



LATENT PRINT ANALYST I & II

EXAM CODE:	6JU2801 & 6JU2802
DEPARTMENT(S):	DEPARTMENT OF JUSTICE
EXAM TYPE:	OPEN
LOCATION(S):	SPOT-SACRAMENTO, FRESNO, AND REDDING
BULLETIN RELEASE DATE:	June 10, 2016
FINAL FILING DATE:	June 24, 2016
SALARY INFORMATION:	LATENT PRINT ANALYST I: \$4,367 - \$5,705* LATENT PRINT ANALYST II: \$5,276 - \$6879*

**The salaries used in this bulletin are the latest available from the state controller's office, but may not reflect the most recent salary adjustment.*

CLASS & SCHEM CODE:	LATENT PRINT ANALYST I: 8460/VF33 LATENT PRINT ANALYST II: 8472/VF32
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EQUAL EMPLOYMENT & DRUG FREE STATEMENTS

The state of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "examination application." You will be notified in writing to determine what assistance can be provided.

WHO CAN APPLY

Persons who meet the minimum qualifications of the classification, as stated on this examination bulletin. All applicants must meet the education and/or experience requirements by the final filing date. All applications/resumes must include "to" and "from" employment dates (month/day/year), time-base, and applicable classification titles.

ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for each classification for the Department of Justice. The list will be abolished 12 months after it is established, unless the needs of the service and conditions of the list warrant a change in this period.

FINAL FILING DATE

June 24th, 2016

Examination applications (form STD 678) must be postmarked (U.S. mail) or personally delivered no later than the final filing date. Applications must have an original signature.

APPLICATIONS POSTMARKED OR PERSONALLY DELIVERED AFTER THE FINAL FILING DATE WILL NOT BE ACCEPTED FOR ANY REASON.

MINIMUM QUALIFICATIONS

LATENT PRINT ANALYST I

Pattern I:

One year of experience in the California state service performing criminal identification duties comparable in level of responsibility to those of a Criminal Identification Specialist II. Or

Three years of experience in the California state service performing criminal identification duties comparable in level of responsibility to those of a Criminal Identification Specialist I.

Pattern II:

Experience: Three years of experience performing the technical phases of criminal identification, including one year in latent print analysis. (Experience in the California state service applied toward this requirement must include at least one year performing criminal identification duties comparable in level of responsibility to those of a Criminal Identification Specialist II, or three years performing criminal identification duties comparable in level of responsibility to those of a Criminal Identification Specialist I.) and

Education: Equivalent to completion of the 12th grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

LATENT PRINT ANALYST II

Pattern I:

One year of experience in the California state service performing criminal identification duties comparable in level of responsibility to those of a Latent Print Analyst I.

Pattern II:

Experience: Four years of experience performing the technical phases of criminal identification work in a governmental law enforcement agency, including one year in latent print analysis involving experience in field investigation or automated fingerprint information systems and court testimony. (Experience in the California state service applied toward this requirement must include at least one year performing criminal identification duties comparable in level of responsibility to those of a Latent Print Analyst I.) and

Education: Equivalent to completion of the 12th grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)



POSITION DESCRIPTION

Latent Print Analyst I: This is the entry and first working level in the series. Incumbents assist in performing difficult latent print analyses in the field and/or in the office involving the development, evaluation, comparison, and identification of latent prints from objects of evidence, structures, or other materials. Typical duties include assisting in gathering latent prints and tracing evidence at crime scenes; making impressions of tire tracks, tool marks, footprints, fingerprints, and other latent prints; performing latent fingerprint identification; conducting cold searches against an automated database search; preparing court exhibits; and preparing investigative reports and correspondence. Incumbents may also be assigned to perform latent print analyses relating to the Automated Fingerprint Identification System.

Latent Print Analyst II: This is the full journey level in the series. Incumbents independently perform difficult latent print analyses in the field and/or in the office involving the development, evaluation, comparison, and identification of latent prints from objects of evidence, structures or other materials. Typical duties include assisting local law enforcement officers in the investigation of crime scenes and the gathering of a variety of latent print evidence, making impressions of latent prints, including taking fingerprints from unknown deceased persons; performing difficult fingerprint identifications; conducting cold searches against an automated database search; preparing investigative reports and correspondence; preparing court exhibits; testifying in court as a latent print expert; and training local law enforcement officers/personnel in latent print analysis techniques. Incumbents may also assist in the training of Latent Print Analysts I.

DEFINITION OF TERMS

Latent print analysis is defined as experience in comparison of latent prints with inked and/or imaged prints, experience in crime scene processing for latent prints, all phases of physical evidence processing, and expert testimony to the results of latent print examinations in a court of law.

The words “**duties comparable in level...**” means that the applicant must have State civil service experience of appropriate type and length in a class at the same or higher level of responsibility as the class specified.

“**Equivalent to completion of high school**” can be demonstrated only by the following:

1. Passing the California High School Proficiency Test.
2. Passing the General Education Development Test (GED) indicating high school graduation level.
3. Possession of a degree (Associate of Arts or higher) from an accredited college.

EXAMINATION INFORMATION

In order to obtain a position on the eligible list, applicants must receive a minimum rating of 70% on the examination. This exam will consist of the following:

Writing Assessment - 15%

The writing assessment consists of a pre-determined, job-related prompt that will require candidates to submit a one page typed response. A panel of subject matter experts will evaluate each competitor's response using pre-determined rating and scoring criteria. The instructions for the writing assessment can be found attached to this below.

Practical Exercise - 35%

The practical exercise will consist performing latent print comparison. A fingerprint glass and pointers will be provided but you may bring your own to use during the examination.

Qualification Appraisal Panel (QAP) – 50 %

The QAP will consist of pre-determined, job-related interview questions. Each competitor will be allowed time prior to the QAP to review the questions. A panel of subject matter experts will evaluate each competitor's QAP responses using pre-determined scoring criteria.



TEST DATE

It is anticipated that the test will be conducted the weeks of **August 1st, 8th and 15th, 2016**. Testing locations will be determined based on the applicant pool but administrations are most likely to be held in Sacramento and Fresno.

KNOWLEDGE, SKILLS, & ABILITIES

The **Writing Assessment, QAP, and Practical Exercise** will measure the following:

KNOWLEDGE OF

1. The English language including syntax, grammar, and spelling as required to complete necessary paperwork (E.g., reports, exhibits, and correspondence).
2. The distinguishing characteristics found in fingerprints, palm prints, etc.
3. The tools and techniques used in latent print analysis and friction ridge comparison/identification. The scientific principles and procedures involved in latent print/friction ridge analysis.
4. The impact that specific methods of developing latent prints has on the interpreting and comparing of those prints against known samples.
5. The methods and techniques utilized in performing searches of automated forensic data bases.
6. The effects of physical factors that affect the appearance (distortion) and longevity of latent print evidence.
7. The rules governing evidence collection, handling, maintenance, and chain of custody in order to ensure the validity of findings and avoid cross-contamination.
8. The sequential approach to the processing of physical evidence for friction ridge impressions.

ABILITY TO

1. Identify matches between sets of latent prints and the prints of known suspects.
2. Communicate information and ideas in a clear, articulate manner using appropriate tone, vocabulary/nomenclature, and grammar appropriate to professional, legal, or scientific audiences.
3. Testify in court under cross examination regarding the methods used in the course of an analysis as well as the strengths and weaknesses of those methods.

SKILL IN

1. Analyzing and correctly interpreting forensic data in order to draw valid and supportable conclusions.
2. Performing difficult friction ridge comparisons/identifications of impressions left on complex surfaces under complex circumstances (liquid medium/extreme movement and pressure).

SPECIAL WORKING CONDITIONS

Latent Print Analyst positions require a willingness to travel long distances by car or airline; work extended hours and weekends.

VETERANS' PREFERENCE

Veterans' preference credits will be awarded in this examination, pursuant to government code section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans preference is not granted once a person achieves permanent civil service status.

CAREER CREDITS

Career credits **do not** apply for this examination.



FILING INSTRUCTIONS

To apply for this examination, please complete and return the following:

- [Standard State Employment Application \(Form STD 678\)](#)
- [Writing Assessment](#)
- [Conditions of Employment \(Form 631\)](#)
- Official school transcripts(if applicable to meeting minimum qualifications): *Candidates unable to obtain official transcripts before the final filing date may submit unofficial transcripts for the examination process. However, candidates will be required to submit official transcripts upon appointment to a position.*
- Please specify which examination you are applying for (LPA I, LPA II, or both) on the STD 678 in the section titled, "EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING."

MAILING ADDRESS:

DEPARTMENT OF JUSTICE
TESTING & SELECTION UNIT
ATTN: LATENT PRINT ANALYST EXAMINATION
P.O. BOX 944255
SACRAMENTO, CA 94244-2550

FILE-IN-PERSON:

DEPARTMENT OF JUSTICE
TESTING & SELECTION UNIT
ATTN: LATENT PRINT ANALYST EXAMINATION
1300 "I" STREET, FIRST FLOOR LOBBY
SACRAMENTO, CA 95814

DO NOT SUBMIT APPLICATIONS

- **TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CaHR)**
- **THROUGH EMAIL**
- **THROUGH FAX**
- **THROUGH INTER-AGENCY MAIL**

CONTACT INFORMATION

Any questions regarding the minimum qualifications, applying for the examination, being scheduled for the examination, reasonable accommodations, the examination components, scoring, etc., may be directed to the contact information below:

PHONE NUMBER: 916-324-5039
FAX NUMBER: 916-445-1218
EMAIL ADDRESS: TSU@DOJ.CA.GOV



GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, seven days prior to the test date if he/she has not received his/her notice. For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, 916-324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at California Department of Human Resources Offices (www.jobs.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: Tests will be given in such places in California as the number of candidates and conditions warrant. Tests are not always given where positions currently exist.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the performance of the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: Pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans Preference is not granted once a person achieves permanent civil service status.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento)

Department of Justice, Office of the Attorney General
Office of Human Resources, Testing & Selection Unit
1300 I Street, Sacramento, CA 95814
916-324-5039

If hearing impaired, call the California Relay Service.
1-800-735-2929 (From TDD Phone)
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.



California Department of Justice
Office of the Attorney General

Division of Administrative Support
Office of Human Resources
Testing & Selection Unit
Exams & Assessments

Latent Print Analyst I & II
Writing Assessment

WRITING ASSESSMENT

Below you will find a prompt to respond to. Be sure that your response is logical, clear, thorough and free of ambiguity. Your writing ability as well as your ability to follow directions will be evaluated. Inability to adhere to the below instructions will result in a lower score.

Your response should be in paragraph form, no more than one page in length, single-spaced, Times New Roman font, 12 point font size, and 1 inch margins. Please clearly indicate your name and the last four digits of your social security number on the top of the page.

Please submit your writing assessment along with your application and any other pertinent attachments by the final filing date listed on the attached exam bulletin.

WRITING PROMPT:

Latent Print Analysts are routinely required to write reports and document decisions. In your own words, please describe the purpose and importance of chain of custody and the ramifications if the chain of custody is not preserved.



DEPARTMENT OF JUSTICE
LATENT PRINT ANALYST I & II
OPEN - SPOT

CONDITIONS OF EMPLOYMENT
FORM 631
IDENTIFICATION #: _____
(Personnel Office Use ONLY)

NAME _____ (PLEASE PRINT)
Last First M.I.

If you are successful in the above examination, your name will be placed on the active list and certified to fill vacancies according to the conditions you have specified on this form.

Note: The location of offices may vary depending on the hiring division.

PLEASE SELECT ONE CHOICE TO INDICATE THE LOCATION YOU ARE WILLING TO WORK:

- Fresno (1000)
- Sacramento (3400)
- Shasta (4500)

PLEASE INDICATE THE TYPE OF APPOINTMENT(S) YOU WILL ACCEPT

Please Check Your Choice(s):

- (D) Permanent - full time only.
- (R) Permanent - part time or intermittent.
Temporary - full time, part time, or intermittent.
- (A) All of the above

NOTE: PLEASE NOTIFY THE DEPARTMENT OF JUSTICE/ TESTING AND SELECTION UNIT, IN WRITING, OF ANY CHANGE IN YOUR ADDRESS OR AVAILABILITY FOR EMPLOYMENT.

DEPARTMENT OF JUSTICE
TESTING & SELECTION OFFICE
1300 "I" STREET
SACRAMENTO, CA 95814