INVITES APPLICATIONS FOR THE POSITION OF:
Forensic Investigator I

An Equal Opportunity Employer

CITY OF SACRAMENTO
Department of Human Resources
915 I Street, Historic City Hall
Sacramento, CA 95814-2604

http://portal.cityofsacramento.org/HR

SALARY
$24.83 - $35.08 Hourly  $1,986.20 - $2,806.45 Biweekly

ISSUE DATE: 02/13/20

FINAL FILING DATE: 02/27/20

THE POSITION

THIS JOB POSTING WILL AUTOMATICALLY CLOSE UPON THE RECEIPT OF
350 APPLICATIONS

OR

AT THE FINAL FILING DEADLINE, WHICHEVER OCCURS FIRST.

Please Note: a candidate must successfully pass a thorough background investigation, including a criminal history check for job-related convictions, fingerprinting, polygraph test, credit check, and a drug use history to be considered for this position.

DEFINITION:

Under general supervision, to perform crime scene investigations, evaluate and process evidence, examine latent fingerprints and perform related duties and responsibilities in accordance with Police Department policies and procedures.

DISTINGUISHING CHARACTERISTICS

This is the entry level of the Forensic Investigator series. Employees in this class work under close supervision as a trainee performing crime scene investigation duties according to established procedures in scene photography and videography, evidence evaluation, collection and processing, scene diagramming and latent fingerprint examination and identification. Incumbents receive both on-the-job and formal classroom training and perform duties of increasing responsibility that are generally observed and reviewed both during its performance and upon completion. During the first year of employment, incumbents are expected to progress in acquiring skills, knowledge and abilities to be able to perform work independent of direct oversight and supervision.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Supervising Forensic Investigator. Technical oversight and work direction related to the investigation and forensic processing of major crime scenes and related evidence is provided by the Lead Forensic Investigator, Supervising Forensic Investigator, Sergeant, or designee. Incumbents of the Forensic Investigator II class are expected to train, oversee and provide work direction to Forensic Investigator I and provide verbal and written feedback to supervisory personnel regarding work performance and progress.

ESSENTIAL DUTIES AND RESPONSIBILITIES
• Respond to and process a wide variety of crime scenes.
• Participate in and perform specialized duties in the investigation and evaluation of crime scenes and related evidence.
• Collect, preserve, protect, prepare written records and establish and/or control the chain of custody.
• Measure locations and relational distances of victims, suspects and other individuals, evidence, objects, buildings, vehicles and other items using manual and automated equipment and prepare diagrammatic material depicting those measurements and locations as found at crime scenes.
• Develop latent fingerprints with powders, chemicals, or other approved methods, both in the field and in an evidence laboratory, on a variety of objects and surfaces and perform related specialized photography.
• Work in an evidence lab setting, developing latent fingerprints with powders, chemicals, laser, or other approved methods, collect DNA and trace evidence off of property items, enter cartridge cases into IBIS, serial number restorations, and perform specialized photography to document evidence.
• Perform forensic photography and videography of victims, suspects, crime scenes, items of evidence, latent prints and other items and objects.
• Fingerprint and photograph dead bodies in various states of decomposition.
• Evaluate and compare inked and latent prints using manual and automated methods.
• Upon assignment as a Latent Examiner, verify identifications of inked and latent fingerprints.
• Upon assignment as a Forensic Artist, formulate composite likeness of subjects from descriptions obtained through interviews.
• Prepare supplementary investigation reports related to crime scene investigations, evidence collection and processing, fingerprint identification and processing procedures, and other reports as required.
• Review reports for quality and accuracy.
• Fingerprint persons as required.
• Testify in court.
• Provide training to subordinate and other department personnel.
• Provide demonstrations and presentations regarding forensic techniques and equipment to department personnel, other City departments, citizens and community groups.
• Provide exceptional customer service to those contacted in the course of work.
• Other related duties may also be performed; not all duties listed are necessarily performed by each individual holding this classification.

QUALIFICATIONS

Knowledge of:

• English usage, spelling, grammar, and punctuation.
• Basic understanding of computer operations and/or word processing programs.
• Basic principles of digital photography and videography.
• Basic understanding of fingerprint pattern recognition.

Ability to:

• Understand and carry out oral and written directions.
• Perform a variety of record keeping, filing, indexing, and other general clerical work.
• Learn fingerprinting procedures.
• Learn police procedures and methods for crime scene investigations.
• Learn physical and biological evidence collection, crime scene photography, videography and diagramming.
• Learn proper handling and maintenance of safety equipment and chemicals.
• Establish and maintain effective working relationships with other employees, City departments, governmental agencies, and the general public.
• Communicate clearly and concisely, both orally and in writing.
• Provide effective testimony in court.
• Prepare records and reports.
• Perform related work as required.
• As knowledge, skill and abilities develop, exercise independent judgment and work with a minimum of supervision.
• Learn to provide keen attention to detail and engage in critical thinking and analysis.
• Work at locations involving human trauma of all types and degrees of severity and in high stress situations.
• Perform crime scene investigation work involving extended hours and physical effort, in inclement weather and at a variety of locations.

EXPERIENCE AND EDUCATION

A combination of education and experience that would provide the required knowledge and abilities is qualifying.

Experience:
One year, equivalent to full-time, experience as a student trainee, or career employee in a law enforcement agency or two years of experience in a customer service position in the public or private sector.

AND

Education:
Completion of sixty (60) units from an accredited college or university with major work in forensic science, criminal justice, chemistry, biology, or a closely related field.

Substitution:
A Bachelor's Degree from an accredited college or university with major work in forensic science, criminal justice, chemistry, biology, or a closely related field may substitute for the required experience.

Additional Substitution:
Three years' experience in police investigation, forensics, or fingerprinting, and a Bachelor's Degree in a non-related field.

PROOF OF EDUCATION

Proof of education such as, but not limited to, university/college transcripts and degrees must be submitted to the City of Sacramento Employment Office in person, as an attachment(s) to the online application, faxed to (916) 596-1556, or emailed to employment@cityofsacramento.org at the time of application submission. If submitting in person or via fax/email, please include your name and Job #016047-20-PD on your documents. Unofficial documents and/or copies are acceptable. Important note: Applications will be rejected without proof of education.

An applicant with a college degree obtained outside the United States must have education records evaluated by a credentials evaluation service. This evaluation must be submitted at the time of application submission.

SPECIAL QUALIFICATIONS

Driver License:
Possession of a valid California Class C Driver License at the time of appointment. Loss of the Class C License is cause for discipline. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Respiratory Protective Equipment:
Work in this class requires wearing respiratory protective equipment at times. When assigned to
such work, facial hair must be shaven when it interferes with the safe fitting of respiratory protective equipment.

**Felony Convictions:**
Free of felony convictions under California Government Code Section 1029.

**Probationary Period:**
Employees must complete eighteen (18) months of probation at a satisfactory performance level prior to gaining permanent status.

**THE SELECTION PROCEDURE**

Please note, the City of Sacramento's preferred method of communication with applicants is via e-mail. As such, please ensure you verify the e-mail address on your application, and check your e-mail frequently, including your spam and junk folders. All e-mail notifications can also be accessed through the governmentjobs.com applicant inbox.

1. **Application:** (Pass/Fail) – All applicants must complete and submit online a City of Sacramento employment application by the final filing deadline;
   - Employment applications must be submitted online; paper applications will not be accepted.
   - Employment applications will be considered incomplete and will be disqualified:
     - If applicants do not list current and/or past job-related experience in the "Work Experience" section. **Note: Qualifying experience is based on 40 hours per week (pro-rated if less than 40 hours/week).**
     - If "see resume" is noted in the "Work Experience" section; a resume will not substitute for the information required in the "Work Experience" section.
   - Proof of education such as, but not limited to, university/college transcripts and degrees must be submitted online with your application, emailed to employment@cityofsacramento.org, delivered in person, or sent to the Employment Office by fax or mail at the time of application submission.
   - If you're requesting Veteran's credit, a copy of your DD214 must be submitted online with your application, delivered in person, or sent to the Employment Office by email/fax or mailed at the time of application submission. Information regarding the use of Veteran's credit can be found in the Civil Service Board rules under rule 4.9C.

2. **Screening Committee:** (Pass/Fail) – Human Resources will evaluate employment applications for the minimum qualifications stated on the job announcement.

3. **Online Exam:** (Weighted 100%) – Qualified candidates will receive a notification via email when the examination is available. Candidates will have approximately 7 calendar days from the date of notification to complete the online examination. Only one attempt will be permitted. The online examination will be job related and may include, but not limited to, the knowledge and abilities as outlined above. Candidates who PASS the online exam MAY be invited to take a confirmatory exam at the hiring departments discretion.

4. **Eligibility:** Candidates who pass the online examination will be placed on the eligible list. The hiring department may contact candidates for interview at any time during the life of the one-year list.

5. **Background Process:** If considered for appointment, candidates must pass a background investigation, which includes a criminal history check, fingerprinting, polygraph test, credit check, and drug use history.

**QUESTIONS:**
For questions concerning this job announcement and the application process:
For technical support between 6 AM - 5 PM PT, contact Live Applicant Support at (855) 524-5627.
Visit the City of Sacramento Human Resources Department website at http://www.cityofsacramento.org/HR/Career-Opportunities
Send an email to employment@cityofsacramento.org
Call the Human Resources Department at (916) 808-5726; or
Visit the Human Resources Department at Historic City Hall, 915 I Street, Plaza Level, Sacramento, CA 95814.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
http://portal.cityofsacramento.org/HR
OR
915 I Street, Historic City Hall
Sacramento, CA 95814-2604

EXAM #016047-20-PD
FORENSIC INVESTIGATOR I
JW

Forensic Investigator I Supplemental Questionnaire

* 1. APPLICATION: I understand that the experience I list in the "Work Experience" section of the employment application will be used to determine if I meet the minimum qualifications as stated on the job announcement. A resume, responses to the supplemental questions, employment history listed elsewhere in the application or attachments will not substitute for the information required in the "Work Experience" section of the employment application. **Note: Qualifying experience is based on 40 hours per week (pro-rated if less than 40 hours/week).**
  ☐ Yes

* 2. PROOF OF EDUCATION: I understand that I must submit proof of education to the City of Sacramento Employment Office at the time of application submission as noted within this posting. You may attach documents electronically; e-mail them to employment@cityofsacramento.org; mail/deliver hard copies to the Employment Office; or fax them with a cover sheet that contains your name, the exam number and title, and number of documents being sent. The fax number is (916) 596-1556.
  ☐ Yes

* 3. I understand that I must pass a thorough background investigation, including a criminal history check for job-related convictions, fingerprinting, polygraph test, credit check, and a drug use history to be considered for this position.
  ☐ Yes

* 4. I understand that candidates must be free of felony convictions under California Government Code 1029. Conviction of a misdemeanor is not necessarily a bar to employment, each case is considered separately based on job requirements.
  ☐ Yes

* 5. ONLINE EXAM: I understand that an online examination is required to be completed for consideration of employment with the City of Sacramento. Furthermore, I understand if I don’t have access to a computer and need to take the exam in person, I must contact the Employment office, Monday – Friday 8:00am – 5:00pm PST, prior to the online examination inactivation date. A separate email containing a link to the examination will be sent to applicants who meet the minimum qualifications as stated in the job posting.
  Contact information: Phone: 916-808-5726 Email: employment@cityofsacramento.org
  ☐ Yes

* 6. Are you in a familial, cohabitant, or amorous relationship with any current employee of the City of Sacramento? Examples of these relationships include: spouse, domestic partner, parent, child, sibling, uncle, aunt, nephew, niece, first cousin, grandparent, great-grandparent, grandchild, or great-grandchild. Relations may be by blood, marriage, adoption, or domestic partnership, including in-law, step- and half-relationships. (If yes, please answer the next question)
  ☐ Yes ☐ No
7. Please list name of relative, relationship and department that your relative works in. (If not applicable, please type N/A)

* Required Question