Lab Program Coordinator, Police Department - U2028 (Unclassified)

Apply at: http://www.sandiego.gov/empopp/

**SALARY:** Depends on Qualifications

**OPENING DATE:** 04/29/20

**CLOSING DATE:** 05/20/20 05:00 PM

**JOB INFORMATION:**

Please see instructions on how to apply in the Selection Process section of this bulletin as this position cannot be applied for online.

**The City:**

With more than 1.4 million people, the City of San Diego is the eighth largest city in the United States and the second largest in California. The City of San Diego's strong economy, diverse population, great educational institutions, unsurpassed quality of life, and world-renowned location makes it the ideal place to work, live, and play. With its great weather, miles of sandy beaches, and major attractions, San Diego has something to offer for everyone.

The City's Mission, as found in our Strategic Plan, is "To Effectively Serve and Support Our Communities." Our core values are Integrity, Service, People, and Excellence. The City's Vision is "A World-Class City for All."

As one of the region's largest employers, the City of San Diego has a combined Fiscal Year 2020 operating budget of approximately $4.3 billion and employs approximately 11,800 highly dedicated employees. Additional information about the City of San Diego can be obtained on the City's website: www.sandiego.gov.

**The Department:**

For 127 years, the San Diego Police Department (SDPD) has served the residents of this City with professionalism, dependability, and integrity. In addition to the full-service headquarters building, the City is represented by nine area commands divided into 19 service areas, policing 123 neighborhoods. The Department provides patrol, traffic, investigative, records, permits and licensing, laboratory, and support services.

The San Diego Police Department is organized into six major areas including Patrol Operations, Centralized Investigations, Traffic, Youth and Event Services, Training/Employee Development, Support Services, and Neighborhood Policing. The Department has a total staff of approximately 2,700 positions and an annual budget of $6 million.

**The Division:**

The San Diego Police Department Crime Laboratory works within the Department in a problem-solving partnership with the community, government agencies, private groups, and individuals to fight crime and improve the quality of life for the people of San Diego.

The Police Department Crime Laboratory provides high quality forensic science services to the officers and residents of San Diego. The full-service laboratory contributes to the safety of officers and the public by providing a well-trained staff that meets all expectations of professionalism, sensitivity, and effectiveness. The cutting-edge technology employed in the laboratory provides results and services...
that make it a leading forensic science provider.

**The Position:**
Under the general direction of the Crime Lab Captain, the Program Coordinator will oversee supervisory personnel, provide mentoring, establish unit-oriented goals and priorities, oversee special projects, and act as the laboratory’s representative at high level management meetings. The position will provide support and advice on administrative policies, procedures, guidelines, and practices to the Quality Assurance Manager, Department Captains, and supervisors. This position will require independent judgment and decision making in order to manage multiple and changing priorities. The Program Coordinator must be sensitive and aware of the special needs and confidentiality issues involved with this position.

The Crime Laboratory includes the Crime Scene, Forensic Technology, Firearms, Forensic Biology, Forensic Chemistry, Latent Print, Polygraph, Property and Evidence Narcotics Vault, Quality Assurance, Questioned Documents, Trace Evidence, and Regional Computer Forensics Units, and is staffed by 82 civilian and sworn personnel, including Crime Scene Specialists, Criminalists, Interview and Interrogation Specialists, Latent Print Examiners, Document Examiners, Lab Technicians, Property and Evidence Clerks, Administrative and Clerical staff, as well as a Police Captain, Lieutenant and detectives.

The Program Coordinator will act as a proxy for the Crime Laboratory Captain as necessary in Commanding Officer's Meetings, Assistant Chief level briefings, and the Chief's Executive Council, attend Board meetings and other necessary Department or City-wide meetings; interface with the Department's investigative and patrol units at a sergeant and lieutenant level. The position would be responsible for the day to day operations of the laboratory in the Crime Laboratory Captain's absence. Additionally, this position will require a strong commitment to the public with a major focus on problem solving and would be expected to function independently.

The Program Coordinator will manage the grants for the laboratory. This requires close interaction with the units affected; grant writing, progress reports, interfacing with Fiscal analysts, and discussions with the Crime Laboratory Captain to set the vision for the monies afforded.

**Minimum Requirements:**
- Bachelor's Degree in a related field; and
- Four (4) years of professional public or private sector management experience.
- Three (3) years supervising in a laboratory environment.
- Any combination of education and experience that demonstrates these qualifications may be qualifying.

**Key Areas of Responsibilities:**
- Review, modify, develop, and implement department/divisional rules and policies;
- Participate in the development and administration of the Crime Laboratory annual budget;
- Administration over lab-wide projects;
- Review and evaluate work methods and procedures;
- Ensure Quality Assurance and Accreditation requirements are current and being met;
- Supervise and review the work of assigned staff;
- Oversee the Crime Scene Reconstruction Program;
- Handle discipline issues within the Crime Laboratory; and
- Handle staff development, training, and maintenance.

**Qualifications:**
The ideal candidate will possess the following qualifications:

- Proven leadership and management skills in a large, fast paced work environment;
- Ability to balance between competing priorities with externally imposed deadlines;
- Innovative problem-solving skills, with the ability to proactively identify, support and implement creative and viable solutions;
• Strong interpersonal and leadership skills, with the demonstrated ability to successfully interact with a wide variety of stakeholders (e.g., subordinates, contract workers, peers, Captains, and executives) and work cooperatively toward commonly supported solutions;
• Ability to communicate effectively to different audiences, including elected officials, various levels of management and members of the public;
• Demonstrated ability to take initiative, prioritize for maximum efficiency and effectiveness, and use sound judgment in managing workload;
• Focus on enhanced services and customer satisfaction;
• Excellent written and verbal communication skills;
• Active and genuine commitment to managing diversity in the workplace and encouraging high performing teams;
• Experience conducting and/or supervising crime scene reconstructions;
• Demonstrated understanding of the priorities of a crime laboratory as a whole and the current issues faced throughout the disciplines; and
• Significant experience with accreditation and audits.

The San Diego Police Department will require the successful candidate to undergo a comprehensive character and background investigation, including a polygraph (lie detector) examination and fingerprint check prior to hire. Felony convictions and misdemeanor domestic violence convictions are disqualifying.

Management Compensation and Benefits:
The successful candidate will be eligible for participation in the City's Flexible Benefits Plan that offers several optional benefit plans or a taxable cash option; $50,000 in City-paid life insurance; paid annual leave accruing at 22 days per year for the 1st through the 15th year of service. For further information, please contact the Risk Management Department at (619) 236-6600. Retirement benefits for this unclassified position depend on the candidate's eligible status (new hire, rehire, etc.). To learn more about employee benefits, please review the Benefits Summary for Unclassified Employees. Some benefits currently offered to employees may be modified in the future.

Pre-Employment Requirements:
Employment offers are conditional pending the results of all screening processes that are applicable to this job, which may include but are not limited to the following: Proof of citizenship or legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the Federal Bureau of Investigation and the California Department of Justice for a conviction record report. Certain positions may require additional screening processes which may include a polygraph examination and/or background investigation. All of these processes must be successfully completed before employment begins. A positive test for alcohol, illegal drugs, including marijuana, or inadequately explained prescription drugs, misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification and/or termination of employment. Nothing in this job posting constitutes an expressed or implied contract for employment with the City of San Diego.

Medical Evaluation:
A City medical examination including drug/alcohol screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. The individual must be able to perform the essential duties of the position with or without reasonable accommodation. The City of San Diego is committed to a drug and alcohol-free work place.

Selection Process:
To be considered for this position, please submit your: 1) current resume; 2) a letter of interest highlighting your relevant work experience and qualifications for this position; and 3) a list of three professional references via email to HumanResources@sandiego.gov.

Following the closing date, resumes will be screened according to the qualifications outlined above and the most qualified candidates will be invited to an interview.

If you have any questions, please email the City's Human Resources Department at HumanResources@sandiego.gov.
The City of San Diego has an active Equal Opportunity/ADA Program for employment and vigorously supports diversity in the workplace.

Date Posted: April 29, 2020

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.sandiego.gov/empopp/

1200 3rd Ave., Suite 300, MS 51P
San Diego, CA 92101
(619) 236-6400
(619) 236-6358

Personnel@sandiego.gov

The City of San Diego is an equal opportunity employer. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467.