

City of San José
CLASS SPECIFICATION

Title: Latent Fingerprint Examiner, Supervisor (2247)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Police	Varies	Exempt

CLASS SUMMARY

Under general direction, performs work of considerable difficulty in supervising and directing employees in the Central Identification Unit of the Bureau of Investigation (BOI). Prepares staffing plans and work schedules. Coordinates the recruitment and hiring of new personnel. Ensures training compliance with state and federal regulations. Acts as a liaison with other county criminal justice agencies. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Latent Fingerprint Examiner, Supervisor is the highest level in the Latent Fingerprint Examiner series. This class has full supervisory responsibility for the direction and activities of all personnel in the class of Latent Fingerprint Examiner I, II, III. This class differs from the Latent Fingerprint Examiner III in that the Latent Fingerprint Examiner, Supervisor exercises full supervisory authority while the Latent Fingerprint Examiner III is expected to lead and provide technical guidance to Latent Fingerprint Examiner I, II incumbents.

QUALIFICATIONS

Minimum Qualifications

Education and Experience

Bachelor's degree in Administration of Justice or Criminology, Chemistry, Physics, Biology, Math, Forensic Science, Statistics, or a related field of study and four (4) years of journey-level experience equivalent to Latent Fingerprint Examiner II, with SJPD, including two (2) years of experience in a lead Fingerprint Examiner position equivalent to Latent Fingerprint Examiner III, with SJPD.

Acceptable Substitution

Additional years of experience as a journey-level Fingerprint Examiner, may be substituted for the required bachelor's degree, on a year for year basis. There will be no substitution for the lead experience.

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

Possession of a valid California Class C Driver's License is required and must be maintained during the entire term of employment in the job class. Must meet all background, psychological, and polygraph requirements.

Possession of current certification as a Certified Latent Print Examiner by IAI is required.

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, Citywide and departmental procedures/policies and federal and state rules and regulations.

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- **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.
- **Problem Solving** - Approaches a situation or problem by defining the problem or issue; determines the significance of problem; collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.
- **Teamwork & Interpersonal Skills** - Develops effective relationships with co-workers and supervisors by helping others accomplish tasks and using collaboration and conflict resolution skills.
- **Building Trust** - Communicates an understanding of the other person's interests, needs and concerns; identifies and communicates shared interests and goals; identifies and communicates differences as appropriate; demonstrates honesty, keeps commitments and behaves in an appropriate manner.
- **Flexibility** - Makes effective decisions and achieves desired results in the midst of major changes in responsibilities, work processes, timeframes, performance expectations, organizational culture, or work environment.
- **Conflict Management** - Uses appropriate interpersonal styles and methods to reduce tension or conflict between two or more people, by presenting the facts, analysis, and conclusions or solutions that show command of content and perspectives and interests of the audience
- **Planning** - Acts to align own unit's goals with the strategic direction of the organization; Defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.
- **Supervision** - Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.

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DUTY NO.	<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (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.	Directs and manages the day-to-day, 24-hour operation and activities of personnel, programs, and facilities within the Central Identification Unit.	Daily
2.	Interprets and enforces the Department's duty manual, general orders and, guidelines.	Daily
3.	Provides supervision, training, and technical assistance to subordinate personnel in the operation of the Department's in-house Automated Fingerprint Identification System (AFIS), manual fingerprint analysis, comparison and evaluation methodology, and all other aspects of related fingerprint analysis work.	Daily
4.	Establishes procedures for the operation of the Central Identification Unit case work assignment procedures for both automated and manual systems.	As Required
5.	Assists and advises the Deputy Chief of Police on personnel, budgetary and policy matters in the Central Identification Unit.	As Required
6.	Prepares and maintains the unit budget; monitors and controls expenses, training, materials, and equipment.	Intermittent
7.	Coordinates the recruitment, hiring, processing, and orientation of new personnel.	As Required
8.	Directs and evaluates the training process of new employees; and complies with on-going state and federal mandated training of employees.	Daily
9.	Evaluates the ability of employees to appropriately speak to the significance of fingerprint evidence in court.	As Required
10.	Evaluates fingerprint evidence based on quantity and quality of matching (or non-matching) ridge features present in two impressions and how it compares to the largest and best amount ever recorded in a non-match (or match).	Daily
11.	Assesses the complexity of latent friction ridge impressions based on the quantity and quality of ridge features present.	Daily
12.	Assesses and documents the clarity and reliability of friction ridge features in complex latent friction ridge impressions.	Daily
13.	Assesses the documents the quality of agreement of friction ridge features in complex latent friction ridge impressions.	Daily
14.	Makes photographic enlargements showing corresponding (or non-corresponding) ridge features present in two impressions to support opinions and conclusions.	As Required
15.	Writes reports and testifies on the significance of fingerprint evidence in terms of subjective (verbal) probability.	As Required
16.	Directs in-house training of police officers and records personnel in the taking of inked and rolled fingerprints; use of live-scan devices; the development, processing, and lifting of latent print evidence, and in the services provided by the Central Identification Unit.	As Required

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17.	Serves as the liaison with all department units as well as with other law enforcement, criminal justice, and government agencies to ensure continuity and conformance with the local CAL-ID system.	Intermittent
18.	Administers annual blind proficiency tests for qualified employees in the form of routine criminal casework.	As Required
19.	Performs other related work as required.	As Required

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

PHYSICAL/ENVIRONMENTAL ELEMENTS

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

In an indoor 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 5/21; s0000*