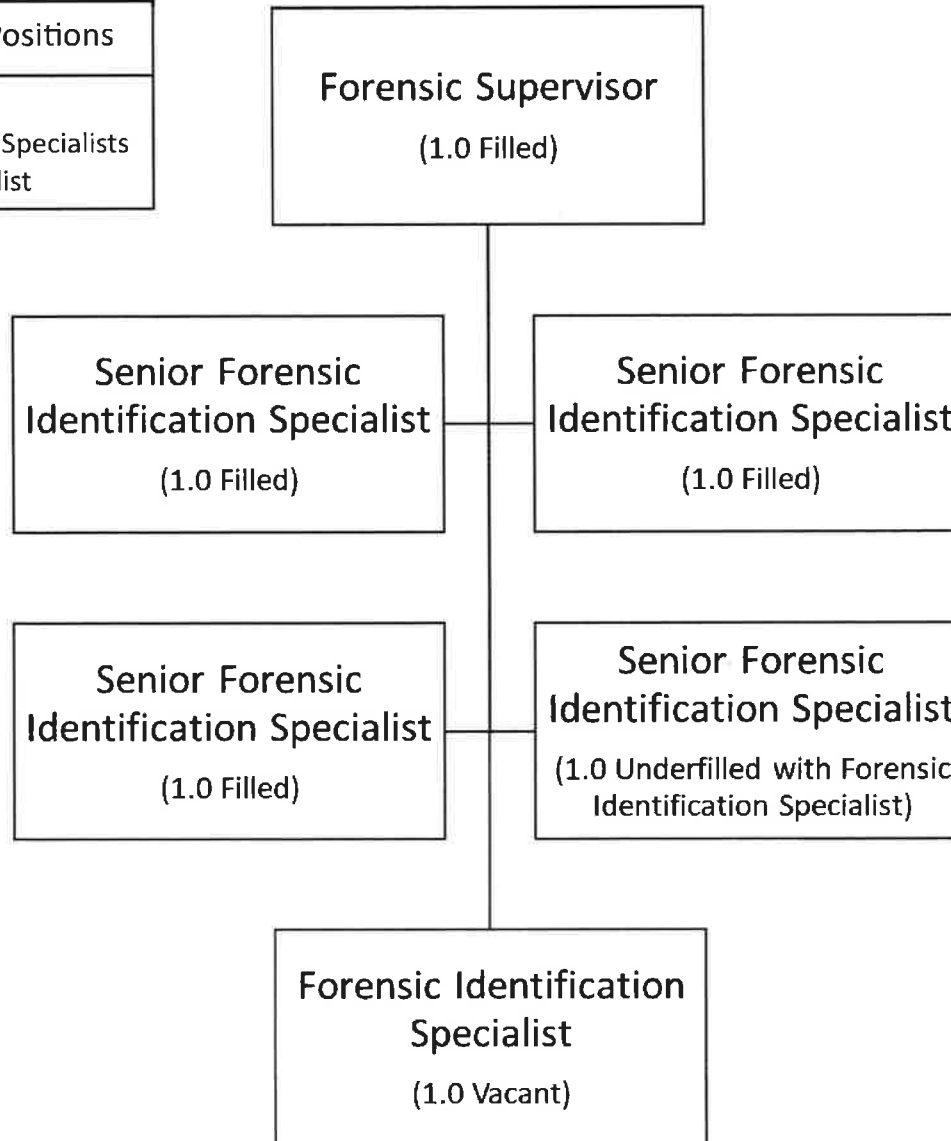
The Personnel Director, under the direction of the City Manager, shall make recommendations concerning class specifications and position allocations to the Civil Service Commission. The Commission shall submit its action on such recommendation to the City Council. The City Council shall make the final decision.

a) Any employee shall have the right to the consideration of any request he may have with respect to a change in the classification of his position. He shall submit his request in writing to his department head, who shall make recommendations and comments as to what action should be taken. The request, with departmental recommendations, shall be submitted to the Personnel Director for review with a copy of such recommendation returned to the employee.

b) A department head or a representative of a recognized employee organization may initiate a request for a study of an individual position or positions by submitting such request to the Personnel Director for review and recommendation.

c) When new positions are created, when the duties and responsibilities of the existing positions change, or when the classification plan is amended, the Civil Service Commission shall allocate or re-allocate the affected positions in the same manner as the original allocations are made. When the classification or allocation of a position is changed in accordance with this rule and the new status of the position is approximately equal to its former status, the Civil Service Commission may approve the transfer of the incumbent of the position in its former status to the position in its new status. When the new status of such a position is higher than the former status, the Civil Service Commission may approve the promotion of the incumbent of the position in its former status to the position in its new status if the employee passes successfully a promotional examination of the same degree of difficulty as an open competitive examination for the same class.

<b>POLICE</b> <b>Forensic Identification Unit</b> <b>Proposed Organizational Chart</b>
No. of Employees = 6.0 FTE Positions
1.0 – Forensic Supervisor 4.0 – Senior Forensic Identification Specialists 1.0 – Forensic Identification Specialist



Note: 1.0 Forensic Identification Specialist positions to remain frozen