



CITY OF IRVINE
Department of Human Resources
One Civic Center Plaza
Irvine, CA 92606-5208

<http://www.cityofirvine.org/jobs>

**INVITES APPLICATIONS FOR THE POSITION OF:
Forensic Supervisor**

An Equal Opportunity Employer

SALARY
\$34.82 - \$54.75 Hourly \$6,035.47 - \$9,490.00 Monthly \$72,425.60 - \$113,880.00
Annually

OPENING DATE: 12/13/16

CLOSING DATE: Continuous

THE POSITION

The Public Safety Department seeks to hire an individual to supervise, train and schedule non-sworn Crime Scene Investigation personnel. The Forensic Supervisor will oversee daily operations, assist administrative, purchasing and budgeting functions and perform service calls for the City of Irvine Crime Scene Investigation unit. These service calls involve identification, collection and preservation of evidence.

The Forensic Supervisor supervises staff, delegates assignments, implements field staff work schedules, assists in recruitment/ testing/ hiring activities, evaluates employees and oversees and provides forensic training to Officers and staff.

This position is also responsible for documenting crime scenes with photographs, video recordings, diagrams and reports. Knowledge of computer forensics is highly desired. Experience with a wide range of computer hardware and software is preferred to assist in the collection of evidence from various types of computer systems. Knowledge of Encase forensic software is also highly desired.

This position requires effective verbal and written communication skills as well as the ability to interact with law enforcement personnel, city staff, the general public, and attorneys.

This position is open on a continuous basis with a first review of applicants on Wednesday, January 4, 2017. The City reserves the right to close the recruitment at any time following this date.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Supervises assigned staff. Delegates assignments, explains special orders and information.

Provides advice and assistance on investigative matters. Investigates citizen complaints and inquiries regarding subordinate personnel. Prepares and reviews written and oral performance evaluations. Assigns objectives and implements disciplinary action.

- Coordinates and implements field staff work schedules. Monitors and approves overtime requests, schedules and vacation requests. Forecasts required CSI staffing needs ensuring adequate field coverage. Keeps the CSI unit up-to-date with new and changing technology, training and techniques.
- Prepares staff reports as assigned.
- Assists in budget preparation and monitoring. Plans and researches capital expenditures such as fixtures and equipment relating to the operation of the forensics unit.
- Coordinates and implements CSI training operations. Develops training and informational bulletins for CSI and police personnel. Provides and participates in ongoing training and development for CSI unit. Assesses training needs for CSI personnel and assigns CSI personnel to specialized training courses or seminars.
- Assists in recruitment/testing/ hiring activities. Assists in new employee orientation. Evaluates employee's ability to understand and perform assigned job tasks.
- Provides input on city and department policies and procedures and enforces such policies and procedures through interpretation, counseling and appropriate disciplinary action.
- Acts as Irvine Public Safety Department Latent Print Administrator to Orange County CAL-ID.
- Monitors and responds to field CSI investigations. Coordinates crime scene investigative activities. Locates, identifies, collects, protects, preserves and analyzes evidence at crime scenes and other locations using a variety of specialized equipment and techniques. Develops and lifts latent prints; prepares and enters latent prints into Cal-Id computer system. Collects and classifies other types of body prints. Prepares castings of tires, foot, hand, tool and other types of impressions. Performs basic analysis of blood, hair, fiber, ballistic, narcotic and other type of evidence. Performs physical match comparisons.
- Documents crime scenes with photographs, video recordings, diagrams and reports. Searches criminal and court records and files. Takes various types of photographs of evidence, recovered property, and suspects, victims, prisoners, and other persons. May prepare photographic chemicals; develop prints, enlarges and mounts 35mm or digital photographs.
- Prepares evidence for courtroom presentation; may testify in court regarding findings.
- Prepares and maintains a variety of records, reports and files including those regarding the detection, protection, collection and preservation at crime scenes.
- Oversees and provides forensic training to Officers and lower level staff. Operates, monitors and trains others in the use of the CAL-ID Automated Fingerprint Identification System.
- May perform any of the duties performed by Forensic Specialist I and II classifications.

Additional Tasks and Responsibilities While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Files and maintains fingerprint cards, photographs and negatives.
- Instructs CSI Citizen Police Academy classes.
- Performs other duties as required.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

High School diploma supplemented with specialized training courses in Crime Scene Investigation, or any combination of education and experience that provides equivalent knowledge, skills and

abilities. At least ten (10) years of experience as a Crime Scene Investigator or Forensic Specialist. Requires a valid California driver license.

SUPPLEMENTAL INFORMATION

CITY OF IRVINE

The City of Irvine is located 40 miles southeast of Los Angeles and six miles from the ocean in Orange County, California. Irvine encompasses more than 66 square miles and has a current residential population of more than 255,000. Incorporated in 1971, Irvine is recognized as one of America's safest and most successful master-planned urban communities. Top-rated educational institutions, an enterprising business atmosphere, state-of-the-art transportation programs and systems, sound environmental stewardship, and respect for diversity all contribute to Irvine's enviable quality of life. The City is ideally located adjacent to John Wayne/Orange County Airport and close to many of Southern California's largest tourist attractions, numerous resorts, and some of the state's finest beaches.

Irvine has also been recognized as one of America's Best Places to Live, according to Money Magazine. The City of Irvine also has the distinction of being one of the safest cities in the United States with a population of more than 100,000, based upon FBI statistics on violent crime.

The City employs more than 800 full-time and more than 500 part-time personnel and has an operating budget of \$188.3 million. The Irvine community features an array of entertainment and recreational opportunities, parks and open space, a nationally recognized school district, a vibrant business environment, and an exceptional quality of life that makes it one of the most desirable cities in which to live and work.

THE DEPARTMENT

Public Safety

Under the leadership of the Chief of Police, Mike Hamel, the Irvine Police Department has a sworn staff of approximately 220 and 85 civilian personnel. The entire department is committed to a Community Oriented Policing and Problem Solving (COPPS) philosophy and its workforce interfaces closely with all segments of the community, as well as with other City departments. The department is a full-service public safety agency that provides several special program areas including Emergency Management, Crime Prevention, DARE, School Resource Officer, K-9s, Traffic Enforcement, Commercial Vehicle Enforcement, General Investigation, Crime Scene Investigation, Special Investigation (vice & narcotics), and the Special Weapons and Tactics Team (SWAT). The individual selected for this position will be expected to conduct him or herself in a manner that promotes and adheres to the Irvine Police Department's Mission, Vision, and Values Statement.

Mission Statement

Working in partnership with the community, we will preserve the peace, uphold the law with fairness and provide quality service.

Vision Statement

We aspire to be a world-class leader in policing, a model for character, innovation, and service. We strive to protect our diverse and dynamic community with fairness, integrity, and respect for the rights of the individual. We resolve to develop a creative, forward-thinking workforce,

dedicated to raising our level of excellence to meet the challenges of tomorrow.

Core Values

Integrity, Quality Service, Accountability, and Respect.

SELECTION PROCESS

The selection process may include one or more of the following: application review and evaluation, performance test, written test, and/or oral interview examination.

Questions asked during the selection process are based on the knowledge and abilities required to successfully perform the job. If you have a disability that requires accommodation during the selection process, please notify Human Resources at least 24 hours prior to the first phase of the selection process.

The successful candidate will be required to take and pass a post-offer medical examination, including drug screening, by a City physician to ensure their physical suitability to perform assigned duties. In addition, the City of Irvine conducts a thorough background investigation prior to appointment.

This recruitment will establish an eligibility list to fill future vacancies in this classification. This recruitment may also be used to fill positions in similar and/or lower classifications within the organization.

The City of Irvine is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.cityofirvine.org/jobs>

EXAM #01628
FORENSIC SUPERVISOR
DH

Forensic Supervisor Supplemental Questionnaire

- * 1. Failure to complete all fields of the "Work Experience" section of the application may result in your application not being considered. A resume will not be considered in lieu of a complete application and will not be used in determining your qualifications for this position.
 I acknowledge I have read and understand the above information.
- * 2. Our primary means of communication about candidate recruitment status is email. Have you provided a valid email address that you can access regularly? Please ensure that you check your SPAM folder for email messages that were incorrectly marked as spam.
 I acknowledge I have read and understand the above information.
- * 3. Briefly describe your use of an ALS (alternate light source) in the collection of evidence. Describe what purpose this equipment might have in a program the size of Irvine's.
- * 4. List your experience with digital photography and describe its purpose in current crime scene investigations.
- * 5. Describe any experience you have collecting evidence from various types of computers.
- * 6. Please describe, in detail, the nature and extent of your supervisory/managerial experience.
- * Required Question