



LATENT PRINT ANALYST I & II

EXAM CODE:	3JU15-01 & 3JU15-02
DEPARTMENT(S):	DEPARTMENT OF JUSTICE
EXAM TYPE:	OPEN
LOCATION(S):	STATEWIDE
BULLETIN RELEASE DATE:	FRIDAY, NOVEMBER 3, 2023
FINAL FILING DATE:	MONDAY, DECEMBER 4, 2023
SALARY INFORMATION:	LATENT PRINT ANALYST I: \$5,477.00 - \$7,154.00* LATENT PRINT ANALYST II: \$6,617.00 - \$8,627.00* <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>
CLASS & SCHEM CODE:	LATENT PRINT ANALYST I: 8460/VF30 LATENT PRINT ANALYST II: 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

MONDAY, DECEMBER 4, 2023

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 be considered late and not be accepted into the examination unless you are able to provide clear evidence that it was submitted timely. 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

LATENT PRINT ANALYST I

EITHER I

Experience: 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

Experience: 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.

(Note: Crime Identification Specialist I is now Crime Analyst I, Range A. Criminal Identification Specialist II is now Crime Analyst I, Range B.)

OR 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

EITHER 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.

OR 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 or higher 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.

“Latent print analysis” may be 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.

“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.

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.

Positions exist in Sacramento and Fresno.

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:

PRACTICAL EXERCISE - 30%

The practical exercise will consist of performing a 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) - 70%

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 **January 15th and 22nd, 2024**. 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 **Practical Exercise and QAP** will measure the following:

KNOWLEDGE OF:

1. ACE-V methodology for friction ridge examinations.
2. Automated fingerprint and palm print systems to identify prints.
3. Friction ridge analysis to complete comparisons and identifications.
4. Techniques of evidence collection and handling to ensure the integrity of evidence.
5. Basic laboratory procedures to ensure proper collection and development of latent prints.
6. 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. Analyze situations to determine and implement appropriate courses of action.
6. Follow written and oral instructions, directions, guidelines, and procedures in the completion of assignments.
7. Exercise sound judgment when making decisions in accordance with program or work unit goals and objectives.



8. Use and operate a variety of basic office equipment (e.g., copiers, calculators, telephones, fax machines) in the course of completing assigned work tasks.
9. Use the internet to conduct on-line research and obtain information related to departmental policies, procedures, and resources to complete program or project activities.

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 EXAMINATION
P.O. BOX 944255
SACRAMENTO, CA 94244-2550

FILE-IN-PERSON/CERTIFIED MAIL:

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

EMAIL SUBMISSION:

SUBJECT LINE: LATENT PRINT ANALYST EXAMINATION
EMAIL ADDRESS: 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



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 they have not received their 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.

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

Applications are available at California Department of Human Resources Offices (<https://calcareers.ca.gov>), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated in this bulletin, 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 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 or via remote conference or online systems. 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 between 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 in this bulletin, the panel will consider education, experience, personal development, personal traits and fitness as demonstrated in the candidate's response. 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 their experience. Evaluation of a candidate's personal development will include consideration of their recognition of their own training needs; their plans for self-development; and the progress they have made in their 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.

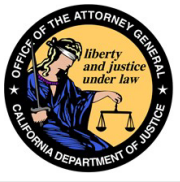
High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) Californian High School Proficiency Examination 3) admission to and completion of work in a recognized college (12 semester units of college-level courses); 4) 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 5) business college work: This may be substituted for the required high school education on a year-for-year basis for clerical and accounting classes.

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 STD-678. Note: State Employees who meet the above criteria to receive Career Credits must provide their Social Security Number on the application, Page 1 – General Information (STD. 678), to ensure that Three Career Credit Points are added to their final passing test score. (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 I & 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