



**CITY OF IRVINE**  
Department of Human Resources  
One Civic Center Plaza  
Irvine, CA 92606-5208

<http://www.cityofirvine.org/jobs>

**INVITES APPLICATIONS FOR THE POSITION OF:  
Forensic Specialist**

*An Equal Opportunity Employer*

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**SALARY**

\$24.34 - \$38.28 Hourly    \$4,218.93 - \$6,635.20 Monthly    \$50,627.20 - \$79,622.40 Annually

**OPENING DATE:** 12/21/17

**CLOSING DATE:** 01/03/18

**THE POSITION**

The City of Irvine seeks an experienced and detail oriented Forensic Specialist I to perform responsible non-sworn crime scene investigation work involving the identification, collection, processing and preservation of physical evidence.

Under supervision, the Forensic Specialist I will perform crime scene investigations, evaluate and process evidence, examine and compare latent prints and perform related duties and responsibilities in accordance with Police Department policies and procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Essential Duties and Responsibilities**

**The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

- Locates, identifies, collects, protects, preserves and analyzes materials and substances as evidence at crime scenes and other locations using a variety of specialized equipment and techniques.
- Develops and lifts latent prints; prepares and enters latent prints into CAL-ID computer system; compares latent prints. Collects and classifies other types of impression evidence.
- Records or visualizes physical or trace evidence through such photographic techniques as macro, micro, infrared, ultraviolet and alternate light sources.
- Prepares castings of tire, foot, tool and other types of impressions.
- Performs basic analysis of blood, hair, fiber, ballistic, narcotic, and other types of physical evidence.
- Documents crime scenes with photographs, video recordings, diagrams, and reports; searches criminal and court records and files.
- Takes various types of photographs of evidence, recovered property, and suspects, victims, prisoners and other persons; may prepare chemicals for latent print development; develops prints, enlarges and mounts color and black/white photographs; downloads and prints digital photographs.
- Prepare evidence for courtroom presentation.
- Prepares and maintains a variety of records, reports and files including those regarding the detection, protection, collection and preservation of evidence at crime scenes.

- Interviews victims and witnesses to gather information about crime scenes; may interview and process arrestees to gather evidence. Communicates with law enforcement personnel and other City staff, attorneys, and members of the public.

### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

- Communicates information to others via use of police radios.
- Files and maintains latent print cards, photographs and negatives.
- Delivers and picks up processed film.
- Performs other duties as required.

### **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Equivalent to completion of the twelfth grade and at least two years experience in public safety tasks supplemented by specialized training in crime scene investigation, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Must possess a valid California driver license.

#### **Certifications Required:**

A certificate of completion from a crime scene investigation program or forensic academy is required.

### **SUPPLEMENTAL INFORMATION**

#### **Supplemental Information: CITY OF IRVINE**

The City of Irvine is located 40 miles southeast of Los Angeles and six miles from the ocean in Orange County, California. Irvine encompasses more than 66 square miles and has a current residential population of more than 255,000. Incorporated in 1971, Irvine is recognized as one of America's safest and most successful master-planned urban communities. Top-rated educational institutions, an enterprising business atmosphere, state-of-the-art transportation programs and systems, sound environmental stewardship, and respect for diversity all contribute to Irvine's enviable quality of life. The City is ideally located adjacent to John Wayne/Orange County Airport and close to many of Southern California's largest tourist attractions, numerous resorts, and some of the state's finest beaches.

Irvine has also been recognized as one of the America's Best Cities to Live, according to Money Magazine in 2014. The City of Irvine also has the distinction of being one of the safest cities in the United States with a population of more than 100,000, based upon FBI statistics on violent crime.

The City employs almost 800 full-time and more than 500 part-time personnel and has an operating budget of \$191.7 million. The Irvine community features an array of entertainment and recreational opportunities, parks and open space, a nationally recognized school district, a vibrant business environment, and an exceptional quality of life that makes it one of the most desirable cities in which to live and work.

### **THE DEPARTMENT**

## Public Safety

Under the leadership of the Chief of Police, Mike Hamel, the Irvine Police Department has an authorized sworn staff of approximately 228 and 94 civilian personnel. The entire department is committed to a Community Oriented Policing and Problem Solving (COPPS) philosophy and its workforce interfaces closely with all segments of the community, as well as with other City departments. The department is a full-service public safety agency that provides several special program areas including Emergency Management, Crime Prevention, DARE, School Resource Officer, K-9s, Traffic Enforcement, Commercial Vehicle Enforcement, General Investigation, Crime Scene Investigation, Special Investigation (vice & narcotics), and the Special Weapons and Tactics Team (SWAT). The individual selected for this position will be expected to conduct him or herself in a manner that promotes and adheres to the Irvine Police Department's Mission, Vision, and Values Statement.

### Mission Statement

Working in partnership with the community, we will preserve the peace, uphold the law with fairness and provide quality service.

### Vision Statement

We aspire to be a world-class leader in policing, a model for character, innovation, and service. We strive to protect our diverse and dynamic community with fairness, integrity, and respect for the rights of the individual. We resolve to develop a creative, forward-thinking workforce, dedicated to raising our level of excellence to meet the challenges of tomorrow.

### Core Values

Integrity, Quality Service, Accountability, and Respect.

## SELECTION PROCESS

The selection process may include one or more of the following: application review and evaluation, performance test, written test, and/or oral interview examination.

Questions asked during the selection process are based on the knowledge and abilities required to successfully perform the job. If you have a disability that requires accommodation during the selection process, please notify Human Resources at least 24 hours prior to the first phase of the selection process.

The successful candidate will be required to take and pass a post-offer medical examination, including drug screening, by a City physician to ensure their physical suitability to perform assigned duties. In addition, the City of Irvine conducts a thorough background investigation prior to appointment.

*This recruitment will establish an eligibility list to fill future vacancies in this classification. This recruitment may also be used to fill positions in similar and/or lower classifications within the organization.*

The City of Irvine is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:  
<http://www.cityofirvine.org/jobs>

EXAM #01862  
FORENSIC SPECIALIST  
DH

**Forensic Specialist Supplemental Questionnaire**

- \* 1. Failure to complete all fields of the "Work Experience" section of the application may result in your application not being considered. A resume will not be considered in lieu of a complete application and will not be used in determining your qualifications for this position.  
 I acknowledge I have read and understand the above information.
- \* 2. Our primary means of communication about candidate recruitment status is email. Have you provided a valid email address that you can access regularly? Please ensure that you check your SPAM folder for email messages that were incorrectly marked as spam.  
 I acknowledge I have read and understand the above information.
- \* 3. As a Public Safety employee, would you be willing and able to undergo a thorough background investigation which includes, but is not limited to, the review of: legal documents, police and driving records, credit profile, motor vehicle insurance, vehicle operation, prior employment records, performance reviews; and questions made to, and comments received from, family members, spouses, ex-spouses, neighbors, business references, etc.?  
 Yes    No
- \* 4. Do you currently possess a valid driver's license?  
 Yes  
 No
- 5. Please indicate your highest level of education completed:  
 High School/GED  
 Associate's  
 Bachelor's  
 Master's  
 PhD  
 JD  
 Other
- \* 6. Please indicate the number of years of experience you have in public safety:  
 0-1 years experience  
 2-3 years experience  
 4-5 years experience  
 6-7 years experience  
 7+ years experience  
 No experience
- \* 7. Do you have specialized training in crime scene investigation?  
 Yes    No
- \* 8. Do you have experience collecting evidence in crime scene investigations?  
 Yes    No
- \* 9. If yes, please describe your experience collecting evidence in crime scene investigations. If no experience, type "n/a".

- \* 10. Do you have a certificate of completion from a crime scene investigation program or forensic academy? **If yes, please attach a copy of your certificate to this application.**  
 Yes    No
  
- \* 11. Public Safety employees are members of a 24/7 operation and may be scheduled to work weekends and holiday shifts. Are you willing and able to work during these hours?  
 Yes    No
  
- \* 12. Do you have experience using the Automated Fingerprint Identification Systems (AFIS)?  
 Yes    No
  
- \* 13. If you answered yes to having experience using AFIS, please describe your experience, your title and where you gained this experience. If no experience type "n/a".
  
- \* 14. Describe your experience using digital photography within crime scene investigations. If no experience, type "n/a".
  
- \* 15. Do you have experience comparing latent print evidence?  
 Yes    No
  
- \* 16. If you answered yes to having experience comparing latent print evidence, briefly describe your experience and include where you gained this experience and your role in the organization. If no experience, type "n/a".
  
- \* 17. Please describe why you are interested in this opportunity.
  
- \* Required Question