



**COUNTY OF SANTA CLARA
INVITES APPLICATIONS FOR THE POSITION OF:**

Fingerprint Identification Director

An Equal Opportunity Employer

SALARY

\$63.96 - \$77.75 Hourly \$5,116.80 - \$6,219.84 Biweekly \$11,086.40 - \$13,476.32
Monthly \$133,036.80 - \$161,715.84 Annually

ISSUE DATE: 01/31/23

FINAL FILING DATE: 02/20/23. If the Final Filing Date states "Continuous", the application filing period may close any time after ten business days from the issue date of this job announcement if sufficient qualified applications have been received. Therefore, it is important to submit your application as soon as possible.

THE POSITION

Under general direction, plans, organizes, and directs the operation of the County's Cal-ID/AFIS program; and performs the most difficult finger and palm print identifications.

TYPICAL TASKS

- Plans, organizes, and manages the Fingerprint Identification Unit's 24-hour-a-day operation including programs, facilities, and staff activities;
- Establishes procedures for Santa Clara County's Cal-ID/AFIS program;
- Interviews, selects, supervises, and evaluates unit staff;
- Reviews the methods used in fingerprint/palm print identification and the results achieved for compliance with quality assurance standards;
- Advises regional and local boards on matters of policy regarding the Cal-ID program;
- Assists and advises management on matters of personnel, budget, and policy;
- Provides training, and technical assistance to unit personnel in the operation of the Department's AFIS program, manual identification procedures, and all other aspects of related identification work;
- Prepares and maintains the local Cal-ID budget and monitors and controls expenditures associated with unit training, materials, and equipment;
- Supervises the operation and maintenance of computerized and manual fingerprint identification systems within the AFIS program;
- Directs and evaluates the training process of new employees and complies with state, federal, and certification program-mandated training of employees;

- Prepares courtroom displays and photographic exhibits and gives expert testimony in court (or at formal hearings) on characteristics of latent and ink fingerprint identification and comparison;
- Maintains communication with Federal, State, and local law enforcement agencies and identification units;
- Functions as the in-house expert on forensic fingerprint matters and assists in training of Sheriff's Academy cadets and new sworn officers;
- Develops and maintains a system with user agencies for the exchange of information;
- Performs other related duties as required.

EMPLOYMENT STANDARDS

Education and experience which directly demonstrates the possession and application of the following knowledge and abilities.

Training and Experience Note: The knowledge and abilities required to perform this function are typically acquired through training and experience equivalent to possession of a Bachelor's degree in a Forensic Science, Criminalistics, Natural Sciences, Physics, Biology, Chemistry or a closely related field;

AND

Four (4) years of full-time experience performing advanced journey level identification work that included comparison and identification of latent fingerprint material; and one (1) year supervising or leading fingerprint identification personnel.

A qualified candidate would have experience that includes either training subordinates on the effective use of scientific identification techniques or lecturing/teaching college/university level classes in a related field.

Certificates and Licenses

Possession of a valid Certified Latent Print Examiner certificate;

Possession of a valid California Driver's License prior to appointment.

POST Certification as a Basic Academy Instructor is desirable.

Knowledge of:

- Current principles and practices of management, effective communication, employee supervision, and training;
- Henry and the Modified Henry fingerprint classification systems;
- Major automated fingerprint identification systems and other related systems used for classifying, comparing, and identifying fingerprints, including latent fingerprints;
- Current methods and procedures used in maintaining and updating manual and automated fingerprint identification systems;

- Current techniques used in crime scene investigation.

Ability to:

- Effectively manage the operation of the Fingerprint Identification Unit and supervise unit staff in the performance of fingerprint identification and other duties of the unit;
- Provide training and technical assistance to staff in the operation and maintenance of computerized and manual fingerprint identification systems and in all other aspects of unit identification work;
- Classify and identify finger and palm prints in accordance with established methods and standards;
- Search, document, collect and preserve finger and palm print related evidence gathered at crime scenes;
- Qualify as an expert witness and give expert testimony pertaining to identifications by latent and ink prints in criminal and civil court proceedings;
- Perform the most difficult identifications of latent fingerprints and prepare latent and ink-print evidence for presentation in court;
- Compare and identify latent and inked rolled single, partial, and distorted finger and palm prints;
- Communicate effectively both orally and in writing;
- Establish and maintain cooperative relationships with those contacted in the course of work including employees of the County and other public agencies.

PHYSICAL REQUIREMENTS

VETERANS PREFERENCE INFORMATION: Any veteran who has submitted a copy of their DD214 form, and received a discharge of other than dishonorable, from the armed forces showing service in any branch of the United States military will be given a preferential credit of five percent (ten percent for those identified as disabled veterans), after attaining a passing examination score for a numerically scored examination, as applicable by Memorandum of Understanding.

THE EXAMINATION PROCESS: The examination process may include one or more of the following: application review, application appraisal, preliminary competitive rating, performance test, written test, and/or oral interview examination.

This recruitment may require completion of Supplemental Questions in order to evaluate your education, training and experience relative to the required knowledge and abilities for the position you are applying for.

Your responses to the questions may also be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the Competitive Rating evaluation has begun.

*New Hires shall be subject to a pre-employment criminal background check.

DISASTER SERVICE WORKERS: Under California law, all County employees are designated as Disaster Service Workers (DSW). In the event of a catastrophic event, County employees may be expected to fulfill emergency action assignments. As DSW's, they may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.

INFORMATION ON PERS CONTRIBUTION: For new members, salaries above a limitation imposed by federal law (that limit is \$134,974 for 2022): (1) neither the County nor the employee will make contributions to PERS on the portion of salary that exceed the limit, and (2) the portion of the salary that exceeds the limit is not used by PERS to calculate the retirement benefit. For current members, the limit is \$305,000 for 2022.

An Equal Opportunity Employer: The County of Santa Clara is an inclusive workplace, where employees are valued and respected for their different perspectives, experiences, backgrounds, and contributions. We are a proud equal opportunity employer that fosters a workforce that is as diverse as our community. Applicants will receive consideration for employment without regard to race, religion, color, national origin, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender, gender identity, gender expression, transgender status, sexual stereotypes, age, status as a protected veteran, status as an individual with a disability, other applicable legally protected characteristics, or criminal histories (consistent with applicable federal, state, and local law).

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.sccjobs.org/>
OR
70 W. Hedding Street, 8th Floor, East Wing
San Jose, CA 95110

EXAM #22-V90-A
FINGERPRINT IDENTIFICATION DIRECTOR
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Fingerprint Identification Director Supplemental Questionnaire

- * 1. Please answer the following questions. Completion of the following supplemental questions is **REQUIRED** and is an integral part of the evaluation process. Initially, it will be used to determine minimum qualifications. For those applicants meeting the employment standards, this information will be critical in the subsequent competitive assessment to identify those candidates to be invited to continue in the examination process. Your responses to the questions may also be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the Competitive Rating evaluation has begun. A response of "see resume" or "see application" will deem your application incomplete. Include a detailed description of your work experience in the following format for EACH employer referenced, in each answer:
- a) Employer name(s)
 - b) Job title(s)
 - c) Start/end dates of employment
 - d) Total hours worked per week
 - e) Description of task(s) performed

Do you understand the requirement to provide complete answers in order to determine relevant experience for each area in question?

Yes No

- * 2. What is the highest level of education you have completed?
- Less than High School or GED
 - High School or GED equivalent
 - College (1 to 29 semester units / 1 to 44 quarter units)
 - College (30 to 59 semester units / 45 to 89 quarter units)
 - College (60 to 89 semester units / 90 to 134 quarter units)
 - College (90 to 119 semester units / 135 to 179 quarter units)
 - College (120 or more semester units / 180 or more quarter units)
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctoral Degree
- * 3. If you earned a Bachelor's Degree or Higher, what area your area of study?
- Forensic Science
 - Criminalistics
 - Natural Sciences
 - Physics
 - Biology
 - Chemistry
 - Closely Related Field

- Unrelated Field
- No Bachelor's Degree or higher

- * 4. If you chose "Closely related field" in the previous question, please provide your field of study.
- * 5. How many years of work experience do you have performing analytical, administrative, lead, supervisory, or management duties?

Relevant experience includes interpreting rules and regulations, gathering data, formulating recommendations, and report writing.

- No experience
- Less than one year
- One to less than two years
- Two to less than three years
- Three to less than four years
- Four to less than five years
- Five or more years

- * 6. Describe your analytical, administrative, lead, supervisory, or management work experience. Relevant experience includes interpreting rules and regulations, gathering data and formulating recommendations, and report writing.

Include employer name, dates of employment, job title, job duties, and hours worked per week. If none, type "N/A".

- * 7. How many years of professional experience do you possess performing advanced journey level identification work that included comparison and identification of latent fingerprint material?

Relevant experience includes the use of fingerprint identification systems and other related systems used for classifying, comparing, and identifying fingerprints, including latent fingerprints. Relevant experience also includes crime scene investigation.

- None
- Less than one year
- One to less than two years
- Two to less than three years
- Three to less than four years
- Four to less than five years
- Five or more years

- * 8. Please describe your experience performing advanced journey level identification work including comparison and identification of latent fingerprint material.

Include the fingerprint identification systems and other related systems you used for classifying, comparing, and identifying fingerprints, including latent fingerprints. Also include the crime scene investigation techniques you used.

Responses must include the following required information: Your job title(s), employer name(s), start/end date(s), hours worked per week and a detailed description of tasks performed. If none, type "N/A".

- * 9. How many years of professional experience do you possess supervising or leading fingerprint identification personnel?

Relevant experience includes training and assisting staff in the operation and maintenance of computerized and manual fingerprint identification systems and in all other aspects of unit identification work.

- None
 Less than one year
 One to less than two
 Two to less than three
 Three or more years

- * 10. Describe your experience supervising or leading fingerprint identification personnel. Include the training and assistance you provided to staff in the operation and maintenance of computerized and manual fingerprint identification systems and in all other aspects of unit identification work.

Indicate the scope of your supervisory responsibilities (for example, hiring, counseling, assigning work, etc.) and number and level of staff supervised.

Include employer name(s), job title(s), start/end dates of employment and hours worked per week. If none, type "N/A".

- * 11. Do you possess experience training subordinates on the effective use of scientific identification techniques or experience lecturing/teaching college/university level classes in a related field?
Yes No

- * 12. Please describe your experience training subordinates on the effective use of scientific identification techniques and your experience lecturing/teaching college/university level classes in a related field.

Please include your job duties, job title, employer name, dates of employment, and hours worked per week. If none, type "N/A".

- * 13. Do you possess experience giving expert testimony pertaining to identifications by latent and ink prints in criminal and civil court proceedings.

Relevant experience includes performing the most difficult identifications of latent fingerprints and preparing latent and ink-print evidence for presentation in court.

- Yes No

- * 14. Please describe your experience giving expert testimony pertaining to identifications by latent and ink prints in criminal and civil court proceedings.

Include your experience performing the most difficult identifications of latent fingerprints and preparing latent and ink-print evidence for presentation in court.

Responses must include the following required information: Your job title(s), employer name(s), start/end date(s), hours worked per week and a detailed description of tasks performed. If none, type "N/A".

- * 15. Do you possess a valid Certified Latent Print Examiner certificate? If yes, please attach a copy to your application.

Yes No

- * 16. Do you possess POST Certification as a Basic Academy Instructor? If yes, please attach proof of your certification to your application.

Yes No

- * 17. New hires must successfully pass the pre-employment criminal background check. Do you understand this requirement?

Yes

No

- * Required Question