

Identification Supervisor

Recruitment #16-1286-01

DATE OPENED 1/27/2017

FILING DEADLINE 3/8/2017 5:00:00 PM

SALARY \$30.77 - \$37.25/hour; \$64,001.60 - \$77,480.00/year

EMPLOYMENT TYPE Permanent Full-Time Employment

HR ANALYST Ione Bell

WORK LOCATION Oakland

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INTRODUCTION

THIS IS A NEW ASSEMBLED EXAMINATION. The eligible list resulting from this examination will cancel any existing list and may last approximately one year, but can be extended. Applications **must** be in the possession of the Human Resource Services Department by 5:00 p.m. on the Last Day for Filing. *Applications will only be accepted on-line.*

Supplemental Questionnaire: A properly completed Supplemental Questionnaire must be submitted with each application. Applications and Supplemental Questionnaires must be in the possession of the Human Resource Services Department by 5:00 p.m. on the Last Day for Filing. Failure to submit the Supplemental Questionnaire will result in disqualification.

DESCRIPTION

About The Alameda County Sheriff's Office

The Alameda County Sheriff's Office is a full-service law enforcement agency accredited through the Commission on Accreditation for Law Enforcement Agencies (CALEA) and the American Correctional Association (ACA). Additionally, the agency's health care provider, Prison Health Services, has dual accreditation through the National Commission on Correctional Health Care (NCCHC) and the California Medical Association (CMA). Together, these form what is referred to as the "Triple Crown" of accreditation (ACA, NCCHC/CMA and CALEA) awarded by the National Sheriff's Association. Additionally, the Sheriff's Office Crime Lab is nationally accredited by the American Society of Crime Laboratory Directors (ASCLD). The Sheriff's Office Explosive Ordinance Disposal Unit has also been awarded national accreditation through the Bomb Squad Commanders Advisory Board.

The Sheriff's Office has a current adjusted net budget of approximately \$249 million and has over 1800 authorized positions, including an excess of 1000 sworn personnel. The agency's Chief Executive Officer is

Sheriff Gregory J. Ahern, who is assisted in the operation of the agency by Undersheriff Richard T. Lucia, Assistant Sheriff's Brett Keteles and Casey Nice.

The Sheriff of Alameda County is responsible for a vast array of tasks and duties, including the following:

- Providing security to the Consolidated Superior Courts
- Operating the Coroner's Bureau
- Operating a full service criminalistics laboratory
- Performing Civil Process
- Operating a County Jail (Santa Rita)
- Operating the County Office of Emergency Services
- Providing patrol and investigative services to the unincorporated areas of Alameda County
- Pursuant to contractual agreements, providing patrol and investigative services to the City of Dublin, Peralta Community College District, Oakland-Alameda County Coliseum complex, Oakland International Airport, Highland County Hospital, Social Services, and to the Alameda-Contra Costa Transit District.
- Conducting a basic academy pursuant to Police Officer Standards and Training (P.O.S.T.) requirements.
- Providing Fish and Game enforcement
- Project Director of the Narcotics Task Force
- Serving as the Executive Director of the Sexual Assault Felony Enforcement (SAFE) Task Force
- Operating a Marine Patrol Unit in the San Francisco Bay waters.

For additional information, you may visit the Sheriff's Office website at: <http://www.alamedacountysheriff.org/>

THE POSITION

Identification Supervisors are assigned to a shift or administrative duties. Identification Supervisors are responsible for the work assignment of the Unit's Latent Fingerprint Examiners, Fingerprint Examiners, and support staff; Incumbents oversee the identification and maintenance of criminal records, and perform related work.

THE IDEAL CANDIDATE

In addition to meeting the minimum qualifications listed below, the ideal candidate will have demonstrated a successful track record in:

- Superior communication skills, both oral and written and the ability to communicate with a wide variety of people, including co-workers, Sheriff Officials, other law enforcement agencies and members of the public.
- Writing clear policy and procedures that all staff can adhere to.
- Strong leadership abilities, including supervising, training, evaluating, scheduling and delegating assignments to staff.
- Identifying and implementing new ideas and/or potential solutions without guidance or direction.
- Taking immediate action to resolve issues when faced with problems or challenges.

- Efficiently completing multiple tasks and priorities; able to manage various processes for multiple shifts.
- Handling challenging personnel issues; monitors and evaluates staff performance and progress.
- Maintaining professionalism while promoting high standards and behavior.
- Proficient technical skills with computer systems and the ability to handle complex database systems.

To view the full job description for this position, please click [here](#).

MINIMUM QUALIFICATIONS

Candidates must meet one of the following qualifying patterns to participate in the examination process:

Either Pattern Number I

Experience:

The equivalent of three years full-time experience in the class of Fingerprint Examiner or one-year full-time experience in the class of Latent Fingerprint Examiner in the Alameda County classified service.

Or Pattern Number II

The equivalent of three years full-time experience in a class equivalent to Fingerprint Examiner, or two years in a class equivalent to Latent Fingerprint Examiner, in any law enforcement agency which provides identification services including at least one year of supervisory, senior or lead experience in the forensic area.

Special Requirement:

Incumbents must be willing to work all shifts (day, swing, graveyard), including weekends and holidays and must be available to work overtime when necessary.

License:

Possession of a valid California Motor Vehicle Operator's license.

NOTE: The Civil Service Commission may modify the above Minimum Qualifications in the announcement of an examination.

KNOWLEDGE AND SKILLS

The most suitably qualified candidates will possess the following competencies:

Knowledge of:

- Principles of employee supervision and training.
- Fingerprint identification.
- Automated fingerprint identification system.
- Principles of fingerprinting identification and procedures.
- Standard office methods, equipment and correspondence.
- Criminal justice automated systems.
- Standard office methods and equipment.

Ability to:

- Communicate orally and in writing.
- Make decisions.
- Plan and organize.
- Exercise management control.
- Provide leadership.
- Demonstrate interpersonal sensitivity.
- Demonstrate flexibility.

EXAMINATION COMPONENTS

THE EXAMINATION WILL CONSIST OF THE FOLLOWING STEPS: 1) A review of candidates' applications to verify possession of minimum requirements. Those candidates who possess the minimum requirements for the class will move on to the next step in the examination process. 2) A review of candidates' Supplemental Questionnaires to select the best qualified applicants to continue in the process. 3) An oral interview, which will be weighted at 100% of the candidate's final examination score. The oral interview may contain situational exercises.

CANDIDATES MUST ATTAIN A QUALIFYING RATING ON EACH PORTION OF THIS EXAMINATION.

We reserve the right to make changes to the announced examination components.

Alameda County utilizes a Civil Service Selection System founded on merit. Such a system is competitive and based on broad recruitment efforts and equal opportunity for qualified applicants to test in an examination process designed to determine the qualifications, fitness and ability of competitors to perform duties of the vacant position. Many of our recruitments are targeted and specific to the needs of a current vacant position, in which case, the eligible list may be exclusively used for that current vacant position. Other recruitments may be more broadly used for both current and future vacancies, or for other alternate jobs with comparable scopes of work.

To learn more about our recruitment and selection process, please visit the "What You Need to Know" section of our website, www.acgov.org/hrs

SELECTION PLAN

Applicants will be informed via email with reasonable notice in advance of any examination process which will require their attendance. The following dates are **tentative** and subject to change based on the needs of the Agency:

TENTATIVE SELECTION PLAN:

Deadline for Filing	5:00pm, Wednesday, February 22, 2017 5:00pm, Wednesday, March 8, 2017
Review of Minimum Qualification	to be determined
Supplemental Questionnaire Review for Best Qualified	to be determined
Oral Interview Exam	tentatively the week of March 27, 2017

WE RESERVE THE RIGHT TO MAKE CHANGES TO THE ANNOUNCED RECRUITMENT & SELECTION PLAN

Alameda County and the Human Resource Services Department will make reasonable efforts in the examination and/or selection process to accommodate qualified individuals with disabilities and/or medical

conditions in accordance/compliance with the State Fair Employment and Housing Act (FEHA), Federal Americans with Disabilities Act (ADA) Alameda County's Reasonable Accommodation Policy and applicable statutes. To request an accommodation due to a disability/medical condition during this or other phases of the examination/selection process, please contact the assigned Human Resources Representative listed on the job announcement **before the last date of filing**. Alameda County requires applicants to provide supporting documentation to substantiate a request for reasonable accommodation. In order to qualify for a reasonable accommodation, applicants must have a disability/medical condition pursuant to the ADA, FEHA and applicable statutes.

For more information regarding our Reasonable Accommodation procedures, please visit our website, www.acgov.org/hrs.

BENEFITS

Alameda County offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families. We also sponsor many different employee discount, fitness and health screening programs focused on overall well being. These benefits include but are not limited to*:

For your Health & Welfare Benefits

- Medical – HMO & PPO Insurance
- Dental – PPO & DHMO Insurance
- Vision
- Basic Life Insurance
- Supplemental Life Insurance (with optional dependent coverage)
- County Allowance (Employer Credit)
- Health Flexible Spending Account
- Dependent Care Flexible Spending Account
- Accident, Critical Illness & Hospital Indemnity
- Long Term Care Insurance
- Employee Assistance Program

For your Financial Future

- Short-term Disability Insurance
- Long-Term Disability Insurance
- Retirement Plan – (Defined Benefit Pension Plan)
- Deferred Compensation Plan

For your Work/Life Balance

- 11 paid holidays
- Vacation and sick leave accrual
- Vacation purchase program
- Management Paid Leave**
- Group Auto/Home Insurance
- Commuter Benefits Program
- Group Legal

- Guaranteed Ride Home
- Employee Wellness Program (e.g. At Work Fitness, Incentive Based Programs, Gym Membership Discounts)
- Employee Discount Program (e.g. theme parks, cell phone, etc.)
- Child Care Resources
- 1st United Services Credit Union

*Eligibility is determined by Alameda County and offerings may vary by collective bargaining agreement. This provides a brief summary of the benefits offered and can be subject to change.

** Non-exempt management employees are entitled to up to three days of management paid leave. Exempt management employees are entitled to up to seven days of management paid leave.

CONCLUSION

All notices related to County recruitments for which you have applied will be sent/delivered via email. Please add @acgov.org and alamedacountyHR@acgov.org as accepted addresses to any email blocking or spam filtering program you may use. If you do not do this, your email blocking or spam filtering program may block receipt of the notices regarding your application for recruitments. You are also strongly advised to regularly log into your County of Alameda online application account to check for notices that may have been sent to you. All email notices that will be sent to you will also be kept in your personal online application account. You will be able to view all of your notices in your online application account by clicking on the "My applications" button on the Current Job Openings page.

Please take the steps recommended above to insure you do not miss any notices about a recruitment for which you have applied. The County of Alameda is not responsible for notices that are not read, received or accessed by any applicant for a County recruitment.

NOTE: All notices are generated through an automated email notification system. Replies to the email box alamedacountyHR@acgov.org are routed to an unmonitored mailbox. All notices are generated through an automated email notification system. If you have questions please go to our website at www.acgov.org/hrs. You may also contact the Human Resources Analyst listed on the job announcement for the recruitment for which you have applied.

Ione Bell, Human Resources Analyst II
Human Resource Services, County of Alameda
(510) 272-6456 • ione.bell@acgov.org

Alameda County is an Equal Opportunity Employer