

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, SEPTEMBER 11, 2023
REGULAR MEETING
6:00 P.M. IN LeROY J. JACKSON COUNCIL CHAMBER
AT 3031 TORRANCE BL.**

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

1. CALL MEETING TO ORDER

ROLL CALL: Commission members Adelsman, Herring, Kohus, Lohnes, Sasaki, Zygielbaum, Chair Hamada

2. FLAG SALUTE:

3. REPORT OF STAFF 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, September 7, 2023.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

5. ORAL COMMUNICATIONS (Limited up to a 15 minute period)

This portion of the meeting is reserved for comment on items under the Consent Calendar or items that are not on the agenda. 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 1 minute per speaker. Speakers please turn off or leave your cellular phone when you come to the podium to speak.

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 Civil Service Commission Minutes.

Recommendation of Civil Service Manager that your Honorable Body approve the Civil Service Commission minutes of June 12, 2023, June 26, 2023, July 10, 2023, July 24, 2023, July 31, 2023, August 7, 2023 and August 14, 2023. *(Minutes provided to Commission members only, copies available in the Personnel Building).*

6B. Accept and File Employee Transition Report for August 2023.

Recommendation of Civil Service Staff that your Honorable Body accept and file the Employee Transition Report for the month of August 2023.

6C. Approve the Examination for Delivery Driver/Clerk.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Delivery Driver/Clerk examination on open basis consisting of the following exam components and weights: Application Review (Qualifying), Written Exam (50%) and Oral Interview (50%). Staff is requesting approval for a six-month eligible list.

6D. Approve the Examination for Fire Battalion Chief.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Fire Battalion Chief examination on a promotional basis consisting of the following exam components and weights: Application Review (Qualifying) and Performance Test (100%), which will consist of an Accomplishment Survey (40%), Administrative Assignment Exercise (30%), and Emergency Event Exercise (30%). Staff is requesting approval for a two (2) year eligible list.

6E. Approve the Examination for Forensic Supervisor.

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Forensic Supervisor examination on an open continuous 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

No Business to Consider.

8. HEARINGS

8A. Appeal of Discipline of a Police Services Officer (2).

Consideration of public employee discipline will be conducted in closed session per California Government Code Section 54957(b)(1), unless the employee requests to have the appeal conducted in public session.

9. CLOSED SESSION

9A. CONFERENCE WITH LEGAL COUNSEL – EXISTING DISCIPLINE (California Government Code §54957(b) (1)):

1) Appeal of Discipline of a Torrance Police Officer (4).

10. COMMISSION ORAL COMMUNICATIONS

11. ADJOURNMENT

11A. Adjournment of Civil Service Commission Meeting to Monday, September 18, 2023 at 6:00 p.m.

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

Honorable Members:

SUBJECT: ACCEPT AND FILE EMPLOYEE TRANSITION REPORT FOR AUGUST 2023

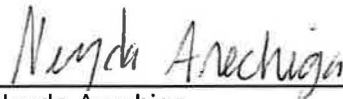
RECOMMENDATION:

Recommendation of Civil Service Staff that your Honorable Body accept and file the Employee Transition Report for the month of August 2023.

BACKGROUND/ANALYSIS:

The Employee Transition Report for August 2023 is attached for your information and review.

Respectfully submitted,



Neyda Arechiga
Human Resources Technician

CONCUR:



Brianne Cohen
Civil Service Manager

Attachment: A) Employee Transition Report for August 2023

**EMPLOYEE TRANSITION REPORT
AUGUST 2023**

This report includes all internal promotions, internal transfers, and new hires throughout the City.

INTERNAL PROMOTIONS

FROM TITLE	DEPARTMENT	TO TITLE	DEPARTMENT
Assistant Engineer	Public Works	Associate Engineer	Public Works
Code Enforcement Officer	Community Development	Senior Code Enforcement Officer	Community Development
Delivery Driver/Clerk	General Services	Lead Maintenance Worker	Community Services
Maintenance Worker	Community Services	Lead Maintenance Worker	Community Services
Management Aide	City Manager's Office	Management Assistant	City Manager's Office
Permit Technician I	Community Development	Accounting Technician	Finance
Program Leader	Community Services	Program Specialist	Community Services
Transit Mechanic	Transit	Transit Senior Mechanic	Transit
Water System Operator I	Public Works	Water System Operator II	Public Works
Water System Operator I	Public Works	Water System Operator II	Public Works
Water System Operator I	Public Works	Water System Operator III	Public Works

INTERNAL TRANSFERS

FROM TITLE	DEPARTMENT	TO TITLE	DEPARTMENT
Principal Planner	Community Development	Neighborhood Services Manager	Community Development

NEW HIRES

TITLE	DEPARTMENT
Administrative Assistant	City Manager's Office
Ambulance Operator	Fire
Ambulance Operator	Fire
Ambulance Operator	Fire
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Apprentice Relief Bus Operator	Transit
Building Maintainer	General Services
Custodian	General Services
Custodian	General Services
Facilities Operations Attendant	General Services
Facilities Operations Attendant	General Services
Facilities Operations Attendant	General Services
Fire Prevention Specialist	Fire
Information Technology Manager – Applications and Analytics	Communication & Information Technology
Information Technology Manager – Communications and Customer Service	Communication & Information Technology

NEW HIRES (CONT.)

TITLE	DEPARTMENT
Lifeguard	Community Services
Lifeguard	Community Services
Lifeguard	Community Services
Lifeguard	Community Services
Lifeguard	Community Services
Office Assistant	City Manager's Office
Police Services Officer	Police
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Program Leader	Community Services
Staff Assistant	City Manager's Office
Theater Technician	General Services
Theater Technician	General Services
Theater Technician	General Services

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR DELIVERY DRIVER/CLERK

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Delivery Driver/Clerk examination on an open basis consisting of the following exam components and weights: Application Review (Qualifying), Written Exam (50%) and Oral Interview (50%). Staff is requesting approval for a six-month eligible list.

BACKGROUND/ANALYSIS:

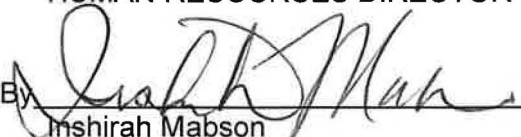
There is no current eligible list for the classification of Delivery Driver/Clerk. There is currently one (1) vacancy due to a promotion.

The class specification has been reviewed by General Services and Transit Departments and appropriately reflects the position for the examination process.

The previous examination in 2022 was weighted as follows: Application Review (Qualifying), Written Exam (50%) and Oral Interview (50%). There will be no change in the exam types and weights.

Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Inshirah Mabson
Principal Human Resources Analyst

CONCUR:



Hedieh Khajavi
Human Resources Director



Brianne Cohen
Civil Service Manager

Attachment: A) Delivery Driver/Clerk Class Specification



DRIVER/CLERK, DELIVERY

Class Code:
1110

Bargaining Unit: Torrance City
Employees Association

CITY OF TORRANCE
Revision Date: Mar 1, 1983

SALARY RANGE

\$18.79 - \$23.41 Hourly
\$3,256.93 - \$4,057.73 Monthly
\$39,083.20 - \$48,692.80 Annually

DEFINITION:

Under supervision, collects and transports mail, supplies, auto parts and other miscellaneous materials to and from various locations in the Torrance and Los Angeles area on foot and/or via City vehicle; and does related work as required.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

Distinguished from Storekeeper in that the incumbent's primary duty is to collect and transport materials and goods rather than maintain inventory.

EXAMPLES OF ESSENTIAL DUTIES:

- Collects and transports mail, supplies, auto parts, equipment, and/ or similar materials to and from various departments, vendors and governmental agencies within the City and surrounding vicinity;
- Sorts items when necessary;
- Reads road maps to determine most expedient route to destination;
- Verifies goods against packing slips and signs for receipt of same;
- Maintains simple records such as mileage and company and address logs;
- Stocks and counts shelf items;

- Performs routine maintenance such as sweeping and cleaning shelf items;
- May operate simple warehouse or office equipment; performs other miscellaneous errands including driving City vehicles to be fueled or cleaned.

QUALIFICATION GUIDELINES:

Education and Experience

No minimum requirement.

License and/or Certificates

A valid California Class 3 Driver's License.

Knowledge of

- Safe operating procedures for a class 3 motor vehicle;
- Proper lifting techniques.

Ability to

- Follow oral and written instructions;
- Carry out a series of work instructions without constant supervision;
- Learn office and/or warehouse operations,, procedures, and equipment;
- Read and sort names and addresses;
- Read road maps and plot driving courses;
- Maintain simple logs and records;
- Perform simple arithmetical computations;
- Communicate effectively in person and over the telephone;
- Perform tasks requiring physical strength to lift and carry items such as engine parts and bulk office supplies;
- Establish and maintain cooperative relations with other employees and the public.

ESTABLISHED/REVISED DATE:

Revised Date: March 1983

Dept. Review: September 2023

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR FIRE BATTALION CHIEF

RECOMMENDATION:

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Fire Battalion Chief examination on a promotional basis consisting of the following exam components and weights: Application Review (Qualifying) and Performance Test (100%), which will consist of an Accomplishment Survey (40%), Administrative Assignment Exercise (30%), and Emergency Event Exercise (30%). Staff is requesting approval for a two (2) year eligible list.

BACKGROUND/ANALYSIS:

There is a current eligible list for the classification of Fire Battalion Chief which will expire on October 14, 2023. There are no current vacancies, however the Fire Department is requesting a new eligible list in anticipation of retirements that may occur within the next two (2) years.

The class specification has been reviewed by the Fire Department and appropriately reflects the position for the examination process.

The previous examination in 2021 was weighted as follows: Application Review (Qualifying) and Performance Test (100%), consisting of Individual Accomplishment Survey (40%), Administrative Assignment Exercise (40%), and Emergency Event Assessment (20%).

There is a sufficient pool of internal candidates to qualify; therefore, a promotional recruitment is recommended.

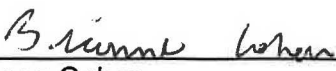
Respectfully submitted,

HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Tina Ortiz
Senior Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director


Brianne Cohen
Civil Service Manager

Attachment: A) Fire Battalion Chief Class Specification



FIRE CHIEF, BATTALION

Class Code:
7115

Bargaining Unit: Fire Safety
Management

CITY OF TORRANCE
Established Date: Jun 1, 2009
Revision Date: Aug 1, 2021

SALARY RANGE

\$11,327.00 - \$13,704.00 Monthly
\$135,924.00 - \$164,448.00 Annually

DEFINITION:

The Fire Battalion Chief is an upper level management position that serves as a fire platoon commander with responsibility for coordinating and directing emergency incidents and the routine duties of a platoon while managing a functional division within the department. This classification may also be assigned a 40-hour work week with the responsibility of the general supervision of a major division within the Fire Department. Provides ethical and technical assistance to the Fire Chief.

DISTINGUISHING CHARACTERISTICS / SUPERVISION EXERCISED/RECEIVED:

The Fire Battalion Chief is distinguished from the Fire Deputy Chief in that the incumbent is not responsible for managing the activities of all Operations Divisions platoons and distinguished from Fire Captains in that the incumbent is responsible for a major unit of the Fire 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 Fire Chief or the Fire Deputy Chief, provides direct supervision to Fire Captains and support staff.

ATTACHMENT A

EXAMPLES OF ESSENTIAL DUTIES:

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

- Projects a positive image to individuals and groups as a professional, competent and ethical manager;
- Communicates effectively and openly with different individuals and groups;
- Provides direct supervision and technical assistance to Fire Captains and other staff in the completion of their assigned duties;
- Assists the Fire Chief and/or the Deputy Fire Chief with administrative tasks, reports, planning, and surveys;
- Researches and develops projects from conception to completion including written reports and policies;
- Supervises and coordinates the activities of fire companies;
- Identifies and implements methods to improve "all hazard" emergency response, training and equipment maintenance operations and programs;
- Keeps abreast of fire suppression issues and hazards within the City/Region/State and exercises initiative in finding workable solutions;
- Directs the activities of fire personnel and equipment on an assigned shift engaged in "all hazard" emergency response using the Incident Command System, TFD guidelines, and industry best practices;
- Provides a clear "leaders intent" during emergency response activities;
- Performs the role of the Incident Commander until a proper transfer of command occurs;
- Makes thorough inspections of all companies, their personnel and equipment;
- Creates policy and trains personnel in the application of departmental policy;
- Assures compliance with departmental policies, rules and procedures;
- Assumes responsibility for the efficient performance of companies, cleanliness of quarters, and for the operation of all fire apparatus and equipment;
- Supervises, instructs and assists in the work of fire inspection and the enforcement of all ordinances, laws and codes pertaining to the prevention and control of fire and fire hazards;
- Inspects or provides direction to subordinates to inspect places where fire hazards may exist, and abates hazards found;
- Sets up, supervises and instructs advanced training courses in fire-fighting methods and equipment; prepares training manuals and guides;
- Acts as, or coordinates the activities of, subject matter experts for departmental promotional examinations;
- Performs duties of a qualified strike team leader within the state master mutual aid system;
- Plans, assigns, and manages, through supervisors, the activities of the division;
- Monitors the division budget and establishes budgetary controls;
- Manages the work of staff including: coaching staff for improvement and development, training, assigning, reviewing and evaluating work performance; coordinating activities, maintaining standards, allocating personnel, selecting new employees, acting on employee problems and recommending and implementing employee discipline;
- Administers safety and training programs;
- 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.
- Completes annual documented performance appraisals of programs under their command and presents the findings to the TFD executive staff;

- Performs related duties as required.

QUALIFICATION GUIDELINES:

Education and Experience

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:

Equivalent to graduation from high school and an Associate's Degree is required.

A Bachelor's Degree related to the position is highly desirable.

Eight years (8) of service on the Torrance Fire Department and completion of probation as a Fire Captain.

License and/or Certificates

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

Must possess and maintain a California Emergency Medical Technician (EMT) certification.

The following certificates are highly desirable:

Certified as a California Incident Command Certification System (CICCS) Engine/Crew Boss

California Company Officer Certification

California Chief Officer 3A- Human Resource Management

California Chief Officer 3B- Budget and Fiscal responsibilities

California Chief Officer 3C- General Administrative Functions

California Chief Officer 3D- Emergency Services Delivery

Intermediate ICS (I-300)

Firing Operations (S-219)

Basic Air Operations (S-270)

Intermediate Wildland Fire Behavior (S-290)

All-Risk Task Force/Strike Team Leader (AH-330)

Knowledge of

- Commission on Fire Accreditation International risk assessment, strategic planning, and self-assessment processes;
- Modern fire-fighting procedures, techniques and equipment;
- Local, state and national safety codes, regulations, ordinances and laws;
- Building materials and construction and of the principles of combustion;
- Mission driven leadership principles and practices;
- Project management methods and practices;
- Management and supervisory principles and practices;
- Budget preparation and administration principles and practices;
- Quality customer service.
- 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

- Plan, organize and direct platoon and/or division of a fire department;
- Develop a high level of situational awareness during emergency operations;
- Establish Command at all hazard responses;
- Develop clear incident strategy, tactics, and objectives;

- Develop an Incident Action plan;
- 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;
- 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;
- Plan, organize, assign, coordinate and manage the activities of professional and support staff;
- 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;
- Operate a computer and other office equipment.

SPECIAL REQUIREMENTS:

The work is performed primarily indoors in an office environment and requires working under varied conditions when engaged in lifesaving and fire suppression activities. In the event of an emergency, must be able to work indoors/outdoors under adverse conditions for an extended period of time.

Physical Ability: Tasks involve the ability to exert physical effort in sedentary work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials up to 60 pounds. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and distinguish colors or shades of colors. Some tasks require the ability to perceive and distinguish sounds. Some tasks require visual perception and distinction. Some tasks require oral communications ability.

Environmental Factors: Some tasks may risk exposure to dirt, dust, pollen, odors, wetness, humidity, rain, fumes, and traffic hazards.

CAREER LADDER INFORMATION:

Experience gained in this classification may serve to meet minimum qualifications for promotion to Fire Deputy Chief or Fire Chief.

ESTABLISHED/REVISED DATE:

Established Date: June 2009

Revised Date: August 2021

Department Review Date: August 2023

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

Honorable Members:

SUBJECT: APPROVE THE EXAMINATION FOR FORENSIC SUPERVISOR

RECOMMENDATION

Recommendation of the Human Resources Director that your Honorable Body approve conducting the Forensic Supervisor examination on an open continuous 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.

BACKGROUND/ANALYSIS

There is no current eligible list for the classification of Forensic Supervisor. There is one (1) vacancy due to a separation.

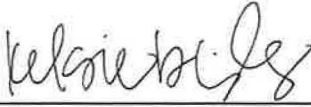
The class specification has been reviewed by the Police Department and appropriately reflects the position for the examination process.

The previous examinations in 2014 and 2010 were weighted as follows: Application Review (Qualifying), Supervisory Skills Assessment (40%), and Oral Interview (60%). Staff conducted an analysis of the previous exam components and 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,


HEDIEH KHAJAVI
HUMAN RESOURCES DIRECTOR

By 
Kelsie B. Winders
Senior Human Resources Analyst

CONCUR:


Hedieh Khajavi
Human Resources Director

NOTED:


Brianne Cohen
Civil Service Manager

Attachment: A) Forensic Supervisor Class Specification

6E



FORENSIC SUPERVISOR

Class Code:
7409

Bargaining Unit: Torrance Professional
& Supervisory Association

CITY OF TORRANCE
Established Date: Mar 1, 2010
Revision Date: Jun 1, 2019

SALARY RANGE

\$43.62 - \$53.01 Hourly
\$7,560.80 - \$9,188.40 Monthly
\$90,729.60 - \$110,260.80 Annually

DEFINITION:

Under direction, plans, directs and supervises the operations of Forensics section of the Police Department; 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:

Distinguished from the Police Sergeant or Police Lieutenant in that the incumbent is non-sworn and are primarily responsible for oversight of the Forensics section of the Department. Distinguished from the Senior Forensic Identification Specialist in that the incumbent has primary responsibility for the oversight of the Forensics section of the Department. Incumbents are fully qualified technical specialists who are primarily responsible for supervising the field and laboratory activities of employees in the section, but do assist employees in complex or difficult work. Incumbents perform a full range of complex tasks and work under direction within a framework of established procedures. Work is judged primarily on overall results with latitude in determining work methods and assignment requirements. Work may require the development of recommendations consistent with directives, policies and regulations.

Receives direction from a Police Lieutenant or Police Captain. Provides direction to Senior Forensic Identification Specialists and Forensic Identification Specialists.

EXAMPLES OF ESSENTIAL DUTIES:

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

- Organizes, plans, and oversees the day-to-day operations of an assigned section.
- Supervises staff, including instructing, assigning, planning and reviewing work, evaluating work performance and completing performance evaluations, coordinating activities, maintaining standards, allocating personnel, acting on employee problems, selecting new employees, implementing employee discipline, providing training, advice and assistance as needed.
- Assists with functions performed by line staff as necessary to maintain adequate service levels.
- Participates in the development of related goals, objectives, policies, and procedures.
- Implements and maintains operational procedures consistent with established practices and Government/Penal Code requirements.
- Develops and implements training programs for assigned personnel and oversees training of new staff.
- Institutes procedures to ensure accuracy; modifies or recommends modifications to systems or processes to improve accuracy and efficiency.
- Monitors and participates in the lifting, identifying and preserving of fingerprints, the collection of physical evidence utilizing a variety of technical and chemical processes, and the rolling, classifying and comparing of fingerprints.
- Oversees the classification of fingerprint data using the CAL ID System and other automated fingerprint identification systems (AFIS).
- Organizes and facilitates the input and retrieval of latent fingerprints in the CAL ID and other AFIS's for the City and participating jurisdictions.
- Prepares written reports related to the Forensic Section.
- Serves as the liaison between the Police Department and other law enforcement and judicial agencies as it relates to forensic identification.
- Monitors the use and purchase of supplies.
- Prepares budget requests and recommendations.
- Keeps abreast of and evaluates the latest advancements in the field of forensic operations.
- Presents results of forensic investigations of criminal cases in court, when required.
- Operates and maintains computer graphic software, forensic databases and specialized digital imaging equipment.
- Designs, develops, and coordinates training programs related to crime scene investigation and evidence preparation.
- Participates in complex investigations and assists subordinates in specialized or difficult work.
- 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.
- Prepares court exhibits and testifies in court regarding findings.

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:

- May serve as field supervisor at scenes of major crime investigations and evidence gathering.
- 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 including two years working in a lead or supervisory capacity. 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

- Principles of supervision, training and employee relations.
- Municipal codes, police policy and procedures, penal code, vehicles codes, health and safety codes and business and professional code.
- Basic English, grammar, spelling, punctuation, vocabulary and arithmetic.
- Report writing techniques.
- Effective interviewing techniques.
- Effective safety principals and practices.
- 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 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:

- Supervise the work of subordinate staff including coordinating, assigning, monitoring and evaluating work as well as training, counseling, disciplining staff and handling grievances.
- Inspire confidence in subordinate personnel and new employees in training.
- Promote cooperative team work and customer service values among employees.
- Deal constructively with conflict and develop effective resolutions.
- Quickly assess a situation and take appropriate action under stressful and emergency conditions.
- Manage multiple tasks, as well as determine priorities and adjust work schedule accordingly.

- Act independently, exercise sound judgment within established guidelines and maintain confidentiality.
- 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.
- Effectively use such photographic techniques as macro, micro, infrared, ultraviolet and alternate light source (laser) to record or visualize physical or trace evidence.
- Use the automated system currently in use by the Police Department to process and interpret latent prints.
- Collect, photograph, preserve, classify and identify fingerprints, palm prints and other types of body prints.
- Collect, photograph, preserve, identify and perform basic analysis of bloodstains and other types of physical evidence.
- Prepare accurate, concise and thorough written crime scene reports.
- 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 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.

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 be available to respond during off duty hours.

ESTABLISHED/REVISED DATE:

Established Date: March 2010

Revised Date: June 2019

Department Review Date: September 2023