



**DATE:** October 29, 2020

**TO:** Personnel Commission

**FROM:** Assistant City Manager/Interim Director of Human Resources

**SUBJECT:** Review the Revised Job Description for Crime Scene Technician

### **RECOMMENDATION**

That the Personnel Commission reviews and comments on the revised job description for the Crime Scene Technician classification to ensure that the employment standards are job-related.

### **SUMMARY**

The job description for Crime Scene Technician has been updated to reflect that it is the entry level classification in the job series as a result of a job audit. Revisions to the minimum qualifications have been made to reflect industry standards.

### **BACKGROUND/DISCUSSION**

In addition to adoption and approval of the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. The Human Resources Department staff review all job descriptions with the respective departments and updates each to align the job description with the City's Classification Plan. In addition, prior to initiating a recruitment process, Human Resources staff make necessary adjustments to job requirements to ensure that the needs of the department are met.

The existing Crime Scene Technician classification is a single, journey level technical classification requiring incumbents to possess two (2) years of law enforcement experience and a high school degree, or its equivalent. At the request of the incumbents, Human Resources staff completed a job audit of the Crime Scene Technician classification in September 2020. Based on the findings, it was determined that the current incumbents were performing duties at the professional journey level that involves the full range forensic programmatic duties, rather than the routine technical level support outlined in the current class specification. Additionally, the audit findings recommend a technical and professional level for the class series.

The Crime Scene Technician job description was revised to align the distinguishing characteristics, supervision received and exercised, essential duties, job related qualifications, experience and education, and special requirements to that of a technical journey level classification, and to align the format to the current City standards. In addition, the Commission of Peace Officer Standards and Training (POST) requires incumbents to successfully pass and obtain the Basic Field Evidence Technician certificate. The revisions to the Crime Scene Technician job description were shared with and accepted by representatives of the Service Employees International , Local 1021 Clerical and Related Unit (SEIU). A redlined version of the job description showing all proposed tracked changes as well as a final clean version are attached for the Commission's review.

### **FISCAL IMPACT**

There are no fiscal impacts associated with the review of the revised job description.

### **STRATEGIC ROADMAP**

This agenda item is a routine operational item and does not relate to one of the Council's Strategic Roadmap initiatives.

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Approved by:



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Kelly McAdoo, City Manager