



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: April 19, 2016

Title: Classification and Compensation Matters - New Classification

Introduction/Background:

The Pima County Sheriff's Department Forensic Unit currently uses a commissioned 3212/Sergeant as the first-line supervisor. Based on the unit's growth, that Sergeant supervises 21 employees in four separate classifications: 3256/Forensic Technician, 3257/Latent Fingerprint Examiner, 3252/Fingerprint Technician and 1171/Administrative Support Specialist.

Discussion:

While the Forensic Unit operates 24 hours a day, seven days a week, the unit supervisor works a five day, eight hour shift and is on-call to handle additional matters for the Unit. The span of control for the only supervisor in the unit has grown beyond what one supervisor can adequately manage. The need for a second supervisor in the unit in a classification that is not a commissioned law enforcement officer is evident.

Conclusion:

The scheduling, processing of requests for services of personnel, supervision of evidence processing, training, and monitoring day-to-day operations of the Forensic Unit is a substantial undertaking for only one supervisor with a staff of 21 people with different job duties. The physical presence of the supervisor for all shifts is necessary, but simply not possible with only one supervisor. The need for two supervisors is necessary to ensure accurate work in this specialized unit.

Recommendation:

It is recommended that Class Code: 3259, Classification Title: Forensic Supervisor, Salary Grade: 52, Salary Range: \$48,672 - \$73,092, EEO Code: 3 (Technicians), FLSA Code: Non-Exempt (Paid Overtime), be approved, effective April 19, 2016.

Fiscal Impact:

The creation of this new classification has no immediate cost impacts to the County as any additional costs incurred in hiring positions allocated to this classification will be borne by the department from within its current budget. Cost impacts in future budget years will be planned for by the department through the County's normal budget process.

Board of Supervisor District:

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ All

Department: Human Resources

Telephone: 724-8111

Department Director Signature/Date: _____

Deputy County Administrator Signature/Date: _____

County Administrator Signature/Date: _____

M. S. [Signature] 4/11/16
John [Signature] 4-1-16
C. [Signature] 4/11/16

Code: 3259

Title: FORENSIC SUPERVISOR

SUMMARY: Supervises the daily activities of staff responsible for collecting and processing evidence and fingerprints at crime scenes and in the lab, and registering sex offenders.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Supervises, trains and evaluates assigned staff in the performance of their work collecting and processing evidence at crime scenes and in the lab;

Oversees the scheduling and prioritizing of work assignments and caseloads; monitors case submissions and turnaround times ensuring cases are processed in an accurate, complete and timely manner; assists with complex/problem situations, and provides technical expertise;

Prepares administrative reports;

Supervises and coordinates the activities of staff, determines work priorities for the unit and determines methods for expediting workflow;

Determines work procedures, prepares work schedules;

Maintains records of attendance; modifies, approves, and audits time and attendance entries; and schedules vacation and time off;

Assists section commander with administrative assignments, such as writing disciplinary actions, commendations, and nominations;

Maintains security and confidentiality of all materials and information encountered in the performance of duties;

Prepares correspondence and reviews work unit correspondence for accuracy;

Participates in production activities of the work unit as required;

Develops, edits and implements procedure manuals relative to area of assignment;

Mediates disputes among employees and between employees and people in the community;

Establishes and maintains effective liaison with assigned staff, the public, department members, and outside agencies;

Assists with the research, evaluation, update, and implementation of the appropriate scientific methodology to be used by the unit in order to perform analyses with efficiency and reliability;

Represents the unit or the department as a spokesperson presenting information and answering questions;

Maintains liaison with departmental and County Information Technology staff to support computer-based activities of the work unit;

Directs, reviews and participates in the preparation of reports;

Trains staff in how to effectively testify in court;

Develops course outlines, lesson plans, training aids and tests and instructs in law enforcement academy and in-service training conferences and meetings;

May participate in unit budget preparation and monitoring.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of the collection and processing of evidence and crime scene management;
- principles and practices of effective supervision, training, evaluation and leadership of assigned staff;
- current principles, methods, materials, equipment, and techniques in the field of forensic science;

- Pima County Merit System Rules and Personnel Policies/Procedures;
- county, state, and/or federal laws, rules and/or regulations applicable within work unit specialization;
- county contracting and procurement policies and procedures;
- Automated Fingerprint Identification System (AZAFIS); Morpho Biometric Identification System (MorphoBis);
- Arizona Sex Offender Registration;
- principles and practices of effective dispute/complaint resolution concerning staff or the public;
- principles and practices of effective public speaking;
- social sciences as they relate to public services and law enforcement.

Skill in:

- communicating effectively orally and in writing;
- supervising, planning, assigning, directing and evaluating the work of assigned staff;
- recognizing and effectively handling problematic employee behaviors and resolving conflicts with motivation and support
- managing difficult situations firmly, courteously, tactfully and impartially;
- developing and implementing new or revised operating procedures;
- use of automated information systems
- database management; word processing; account reconciliation; and/or billing;
- compiling data and writing reports;
- establishing and maintaining filing systems.

MINIMUM QUALIFICATIONS:

EITHER:

- 1) Five years of work experience in a forensic field.

OR:

- (2) Bachelor's degree from an accredited college or university in a Natural or Physical Science, Criminal Justice or closely related field as defined by the appointing authority at the time of recruitment and one year of work experience in a forensic field.

(Additional relevant experience and/or education from an accredited college or university may be substituted.)

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require a valid Arizona Class D driver license at the time of application. Failure to maintain the required licensure shall be grounds for termination.

Special Notice Items: All positions will be required to work rotating shifts which includes working irregular hours, days, evenings, nights, weekends and holidays. All positions require the successful completion of a background investigation by law enforcement agencies due to need for access to law enforcement, courts, detention and/or correctional facilities and associated confidential information, documents, communications, evidentiary and like materials. Department of Labor regulation CFR Part 1910.1030 requires notification that this category may have a high risk of exposure to blood-borne pathogens. Hepatitis B vaccine, training and personal protective equipment will be provided. All positions require the ability to work in the presence of noxious odors and offensive sights involving human remains.

Physical/Sensory Requirements: Position may require the ability to lift and carry up to 50 pounds. Any additional physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.