

POSTING IS REQUIRED

Classification Notice No. 1370

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: October 16, 2012
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by adding Lead Property & Evidence Technician (615-N) and Lead Fingerprint Technician (616-N).

The Denver Police Department (DPD) is restructuring its administrative and support functions with the goal of civilianizing approximately 40 positions. As part of this process, DPD requested that Career Service Authority create two new classifications, Lead Property & Evidence Technician and Lead Fingerprint Technician. The lead worker classifications are necessary given that DPD operates three shifts in the Property Management Bureau and at the Crime Lab.

The Lead Property & Evidence Technician performs permanently assigned lead work over Property and Evidence Technicians who receive and identify evidence/property; inventory, package, tag, and store property, and maintain proper "chain of custody." The Lead Fingerprint Technician performs permanently assigned lead work over Fingerprint Technicians who examine and identify fingerprints. The Property and Evidence Technician and Fingerprint Technician are existing classifications staff with career service employees.

NEW CLASSES

<u>Job Code</u>	<u>Classification Title</u>	<u>Pay Grade & Range</u>
CN2736	Lead Property & Evidence Technician	615-N (\$37,866 - \$55,284)
CN2737	Lead Fingerprint Technician	616-N (\$39,589 - \$57,800)

Per Career Service Rule 7-37 A – "If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting re-allocations shall be the beginning of the first work week following approval by the Board."

The Career Service Executive Personnel Director shall provide those appointing authorities who are affected with a draft of proposed changes in the plan, and notice shall be posted on appropriate bulletin boards at least thirteen calendar days from the date of this notice.

Public Notice of Changes:

The scheduled time for the public hearing is **Thursday November 1, 2012 5:00 p.m.** in the CSA Board Room, Room 4.I.4, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Bruce Backer bruce.backer@denvergov.org, Career Service Authority, in care of Alena Martinez alena.martinez@denvergov.org by 8:00 a.m. on **Tuesday, October 30, 2012**. Please include a contact name and phone number so that we may respond directly.

If anyone wishes to be heard by the Board on this item, please call Frances Trujillo frances.trujillo@denvergov.org at (720) 913-5168 no later than noon on **Tuesday, October 30, 2012**.



Career Service Authority

Page 1 of 5

Lead Property & Evidence Technician

GENERAL STATEMENT OF CLASS DUTIES

Performs permanently assigned lead work over Property and Evidence Technicians who receive and identify evidence/property, inventory, package, tag, and store property and maintain proper "chain of custody" and safe working environment.

DISTINGUISHING CHARACTERISTICS

The Lead Property & Evidence Technician class is distinguished from the Property & Evidence Technician class by the elements of the permanently assigned lead work. This class is also distinguished from the Vehicle Boot Investigator, which enforces the payment of parking fines, fees, and/or penalties by locating and identifying delinquent offenders and citations, serves legal notices to registered owners, attaches boot devices to prevent vehicle motion, and acts as a special police officer for the City. The Lead Property & Evidence Technician is distinguished from the Vehicle Impound Clerk, which receives, stores, releases, and provides security for impounded vehicles and related property at the City's Vehicle Impound Facility, and performs data input and updating for the CCIC and NCIC computer systems.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented and presented and some degree of discretion and judgement are required within the parameters of the job function.

Level of Supervision Exercised:

Exercises permanently assigned lead work duties over two or more Property & Evidence Technicians.

ESSENTIAL DUTIES

Receives, identifies, and maintains evidence/property and ensures proper "chain of custody" and safe working environment.

Assists the supervisor in developing or modifying work schedules, methods, and procedures, determines work priorities, and ensures adequate staff coverage.

Assists the supervisor for initial and ongoing training of staff. This includes implementing training policies/procedures for ISO Accreditation, and working with the QA staff in preparation for ISO Certification and ongoing maintenance of the Certification once obtained.

Assists in developing, recommending, and coordinating the implementation of new procedures for the assigned functions or unit.

Acts as a technical reference by providing work instruction and assists employees with difficult and/or unusual work assignments.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during the work-shift operations and decides appropriate solutions.

Assists the supervisor with activities relating to the inventories and audits of evidence and the purging of evidence that has been documented for disposal as instructed.

Contributes to the development of the performance enhancement plan, documents performance, provides performance feedback, and furnishes information for the formal performance evaluation to the supervisor.

Responds orally to informal grievances and relays information to the supervisor.

Documents situations which may be cause for disciplinary action and provides this information to the supervisor.

Ensures to implement the industry's safety standards and assists the supervisor with developing necessary procedures to ensure compliance.

Implements and interprets policies and procedures developed by higher-level authorities.

Performs other related duties as assigned.

.....
Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
.....

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Integrity/Honesty - Displays high standards of ethical conduct and understand the impact of violating these standards on organization, self, and others; chooses an ethical course of action; is trustworthy.

Decision Making - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions or solve a problem.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Customer Service - Works and communicates with clients and customers to satisfy their expectation. Committed to quality services.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations.

Conscientiousness - Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior.

Flexibility - Adapts quickly to changes.

Reading - Learns from written material by determining the main idea or essential message. Recognizes correct English grammar, punctuation, and spelling.

Reasoning – Discovers or selects rules, principles, or relationships between facts and other information.

Listening - Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Writing - Uses correct English grammar, punctuation, and spelling communicate thoughts, ideas, information, and messages in writing.

Memory - Recalls information that has been presented previously.

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Technical Competence - Knowledge of how to perform one's job. Refers to specialized knowledge that is acquired through formal training or extensive n the job experience i.e. knowledge of the criminal justice system sufficient to be able to maintain the proper chain of custody for evidence. .

Manages/Organizes Information - identifies a need; gathers, organizes, and maintains information; determines its importance and accuracy, and communicates it by a variety of methods. *This includes property/evidence.*

Physical Demands:

Standing: Remaining on one's feet in an upright position.
Walking: Moving about on foot.
Lifting: Raising or lowering an object up to 50lb from one level to another.
Carrying: Transporting an object, usually by hand, arm, or shoulder.
Pushing: Exerting force upon an object so that the object is away.
Pulling: Exerting force on an object so that it is moving to the person.
Balancing: Maintaining body equilibrium to prevent falling over.
Stooping: Bending the body by bending spine at the waist.
Reaching: Extending the hand(s) and arm(s) in any direction.
Handling: Seizing, holding, grasping, or otherwise working with hand(s).
Fingering: Picking, pinching, or otherwise working with fingers.
Feeling: Perceiving attributes of objectives by means of skin receptors.

Working Environment:

Exposed to hazardous anesthetic agents, body fluids and wastes
Exposed to infection from disease bearing specimens
Exposed to odorous chemicals and specimens
Exposed to the risk of blood borne diseases
Exposed to infections and contagious diseases
Subject to burns and cuts

Education Requirement:

Graduation from HS or possession of a GED Certificate.

Experience Requirement:

Two years of work experience in evidence handling in the law enforcement field.

Education/Experience Equivalency:

None.

Licensure and/or Certification:

Possession of a valid Colorado Class "R" Driver's License at the time of application.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: xx/xx/2012

REVISED DATE:

REVISED BY: Hameed Pousti

CLASS HISTORY: xx/2012 – This is a new class



Career Service Authority
Lead Fingerprint Technician

Page 1 of 4

GENERAL STATEMENT OF CLASS DUTIES

Performs permanently assigned lead work over Fingerprint Technicians who examine and identify fingerprints.

DISTINGUISHING CHARACTERISTICS

This Lead Fingerprint Technician is distinguished from the Fingerprint Technician class by the elements of the permanently assigned lead work. This class is also distinguished from the Fingerprint Identification Clerk, which trains in and assists while developing expertise in the identification and classification of fingerprint impressions utilizing the established Classification Systems.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented and presented and some degree of discretion and judgement are required within the parameters of the job function.

Level of Supervision Exercised:

Exercises permanently assigned lead work duties over two or more Fingerprint staff.

ESSENTIAL DUTIES

Examines, identifies, and classifies fingerprints.

Assists the supervisor in developing or modifying work schedules, methods, and procedures, determines work priorities, and ensures adequate staff coverage.

Assists the supervisor for initial and ongoing training of staff. This includes implementing training policies/procedures for ISO Accreditation, and working with the QA staff in preparation for ISO Certification and ongoing maintenance of the Certification once obtained, and training for Tenprint Examiner Certification through the established associations.

Assists in developing, recommending, and coordinating the implementation of new procedures for the assigned functions or unit.

Acts as a technical reference by providing work instruction and assists employees with difficult and/or unusual work assignments.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during the work-shift operations and decides appropriate solutions.

Contributes to the development of the performance enhancement plan, documents performance, provides performance feedback, and furnishes information for the formal performance evaluation to the supervisor.

Responds orally to informal grievances and relays information to the supervisor.

Documents situations which may be cause for disciplinary action and provides this information to the supervisor.

Ensures to implement the industry's safety standards and assists the supervisor with developing necessary procedures to ensure compliance.

Implements and interprets policies and procedures developed by higher-level authorities.

Performs other related duties as assigned.

Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Integrity/Honesty - Displays high standards of ethical conduct and understand the impact of violating these standards on organization, self, and others; chooses an ethical course of action; is trustworthy.

Decision Making - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions or solve a problem.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Customer Service - Works and communicates with clients and customers to satisfy their expectation. Committed to quality services.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations.

Conscientiousness - Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior.

Flexibility - Adapts quickly to changes.

Reading - Learns from written material by determining the main idea or essential message. Recognizes correct English grammar, punctuation, and spelling.

Reasoning – Discovers or selects rules, principles, or relationships between facts and other information.

Listening - Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

Writing - Uses correct English grammar, punctuation, and spelling communicate thoughts, ideas, information, and messages in writing.

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Technical Competence - Knowledge of how to perform one's job. Refers to specialized knowledge that is acquired through formal training or extensive n the job experience i.e. knowledge of the criminal justice system sufficient to be able to maintain the proper chain of custody for evidence. .

Perceptual Speed - Sees detail in words, numbers, pictures, and graphs quickly and accurately.

Mental Visualization - Sees things in the mind by mentally organizing and processing symbols, pictures, graphs, objects, or other information.

Arithmetic/Mathematical Reasoning - Performs computations such as addition, subtraction, multiplication, and division correctly; solves practical problems by choosing appropriately from a variety of mathematical techniques such as formals and percentages.

Physical Demands:

Standing: Remaining on one's feet in an upright position.

Walking: Moving about on foot.

Lifting: Raising or lowering an object from one level to another.

Carrying: Transporting an object, usually by hand, arm, or shoulder.

Pushing: Exerting force upon an object so that the object is away.

Pulling: Exerting force on an object so that it is moving to the person.

Balancing: Maintaining body equilibrium to prevent falling over.

Stooping: Bending the body by bending spine at the waist.

Reaching: Extending the hand(s) and arm(s) in any direction.
Handling: Seizing, holding, grasping, or otherwise working with hand(s).
Fingering: Picking, pinching, or otherwise working with fingers.
Feeling: Perceiving attributes of objectives by means of skin receptors.

Working Environment:

Pressure due to multiple calls and inquiries.
Subject to many interruptions.

Education Requirement:

Graduation from HS or possession of a GED Certificate.

Experience Requirement:

Two years of experience classifying and identifying fingerprints utilizing the Henry Classification System OR successful completion of the Denver Police Department's Fingerprint Identification class.

Education/Experience Equivalency:

One year of college education (equal to 24 semester hours) may be substituted for the one year of work experience requirement.

Licensure and/or Certification:

Possession of a valid Colorado Class "R" Driver's License at the time of application.

Possession of a Tenprint Fingerprint Certification through the IAI (International Association for Identification) within two years of hiring date.

CLASS DETAIL

FLSA CODE: Non-Exempt
ESTABLISHED DATE: xx/xx/2012
REVISED DATE:
REVISED BY: Hameed Pousti
CLASS HISTORY: xx/2012 – This is a new class.