



## LATENT PRINT ANALYST II

<b>EXAM CODE:</b>	1JU18
<b>DEPARTMENT(S):</b>	DEPARTMENT OF JUSTICE
<b>EXAM TYPE:</b>	OPEN
<b>LOCATION(S):</b>	STATEWIDE
<b>BULLETIN RELEASE DATE:</b>	MONDAY, SEPTEMBER 27, 2021
<b>FINAL FILING DATE:</b>	WEDNESDAY, OCTOBER 27, 2021
<b>SALARY INFORMATION:</b>	\$6,471 - \$8,437*
	<i>*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.</i>
<b>CLASS &amp; SCHEM CODE:</b>	8472 / VF32

### 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 #10 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 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

**WEDNESDAY, OCTOBER 27, 2021**

Examination applications (form STD 678) must be postmarked (U.S. mail), personally delivered, or electronically submitted no later than the final filing date located on the Examinations Page of the OAG website (oag.ca.gov). Applications received without an original signature will be admitted to the exam; however, an original signature must be obtained prior to appointment. Please note that dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Please note, if using the United States Postal Service for delivery, there is no guarantee that your application will be postmarked and arrive by the final filing date. If your application does not have a postmark and arrives after the final filing date, your application will not be accepted into the examination. Therefore, to ensure timely delivery of your application, it is recommended that you use either electronic delivery, parcel service, or certified mail. Using one of these options will provide proof the application was sent prior to the final filing date.

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

## MINIMUM QUALIFICATIONS

### **PATTERN I:**

Experience: 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.)

## DEFINITION OF TERMS

“**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 level of responsibility as the class specified.

“**Technical phases of criminal identification work**” may include latent print comparisons, automated searches of latent prints, court testimony, and/or crime scene processing to include the collection of evidence, processing of the scene for latent prints, photographing the scene, taking measurements of the scene, and taking notes for documentation.

“**Governmental law enforcement agency**” may include Sheriff, police departments, or other law enforcement agencies.

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

“**Equivalent to completion of the 12<sup>th</sup> grade**” can be demonstrated 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



## POSITION DESCRIPTION

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.

Positions currently exist in Fresno, Sacramento, and Shasta counties.

## EXAMINATION INFORMATION

This exam will consist of the following:

### PERFORMANCE EXERCISE - 30%

The performance exercise consists of candidates completing tasks that simulate those performed on the job. Scores will be based on the number of correct responses. This exercise will be scored by a testing expert.

### QUALIFICATION APPRAISAL PANEL (QAP) - 70%

The QAP consists of an oral interview that will contain a set of job-related questions. Candidates will be provided a copy of the interview questions to review and take notes for a period of time before entering the interview room. Candidates' verbal responses will be evaluated by a panel of Subject Matter Experts against job-related scoring criteria.

The Performance Exercise and Qualification Appraisal Panel (QAP) will be administered online typically via a personal computer. Notices to Appear for both components of the exam will be mailed to the address listed on the application. The link for the online Performance Exercise will be sent the morning of the exam to the email address listed on your application. If you pass the Performance Exercise, you will be scheduled for the QAP. If you require reasonable accommodation for any portion of the exam, please check the box for question #10 on the STD 678 "Standard Application" submitted as part of your application package. You will then be notified in writing to determine next steps and what assistance can be provided.

Competitors must receive a passing score on the Performance Exercise in order to proceed to the next phase of the examination process, the QAP. Competitors who successfully pass both exam components (i.e., Performance Exercise and QAP) will receive a final score based on a combination of both exam components. To obtain a position on the eligible list, competitors must pass both exam components and receive a minimum combined score of 70%.

## TEST DATE

It is anticipated that the Performance Exercise will be conducted the week of **December 6, 2021** through an online testing platform, Assess.ai.

It is anticipated that the QAP will be conducted the weeks of **January 10, 2022 and/or January 17, 2022**. The QAP will be remotely administered via video conference due to current social distancing restrictions.

## KNOWLEDGE, SKILLS, & ABILITIES

The **Performance Exercise** and **QAP** will measure the following:

### KNOWLEDGE OF:

1. ACE-V methodology for friction ridge examinations.
2. Laboratory safety procedures to ensure employee safety.
3. Automated fingerprint and palm print systems to identify prints.
4. Friction ridge analysis to complete comparisons and identifications.



5. Techniques of evidence collection and handling to ensure the integrity of evidence.
6. Basic laboratory procedures to ensure proper collection and development of latent prints.
7. Proper handling of chemicals to ensure compliance with procedural manual and employee safety.
8. Laser, laser dyes, photographic equipment, and other latent print techniques used in the development and enhancement of latent prints on difficult surfaces to obtain friction ridge detail from evidence and crime scene processing.

#### ABILITY TO:

1. Apply ACE-V methodology for friction ridge examinations.
2. Use database software to store, retrieve, and analyze data.
3. Analyze difficult friction ridge detail for proper latent comparison.
4. Use the automated fingerprint and palm print systems to identify prints.
5. Make the most difficult friction ridge comparisons and/or identifications.
6. Analyze situations to determine and implement appropriate courses of action.
7. Effectively testify in court to communicate to court personnel findings and/or examination results.
8. Identify and reconcile discrepancies in data and information pertaining to program and/or project activities to ensure accuracy.
9. Deliver oral presentations to an audience with varying levels of understanding to convey ideas, opinions, and/or recommendations.
10. Remain fair and unbiased when applying rules, regulations, and policies of State and federal programs.
11. Follow written and oral instructions, directions, guidelines, and procedures in the completion of assignments.
12. Maintain the confidentiality of sensitive and confidential information obtained through the course of completing assignments.
13. Use and operate a variety of basic office equipment (e.g., copiers, calculators, telephones, fax machines) in the course of completing assigned work tasks.
14. Use the internet to conduct on-line research and obtain information related to departmental policies, procedures, and resources to complete program or project activities.
15. Work in a variety of environments (e.g., laboratory, rough terrain, inclement weather, extreme temperatures, clandestine lab, crime scene) to collect and/or analyze latent prints in a safe manner.

## ADDITIONAL EXAMINATIONS

### BACKGROUND INFORMATION:

Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs prior to appointment. Department of Justice regulations may require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

## 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.

## APPEAL INFORMATION

Candidates may file an appeal with the State Personnel Board (SPB) within 30 days of the postmarked date of any decision notice (e.g., Minimum Qualifications denial, exam results). Examination appeals are required to meet one of the following grounds to be accepted by the State Personnel Board; (1) fraud; (2) discrimination; (3) erroneous interpretation or application of minimum qualifications (MQs); or (4) a significant irregularity in the examination process. Appeals can be filed online at the website above or mailed to Appeals Division, State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814-4806. Please refer to SPB's website for more information this process at <https://www.spb.ca.gov/appeals/appeals.aspx>



## FILING INSTRUCTIONS

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

- [Standard State Employment Application \(Form STD 678\)](#)
- [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.*

### MAILING ADDRESS:

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

### FILE-IN-PERSON/CERTIFIED MAIL:

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

### EMAIL SUBMISSION:

SUBJECT LINE: LATENT PRINT ANALYST II EXAMINATION  
EMAIL ADDRESS: [TSU@DOJ.CA.GOV](mailto:TSU@DOJ.CA.GOV)

### DO NOT SUBMIT APPLICATIONS

- TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)
- 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:** 916-210-6021  
**FAX NUMBER:** 916-445-1218  
**EMAIL ADDRESS:** [TSU@DOJ.CA.GOV](mailto: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, 916-210-6021, 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](http://www.jobs.ca.gov)), and local Offices of the Employment Development Department ([www.edd.ca.gov](http://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 12<sup>th</sup> 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  
916-210-6021

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.



DEPARTMENT OF JUSTICE  
LATENT PRINT ANALYST II  
OPEN  
STATEWIDE

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 Department.

\*\*\*\*\*  
PLEASE SELECT YOUR CHOICE(S) INDICATING LOCATION(S) 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 FOREMPLOYMENT.

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