

LAS VEGAS METROPOLITAN POLICE DEPARTMENT
PERSONNEL ACTION NOTICE 09-145



FORENSIC SCIENTIST II
BIOLOGY/DNA
Schedule 49

Starting Annual Salary \$66,830
Annual Salary Range \$66,830 - \$98,946

FILING PERIOD

OPENING DATE: Wednesday, October 28, 2009

CLOSING DATE: **Monday, December 28, 2009

OPEN

****The closing date listed on this recruitment may be adjusted until a sufficient number of applications are received.**

You are strongly encouraged to print the job announcement. It contains pertinent information regarding the testing process.

BENEFITS

The LVMPD offers excellent benefits, including three weeks of annual vacation; health, vision and dental insurance; and employees are covered under the State of Nevada Public Employees Retirement System (PERS). For a complete listing of the benefits, go to www.LVMPD.com or www.protectthecity.com.

JOB OPPORTUNITY

To perform a variety of scientific laboratory analyses on physical evidence in the Biology/DNA specialty area of the Forensic Laboratory; to provide scientific consultation; to interpret test results and form conclusions; to prepare reports; and to testify as an expert witness. **The eligibility list established from this recruitment will be in effect for 18 months.**

DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the Forensic Scientist series. Employees within this class are distinguished from the Forensic Scientist I by the performance of the full range of duties in a specialty area of the Forensic Laboratory including performing and developing more complex laboratory tests and specializing in specific forensic areas. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Forensic Scientist I level, or when filled from the outside, applicants must have the requisite training, prior forensic laboratory experience, and certification requirements, if applicable.

MINIMUM QUALIFICATIONS

A Class Specification is available by visiting www.lvmpd.com

******See Filing Information for All Applicants for additional information when considering applying.**

Experience:

Three years of professional research and practical experience in a forensic laboratory, or two years of full time work experience as a Forensic Scientist I with the LVMPD. Experience testifying as an expert witness in courts is preferred.

Training:

Bachelor's degree from an accredited college or university in a biology, chemistry or forensic science-related area. In addition to the education requirements, candidates must meet the educational standards for analyst as established in *The Quality Assurance Standards for Forensic DNA Testing Laboratories* and *The Quality Assurance Standards for Convicted Offender DNA*

Databasing Laboratories issued by the FBI Director. These standards require successful completion of course work (graduate or undergraduate level) covering the following subject areas: biochemistry, genetics, molecular biology, and course work and/or training in statistics and /or population genetics as it applies to forensic DNA analysis. Six months of human DNA laboratory experience with at least three months in a forensic or database DNA laboratory is also required.

U.S. Citizenship: Must be a U.S. citizen or have U.S. permanent residency at time of Oral Board Examination.

Discipline: Those current LVMPD employees who possess a major suspension or higher level of discipline, signed by the Sheriff or designee within one year from the date of the first test instrument, will be automatically disqualified. Any other discipline current employees possess will be evaluated during the background process. Those applicants who are not currently employed with the LVMPD will have their disciplinary history evaluated and verified during the background process

License: Possession of, or ability to obtain an appropriate, valid Nevada driver's license.

Other: Any candidate selected for hire as a Forensic Scientist will be required to provide a buccal swab to the LVMPD Forensic Laboratory's DNA Elimination/Staff Index. **This sample will be used to develop a genetic profile for identification only; no disease information can be gleaned from the sample.** The profile will not be accessible to anyone outside of the LVMPD Forensic Lab and will be maintained in the Biology/DNA Detail's DNA Elimination/Staff Index only.

The LVMPD is required to operate 24 hours a day, 7 days per week, and any employee may be required to work any hours, days or shift, including holidays and weekends. This is a condition of employment without exception.

Members of the department shall be neat and clean in their appearance in public, whether in or out of uniform. Therefore, candidates with visible tattoos, branding, and/or body piercing in areas of the body which cannot be covered by a long sleeved shirt and pants will be disqualified from testing for either commissioned or civilian positions with the LVMPD.

WORKING CONDITIONS

Environmental Conditions: Laboratory environment; exposure to potentially hazardous chemicals; and exposure to human body fluids.

Physical Conditions: Light lifting and standing for prolonged periods of time.

BEST CANDIDATES WILL HAVE:

- A bachelor's or an advanced degree from an accredited university in a biology, chemistry, or forensic science-related area;
- Successfully completed coursework (graduate or undergraduate) covering the following subject areas: biochemistry, genetics, and molecular biology; and course work and/or training in statistics and/or population genetics as it applies to forensic DNA analysis;
- Qualifications to meet the educational and experience standards for an analyst as established in *The Quality Assurance Standards for Forensic DNA Testing Laboratories* and *The Quality Assurance Standards for DNA Databasing Laboratories* issued by the FBI Director;
- **Three years of recent work experience in a forensic lab** performing biology/DNA analysis on physical evidence and/or database samples, and including experience in screening and serology, extraction, quantitation, amplification, instrumentation, statistics, report writing, and case review;
- Knowledge of computer hardware and software used in a DNA laboratory, to include AB's GeneMapper ID and/or ID-X;
- Recent participation in a proficiency testing program in biology/DNA analysis, specifically in STR analysis using an AB platform (310, 3100, 3130XL).
- Familiarity with the ASCLD/LAB accreditation program;
- Familiarity with *The Quality Assurance Standards for Forensic DNA Testing Laboratories* and *The Quality Assurance Standards for DNA Databasing Laboratories* issued by the FBI Director;

- Experience in providing technical training to analysts in a laboratory setting and general forensic training to law enforcement personnel and attorneys; and
- Experience rendering expert testimony in relation to forensic biology/DNA analysis.

FILING INFORMATION

Applicants: Applicants meeting the minimum qualifications and wishing to apply may do so by submitting an On-line Application. Upon review of your On-line Application, you will be notified via e-mail if you meet the minimum qualifications. If you successfully meet the minimum qualifications, the Supplemental Application, in Microsoft Word format, will be e-mailed to you. Please allow enough time to receive, complete, and return the Supplemental Application by 4:00 P.M. on the closing date of Monday, December 28, 2009.

Qualified Full-Time LVMPD Employees: Qualified full-time LVMPD Employees wishing to apply must do so by submitting a Request to Compete Form (LVMPD Form 36) with a revision date of 03/09 to the Selection and Classification Section of the Personnel Bureau by 4:00 p.m., Monday, December 28, 2009 via Department e-mail to Sue Pfantz. Upon review of your Request to Compete (RTC), you will be notified via e-mail if you meet the minimum qualifications. If you successfully meet the minimum qualifications, the Supplemental Application in Microsoft Word format, will be e-mailed to you. If you would like to confirm that your RTC and Supplemental Application have been received, utilize the Outlook "Request Delivery Receipt" option. You are encouraged to submit your RTC and Supplemental Application via e-mail as you will be responsible for parking fees incurred if you bring hard copies to the Personnel Bureau. Faxed copies will not be accepted. All Requests to Compete and Supplemental Applications will be accepted through the closing date regardless of the number of applications received.

Per Civil Service Rule 320.2 (J), employees currently serving an initial probationary period with the Department as a Police or Corrections Recruit, a Police or Corrections Officer, or a civilian classification that is filled open competitively and requires the completion of an academy, are not eligible to apply.

Please note: Forensic Scientist I and II Biology/DNA job announcements are open simultaneously. ***As an applicant, you may only apply for one position – either Forensic Scientist I or Forensic Scientist II (not both).*** Based on the minimum qualifications previously stated, if you have three or more years of professional research and practical experience working in a forensic laboratory, please apply only for level II. If you have less than three years and more than one year of full-time forensic scientist professional work experience, please apply for level I. ***If you apply for both positions, you will be contacted to select one or the other.***

IMPORTANT: PLEASE READ THE FOLLOWING PARAGRAPH CAREFULLY

The information provided on the On-line Application will be used to determine whether or not you meet the minimum qualifications for this position. The Supplemental Application will be reviewed to determine the top candidates who will be invited to continue in the selection process. Therefore, it is **CRITICAL** that you provide complete, accurate, and detailed information on your Application and Supplemental Application. Failure to do so may result in the determination that you do not possess the required experience and training and therefore, will not participate in the selection process.

LVMPD LATE POLICY

Submitted On-line Applications or LVMPD Request to Compete Forms and Supplemental Applications must be received in the LVMPD Personnel Bureau before 4:00 p.m. on Monday, December 28, 2009. This closing date may be extended to ensure a sufficient number of qualified applications have been received. An applicant turning in a late On-line Application, LVMPD Request to Compete Forms or Supplemental Application will **not** be permitted to continue in the selection process for this position.

CANDIDATES ARE REQUIRED TO REPORT FOR EACH SCHEDULED TEST PROCESS A MINIMUM OF 30 MINUTES EARLY. FAILURE TO REPORT BY THE SCHEDULED APPOINTMENT TIME MAY RESULT IN REMOVAL FROM THE TEST PROCESS.

PROOF OF VETERAN'S PREFERENCE POINTS ELIGIBILITY REQUIREMENTS

In order to determine eligibility for Veteran's Preference points, you are required to submit a DD214 or Statement/Proof of Service upon check-in for your oral board exam at the Personnel Reception Area. Candidates are NOT to submit such proof to the oral board rating panel. These are the only acceptable documents and you WILL NOT be allowed to fax or submit them after your oral board interview.

Civil Service Rule 340.9 states the following: "Two Veteran's Preference points shall be given only on open competitive examinations and only after a final passing grade, as defined elsewhere in these rules, is attained after the completion of the selection procedure for the position. Veteran's points may be used only one time by any individual."

You may be eligible for Veteran's Preference Points if:

- 1) You have been honorably discharged from the Armed Forces and submit a copy of a DD214 that indicates you have served at least 181 days of active duty;
- OR**
- 2) You are currently in the Armed Forces and submit a Statement /Proof of Service that indicates you have served at least 181 days of active duty.

SELECTION PROCESS OVERVIEW

You will be required to present **photo identification** when participating in all phases of the selection process.

PROCESS	DATE & TIME	LOCATION
Notice Opens	Wednesday, October 28, 2009	
Notice Closes	Monday, December 28, 2009	
Oral Board Examination	Monday, January 25, 2010	Personnel Bureau, Testing Room 101 Convention Center Drive
Practical Examination	Tuesday, January 26, 2010	Personnel Bureau, Suite P-200 101 Convention Center Drive
Background Interview	Wednesday, January 27, 2010	Personnel Bureau, Suite P-200 101 Convention Center Drive
Civil Service Certification	February 23, 2010	

* The closing date listed on this recruitment and above test schedule may be adjusted based upon the number of applications received.

APPLICATION SCREENING/REQUEST TO COMPETE (PASS/FAIL)

Submitted On-Line Applications or Request to Compete Forms will be reviewed to determine whether or not you meet the minimum qualifications and Supplemental Applications will be reviewed to determine whether or not you are in the top group who will continue in the selection process. Those candidates who most closely possess the criteria in the "Best Candidates Will Have" section will be considered for the top group. You will be notified by e-mail of your status. If you have not received this notification by Wednesday, December 30, 2009, it is your responsibility to contact Sue Pfantz, Personnel Technician at (702) 828-4308, to confirm your eligibility to test for this position. If you are in the top group, you will be sent a Personal History Questionnaire (PHQ) and Polygraph booklet. The PHQ, Polygraph booklet, and supporting documentation will need to be completed and brought with you for your background interview. Please refer to the section below, Additional Selection Processes for more detailed information on the background process.

Due to security reasons, personal belongings permitted in the testing facility will be limited. Items such as large backpacks, briefcases, duffle bags or similar items may not be allowed. Those items permissible will be left to the discretion of the LVMPD employees administering the examination and may be subject to a search. No cell phones, beepers, PDAs, laptops or other electronic devices will be allowed in the testing facility.

Candidates requiring reasonable testing accommodations related to qualified disabilities must contact Jenell Sanner at (702) 828-4096 well in advance. Such requests will need to be in writing and include verifiable documentation of need, depending upon the circumstances.

ORAL BOARD EXAMINATION (weighted 60%)

Candidates that have been selected as **TOP** candidates will be notified by email of the exact date and time of the Oral Board Examination. Candidates must demonstrate minimum competency or better in all areas listed below to pass the Oral Board Examination. This exam is designed to measure each candidate's:

I. SUITABILITY AND INTERPERSONAL IMPACT, including:

- Candidate's education, training and experience;
- Candidate's preparedness for position;
- Ability to exemplify Department values and demonstrate professionalism, compassion, and empathy; and
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

II. TECHNICAL KNOWLEDGE AND LEAD WORKER, including:

- Knowledge of forensic laboratory methods and procedures utilized in biology/DNA;
- Knowledge of theoretical and analytical principles of biology/DNA;
- Knowledge of evidence collection and preservation procedures;
- Ability to review and evaluate new/existing information and analytical techniques for possible implementation into lab protocol;
- Ability to learn forensic computer software applications;
- Ability to apply theory and principles of biology/DNA;
- Ability to perform a variety of scientific tests and analyses;
- Ability to compile and prepare evidence for presentation in court and provide expert testimony in legal proceedings;
- Ability to work independently in the absence of supervision; and
- Ability to provide training to Forensic Scientist I's, other Department personnel, law enforcement personnel, and attorneys, as needed.

III. FORENSIC LAB SAFETY/EQUIPMENT, including:

- Knowledge of proper procedures, standard laboratory rules and safety precautions regarding chemicals, toxins and biological substances;
- Knowledge of equipment and supplies used in a forensic lab including specialized scientific equipment and instrumentation related to biology/DNA; and
- Ability to apply operational methods and techniques of forensic laboratory equipment.

IV. COMMUNICATION SKILLS, including:

- Ability to communicate clearly and concisely orally.
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PRACTICAL EXAMINATION (weighted 40%)

Candidates that have been selected as **TOP** candidates will be notified of the exact date and time of the Practical Examination. The Practical Examination will be administered on a personal computer using Microsoft Word. Candidates must meet minimum competency or better in each area listed below to pass the Practical Examination. This exam is designed to measure each candidate's:

I. TECHNICAL KNOWLEDGE, FORENSIC LAB SAFETY AND EQUIPMENT, including:

- Knowledge of complex mathematical and/or statistical principles and procedures;
- Knowledge of forensic laboratory methods and procedures utilized in biology/DNA;
- Knowledge of rules of evidence in criminal law and legal requirements relating to physical science;
- Knowledge of theoretical and analytical principles of biology/DNA;
- Knowledge of equipment and supplies used in a forensic lab including specialized scientific equipment and instrumentation related to biology/DNA;
- Ability to apply operational methods and techniques of forensic laboratory equipment;
- Ability to apply theory and principles of biology/DNA;
- Ability to perform a variety of scientific tests and analyses;

- Ability to recognize anomalies, formulate hypothesis, and take appropriate action; and
 - Ability to use and operate a computer.
- II. **LEAD WORKER**, including:
- Ability to troubleshoot, perform, and supervise minor repairs on laboratory instruments and equipment; and
 - Ability to work independently in the absence of supervision.
- III. **COMMUNICATION SKILLS**, including:
- Ability to communicate clearly and concisely in writing.

ADDITIONAL SELECTION PROCESSES

Candidates selected to be in the top group and continuing in the selection process will be sent a Personal History Questionnaire (PHQ) and Polygraph booklet. Every effort will be made to hold background interviews during the week of testing in an effort to decrease travel costs to and from Las Vegas during the selection process. Therefore, candidates will need to bring the completed PHQ, Polygraph booklet, and all supporting documentation for the background interview. All background documents need to be completed thoroughly and extensively. The background investigation may include a polygraph, psychological evaluation, and/or medical exam, and must meet the LVMPD Hiring Standards. LVMPD employees participate in the Department's random drug screening process.

PERSONEL BUREAU – DIRECTIONS AND PARKING

The LVMPD Personnel Bureau is located at 101 E. Convention Center Drive, Suite P-200. We are located between Las Vegas Boulevard and Paradise Road. **DO NOT** park in the shopping center parking lot on the north side of Convention Center Drive, or your vehicle will be towed from this area. Limited parking is available in the garage located beneath our building which can be accessed from Convention Center Drive. The charge is currently \$1.00 per ½ hour. This fee is your responsibility and the parking garage does not accept debit or credit cards at this time; cash only. We are also located near several large casino/resorts which may provide parking. It is your responsibility to abide by any parking and/or validation requirements posted at any of these casino/resorts. **This is an open competitive testing process and there will be no employee parking validation.**

INQUIRIES

If you have any questions regarding this position or the testing process, please contact Jenell Sanner, Staff Specialist, at (702) 828-4096, or Sue Pfantz, Personnel Technician, at (702) 828-4308.

DOUGLAS C. GILLESPIE, SHERIFF

By: LYNNE JANTZ, DIRECTOR
SELECTION & CLASSIFICATION
PERSONNEL BUREAU

DCG:LJ:skp

The Personnel Bureau requests that this notice be properly placed in locations accessible to all employees and further announced during briefings. Employees are encouraged to copy announcements of interest and NOT remove originals from posting areas and briefing books.



I = Integrity
C = Courage
A = Accountability
R = Respect for People
E = Excellence

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The *vision* of the Las Vegas Metropolitan Police Department is to be the safest community in America. The *mission* of the Las Vegas Metropolitan Police Department is to protect the community through prevention, partnership and professional service.

The LVMPD is an equal opportunity employer. All appointments to the competitive service shall be made without regard to race, color, religion, sex, age, disability, sexual orientation, national origin, or political affiliation, and shall be based on merit and fitness only. The LVMPD is accredited by the Commission on Accreditation for Law Enforcement Agencies.

The acronym "I CARE" is the guiding principle for each and every LVMPD employee. This acronym represents the *values* of the Las Vegas Metropolitan Police Department: **Integrity, Courage, Accountability, Respect for People, and Excellence**. The values are supported by behaviors, demonstrated by the actions of employees, as they live these values. All employees are expected to represent the values of the Department while in the workplace and off-duty.