

City of San José
CLASS SPECIFICATION

Title: Police Forensic Analyst I/II (7667/7668)

| DEPARTMENT | ACCOUNTABLE TO | FLSA STATUS |
|-------------------|-----------------------|--------------------|
| Police Department | Police Lieutenant | Non-exempt |

CLASS SUMMARY

Under general supervision (Police Forensic Analyst I) or direction (Police Forensic Analyst II), is responsible for professional police forensic analytical work in support of Police Department investigations. Provides casework support, routine digital and technical evidence examinations, performs analysis for criminal and administrative cases, and writes observational reports. Receives and responds to discovery and Public Records Act requests. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

Police Forensic Analyst I/II is a flexibly staffed entry/journey class, described as follows:

Police Forensic Analyst I - This is the entry-level class responsible for providing support for an assigned operational and/or program area where expertise is gathered in a specific field of work. Positions at this level are not expected to function with the same amount of knowledge or skill level as positions allocated to the Police Forensic Analyst II level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence.

Police Forensic Analyst II - This is the journey-level class responsible for performing the full range of professional support for an assigned operational and/or program area. Incumbents are expected to work independently and exercise judgment and initiative. Positions 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. Police Forensic Analyst II is distinguished from Police Forensic Analyst I in that they may provide training to clerical or support staff.

Police Forensic Analyst I/II is distinguished from Crime and Intelligence Analyst in that incumbents of the latter perform duties collecting, collating, and disseminating raw crime data into statistical reports and maps and do not handle or analyze forensic evidence.

QUALIFICATIONS

(These qualifications are typically required. An equivalent combination of education and experience sufficient to satisfactorily perform the duties of the job may be substituted.)

Minimum Qualifications

Education and Experience

Police Forensic Analyst I

A Bachelor's Degree from an accredited college or university in Public Administration, Business Administration, Information Management, Criminal Justice, or closely related field.

Police Forensic Analyst II

A Bachelor's Degree from an accredited college or university in Public Administration, Business Administration, Information Management, Criminal Justice, or closely related field AND two (2) years of increasingly responsible professional forensic analytic or investigation experience, including conducting studies, organizing and analyzing data, and preparing reports and recommendations or conclusions.

Required Licensing (such as driver's license, certifications, etc.)

- Possession of a valid State of California Driver's License.
- Ability to successfully pass a comprehensive background investigation including a polygraph.

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Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Competencies

(Needed at entry into the job in order to perform the essential duties.)

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices; knowledge of law enforcement operations, activities, terminology, and policies; knowledge of digital photography and videography; Citywide and departmental procedures/policies and federal and state rules and regulations.
- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Team Work and Interpersonal Skills - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- Analytical Thinking – Approaching a problem or situation by using a logical, systematic, sequential approach.
- Collaboration – Develops networks and builds alliances; engages in cross functional activities.
- Continuous Improvement - Actively identifies new areas for learning and regularly creates and takes advantage of learning opportunities.
- Customer Service – Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.
- Meeting Ethical Standards - When confronted with ethical dilemmas, acts in a way that reflects relevant law, policy and procedures, agency values, and personal values.
- Problem Solving - Approaches a situation or problem by defining the problem or issue; determines the significance of problem(s); collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- Reliability – Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.
- Technology Use/Management - Uses efficient and cost-effective approaches to integrate technology into the workplace and improve program effectiveness.

Additional Competencies and/or Desirable Qualifications

(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)

- Skills with forensic video enhancement/image clarification software, i.e. Amped 5, Adobe Premier, Clear ID, or other video enhancement/redaction software.

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| DUTY NO. | TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following: | FREQUENCY* |
|-----------------|--|---------------------|
| 1. | Assists detectives with evidence and casework support; gathers, organizes, and analyzes data relating to specific assignments, which require research from which conclusions can be drawn; prepares detailed case analysis; develops and identifies suspects for investigative follow ups; makes recommendations and writes reports. | Daily/Several Times |
| 2. | Gathers, organizes, and evaluates data including video and/or case files and records; maintains evidence in an electronic case management system in accordance with City retention standards. | Daily/Several Times |
| 3. | Creates and maintains unit logs/rosters for tracking assignments and requests used for statistical or quarterly management reports. | Daily/Several Times |
| 4. | Collaborates and maintains working relationships with various department and city wide personnel, as well as with outside partner agencies and professional organizations. | Daily/Several Times |
| 5. | Monitors videos, social media, and/or camera feeds; completes workups on investigative cases; inputs, researches, and retrieves data; develops and identifies suspects for investigative follow ups. | Daily |
| 6. | Receives and responds to discovery and Public Records Act requests in a timely manner and in compliance with regulatory agencies. | Weekly |
| 7. | Responds to crime scenes; evaluates location of crime and surveillance system; retrieves multimedia and digital evidence from various sources; preserves integrity of the data and identifies media that has been tampered or altered; identify, mark, and store evidence in accordance with proper evidence handling requirements. | Weekly |
| 8. | Prepares evidence (including copies, compiled video of the crime, video clips, etc.) utilizing forensic video enhancement/image clarification software for courtroom presentations by investigator and partner agencies, including redacting digital evidence for Public Information Act requests. | Weekly |
| 9. | Prepares clear, comprehensive, technically sound, accurate and informative casework reports, including department tactical and strategic intelligence bulletins; writes observational reports or work ups to include observations, analysis and results or recommendations, including identification of crime and/or suspects. | Weekly |
| 10. | May supervise or provide lead direction to clerical or technical personnel in administrative support functions as assigned; may provide training to support staff by assigning, reviewing and providing feedback on tasks. | As Required |
| 11. | May provide training to sworn and non-sworn staff on department or work methods and procedures. | As Required |
| 12. | May testify in court as a witness or expert. | As Required |
| 13. | Performs other related duties as assigned. | As Required |

*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

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PHYSICAL/ENVIRONMENTAL ELEMENTS

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements.

In an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Be exposed to moderate noise levels and controlled temperature conditions;
- Maintain professional demeanor during interactions with staff, customers, and the public.

CLASSIFICATION HISTORY *Created 02/17; s000*