



AGENDA

CIVIL SERVICE COMMISSION REGULAR MEETING – 5:15 P.M.

COMMISSIONERS
Patricia Wright, Chair
Brenda Plechaty, Vice Chair
Gregory Carter
Leslie Janik
David Sostarich

Vallejo City Hall
Council Chambers, 2nd Floor
555 Santa Clara Street
Vallejo, CA 94590
www.cityofvallejo.net

January 08, 2024

NOTICE: Members of the Public will be able to participate in-person or remotely via Zoom. City Hall and the Council Chambers will be open to members of the public 30 minutes prior to the start of the meeting.

IMPORTANT NOTICE REGARDING JANUARY 08, 2024 CIVIL SERVICE COMMISSION MEETING

This AGENDA contains a brief general description of each item to be considered. The posting of the recommended actions does not indicate what action may be taken. If comments come to the Civil Service Commission without prior notice and are not listed on the AGENDA, no specific answers or response should be expected at this meeting per State law.

Pursuant to Government Code Section 5495.3 (The Brown Act), members of the public shall be afforded the opportunity to speak on any agenda item of interest to them provided they are first recognized by the presiding officer. Members of the public wishing to be so recognized are requested to submit a completed speaker card to the Executive Secretary of the Commission prior to the consideration of the item.

Those wishing to address the Commission on any matter for which another opportunity to speak is not provided on the AGENDA, but which is within the jurisdiction of the Commission to resolve may come forward to the podium during the "COMMUNITY FORUM" portion of the AGENDA.

PUBLIC COMMENT: Members of the Public may provide public comments during the Civil Service Commission Meeting in person or via ZOOM (<https://ZoomRegular.Cityofvallejo.net>), or via phone, by dialing (669) 900-6833.

For additional instructions on how to speak remotely during public comment, please visit,
www.cityofvallejo.net/publiccomment

VIEW THE MEETING:

There are four different ways you can view this public meeting:

- In Person
- Watch Vallejo local channel 28
- Stream from the City website: www.cityofvallejo.net/Streaming
- Join the Zoom webinar: <https://ZoomRegular.Cityofvallejo.net>

Notice of Availability of Public Records: All public records relating to an open session item, which are not exempt from disclosure pursuant to the Public Records Act, that are distributed to a majority of the Commission will be available for public inspection at the City Clerk's Office, 555 Santa Clara Street, Vallejo, CA at the same time that the public records are distributed or made available to the Civil Service Commission. Such documents may also be available on the City of Vallejo website subject to staff's ability to post the documents prior to the meeting. Information may be obtained by calling (707) 648-4527, TDD (707) 649-3562.



Vallejo City Council Chambers is ADA compliant. Devices for the hearing impaired are available from the Civil Service Commission Staff Secretary. Requests for disability related modifications or accommodations, aids or services may be made by a person with a disability to the City Clerk's office no less than 72 hours prior to the meeting as required by Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof.

Hybrid Options are available for members of the public to participate. To participate remotely:

<https://ZoomRegular.CityofVallejo.net>

Option to join by phone:

Dial (669) 900-6833

Enter Meeting ID: 914 0075 0676#

Press *9 to digitally raise your hand from the phone

For additional instructions on how to speak during public comment, please visit, www.cityofvallejo.net/publiccomment

CIVIL SERVICE COMMISSION
REGULAR MEETING – 5:15 P.M.
January 08, 2024

- 1. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. ROLL CALL**
- 4. SWEARING IN NEW COMMISSIONER**
- 5. WRITTEN COMMUNICATIONS**
- 6. EXECUTIVE SECRETARY'S REPORT**
- 7. REPORT OF CHAIRPERSON AND COMMISSIONERS**
- 8. REPORT OF THE CITY COUNCIL LIAISON**
- 9. COMMUNITY FORUM**

*The Community Forum is an opportunity to address the Civil Service Commission on any matter for which another opportunity to speak is not provided on the agenda, and which is within the jurisdiction of the Commission to resolve. Any interested members of the public desiring to communicate with the Commission as part of the First Community Forum may do so in person by signing into the Public Speaker's kiosk located in the back of the Council Chambers or via ZOOM:(<https://ZoomRegular.Cityofvallejo.net>), Option to join by phone: Dial (669) 900-6833. Enter Meeting ID: 914 0075 0676#. Press * 9 to digitally raise your hand from the phone. For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment. In person speakers will be recognized first. When called upon, each speaker should step to the podium, state his/her name for the record. The conduct of the community forum shall be limited to a maximum of fifteen (15) minutes, with each speaker limited to a maximum of three minutes pursuant to Vallejo Municipal Code Section 2.02.300.*

10. CONSENT CALENDAR AND APPROVAL OF THE AGENDA

*Members of the public wishing to address the Civil Service Commission on Consent Calendar items may do so in person by signing into the Public Speaker's kiosk located in the back of the Council Chambers or via ZOOM:(<https://ZoomRegular.Cityofvallejo.net>), Option to join by phone: Dial (669) 900-6833. Enter Meeting ID: 914 0075 0676#. Press * 9 to digitally raise your hand from the phone. For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment. In person speakers will be recognized first. Each speaker is limited to three minutes pursuant to Vallejo Municipal Code Section 2.02.310. Requests for removal of Consent Items received from the public are subject to approval by a majority vote of the Commission. Items removed from the Consent Calendar will be heard immediately after approval of the Consent Calendar and Agenda.*

A. APPROVAL OF THE MINUTES – Regular meeting minutes of the September 11, 2023, meeting.

B. APPROVAL OF AGENDA

11. ACTION CALENDAR

*NOTICE: Members of the public wishing to address the Civil Service Commission on Action Calendar Items may do so in person by signing into the Public Speaker's kiosk located in the back of the Council Chambers or via ZOOM (<https://ZoomRegular.Cityofvallejo.net>), or via phone, by dialing (669) 900-6833. Enter Meeting ID: 914 0075 0676#. Press *9 to digitally raise your hand from the phone. For additional instructions on how to speak remotely during public comment, please visit, www.cityofvallejo.net/publiccomment. Each speaker is limited to five minutes pursuant to Vallejo Municipal Code Section 2.02.420. In person speakers will be recognized first.*

A. APPROVE TITLES AND SPECIFICATIONS OF NEW CLASSIFIED POSITIONS OF CRIME SCENE INVESTIGATOR I/II AND SENIOR CRIME SCENE INVESTIGATOR

Recommendation: By motion, approve the titles and specifications of new classified positions of Crime Scene Investigator I/II and Senior Crime Scene Investigator.

Contact: Pleshetta Dauzart, Assistant Human Resources Director, (707) 648-8606

Pleshetta.Dauzart@cityofvallejo.net

B. APPROVE TITLE AND SPECIFICATION OF NEW NON-CLASSIFIED POSITION OF CYBERSECURITY INFORMATION SYSTEMS OFFICER

Recommendation: By motion, approve the title and specification of new non-classified position of Cybersecurity Information Systems Officer.

Contact: Pleshetta Dauzart, Assistant Human Resources Director, (707) 648-8606

Pleshetta.Dauzart@cityofvallejo.net

12. ADJOURNMENT

CERTIFICATE

I, Pleshetta Dauzart, Executive Secretary, do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to each of the members of the Civil Service Commission, at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 5:00 p.m., Friday, January 5, 2024.

Dated: January 5, 2024



Pleshetta Dauzart, Executive Secretary

**CIVIL SERVICE COMMISSION
REGULAR MEETING – 5:15 P.M.
September 11, 2023**

**COUNCIL CHAMBERS
555 Santa Clara Street, Vallejo, California**

1. CALL TO ORDER

The meeting was called to order at 5:19 p.m.

2. FLAG SALUTE

3. ROLL CALL

Present: Vice Chair Plechaty, Commissioners Janik, and Wright

Absent: Commissioner Carter

Staff present: Executive Secretary Dauzart, Assistant City Attorney Zagaroli, and Deputy City Clerk Joya

4. WRITTEN COMMUNICATIONS – None

5. EXECUTIVE SECRETARY’S REPORT – None

6. REPORT OF CHAIRPERSON AND COMMISSIONERS – None

7. REPORT OF THE CITY COUNCIL LIAISON – City Council Liaison Matulac thanked the Commission regarding the importance of the Commissions job duties

8. COMMUNITY FORUM – None

9. SELECTION OF CHAIR & VICE CHAIR

Action: *Moved by Commissioner Janik, second by Commissioner Plechaty, and carried unanimously by all Commissioners present to select Commissioner Wright as Chair. Moved by Commissioner Janik, second by Commissioner Wright and carried unanimously by all Commissioners present to select Commissioner Plechaty as Vice Chair. (Absent – Carter)*

10. CONSENT CALENDAR AND APPROVAL OF THE AGENDA

Action: *Move by Commissioner Janik, second by Vice Chair Plechaty, and carried unanimously by all Commissioners present to approve the Agenda and Consent Calendar with the correction on the July 10, 2023 minutes to reflect Commissioner Carter instead of Wright seconding the motion to the approval of the Consent Calendar and Approval of Agenda. (Absent – Carter)*

A. APPROVAL OF THE MINUTES – Regular meeting minutes of the July 10, 2023 meeting.

B. APPROVAL OF AGENDA

11. ACTION CALENDAR

A. APPROVE CLASSIFICATION SPECIFICATION REVISIONS FOR ACCOUNTING TECHNICIAN.

Recommendation: By motion, approve the classification specification revisions for Accounting Technician.

Contact: Pleshetta Dauzart, Human Resources Assistant Director, (707) 648-8606
Pleshetta.Dauzart@cityofvallejo.net

Executive Secretary Dauzart provided an overview of the staff report and outlined the recommendation

Staff responded to questions from Commissioners. Commissioners provided comment.

Speakers: None

Action: *Moved by Chair Wright, second by Commissioner Janik, and carried unanimously by all Commissioners present to approve the classification specification revision for Accounting Technician (Absent – Carter)*

12. ADJOURNMENT

The meeting adjourned at 5:48 p.m.

PATRICIA WRIGHT, CHAIR

ATTEST:

PLESHETTA DAUZART, EXECUTIVE SECRETARY



Department of Human Resources · 555 Santa Clara Street · Vallejo · CA · 94590 · 707.648.4363

To: Civil Service Commission

From: Pleshetta Dauzart, Assistant Human Resources Director

Date: January 8, 2024

Subject: Approve Titles and Specifications of new Classified Positions – Crime Scene Investigator I/II and Senior Crime Scene Investigator

RECOMMENDATION

Approve the titles and specifications for the new classifications of Crime Scene Investigator I/II and Senior Crime Scene Investigator and place them in the Classified service of the City's Classification Plan.

REASON FOR RECOMMENDATION

The addition of the Crime Scene Investigator classification series will address POST audit recommendations and assist the Vallejo Police Department in resolving an existing employee working out of class.

BACKGROUND AND DISCUSSION

Civil Service Rule 3.1 states that all positions shall be allocated to either the classified or unclassified service as provided by Charter Section 801. The Civil Service Commission is tasked with considering whether a position is appropriately classified or unclassified and reviews the specifications and title of new positions. Commission Rule 4.5 states in part, "whenever a new position is authorized or created...the Commission shall allocate or reallocate such position by assignment of a title, either one already in the classification plan, or shall prepare a new specification and a new class title appropriate to the position."

It is the City's intent to fill current and future vacancies in the new classifications of Crime Scene Investigator I/II and Senior Crime Scene Investigator. These classifications were presented to IBEW prior to this meeting. The community of interest lies with IBEW since this series is split

off from the existing Police Assistant series which is also designated to the IBEW bargaining unit. The Commission's role is to review and approve the titles and specifications of new classifications. Upon approval, staff will seek City Council authorization to amend the Positions and Salaries Resolution to add necessary positions and set salary ranges for the new classifications.

Pursuant to the Vallejo Municipal Code section 2.60.340(A), an annual positions and salaries ordinance or resolution is adopted by City Council. The positions and salaries resolution shall "create new positions," as well as prescribe the number of regular positions authorized for each department.

In 2020, the Commission on Peace Officer Standards and Training (POST) conducted an audit of the Vallejo Police Department. One of the recommendations resulting from that audit was that VPD separate Evidence and Processing from Crime Scene Investigation, so that the individual(s) collecting the evidence are not also the individuals responsible for accessing, storing, and controlling it. This is a POST best practice and a necessary level of checks and balances in the department.

Following the POST audit recommendations, Human Resources conducted a re-class study and determined that there is currently one Senior Police Assistant who is conducting the duties of what would fall under a Senior Crime Scene Investigator. Due to transitions within the Vallejo Police Department and the Human Resources Department, this reclassification and creation of this classification series was never implemented.

As part of our study, the City has the option to either take those duties away from the Senior Police Assistant so that employee is working within the scope of their classification's duties, or to create the correct classification which reflects the appropriate duties and pay them accordingly. In this case, there is no one else to give these duties to. The incumbent currently performing these duties is the only one who is properly trained and can perform these duties. Part of the strategy in creating a series is to create a career ladder and strategic planning so that additional depth can be built into the performance of these duties at some point in the future.

The Human Resources Department's recommendation is to create the appropriate classification series of Crime Scene Investigator I/II and Senior Crime Scene Investigator and place them in the Classified (IBEW) group.

These specifications have been developed to clearly state the important responsibilities and essential job duties for the classifications. The new classifications are considered vital in the City's ability to follow POST audit recommendations and overall best practices in the processing of evidence.

DOCUMENTS ATTACHED

Attachment A – Classification Specification – Crime Scene Investigator I/II

Attachment B – Classification Specification – Senior Crime Scene Investigator

CONTACT

Pleshetta Dauzart

Assistant Human Resources Director

Contact Information: (707) 648-8606

Pleshetta.Dauzart@cityofvallejo.net



Department of Human Resources · 555 Santa Clara Street · Vallejo · CA · 94590 · 707.648.4363

To: Civil Service Commission

From: Pleshetta Dauzart, Assistant Human Resources Director

Date: January 8, 2024

Subject: Approve Title and Specification of new Non-Classified Position – Cybersecurity Information Systems Officer

RECOMMENDATION

Approve the title and specification for the new classification of Cybersecurity Information Systems Officer and place it in the Non-Classified service of the City's Classification Plan.

REASON FOR RECOMMENDATION

The addition of the Cybersecurity Information Systems Officer classification will assist the City and the Information Technology Department in the assessment, preparation, defense, and resolution of potential cybersecurity attacks upon the City's information and systems.

BACKGROUND AND DISCUSSION

Civil Service Rule 3.1 states that all positions shall be allocated to either the classified or unclassified service as provided by Charter Section 801. The Civil Service Commission is tasked with considering whether a position is appropriately classified or unclassified and reviews the specifications and title of new positions. Commission Rule 4.5 states in part, "whenever a new position is authorized or created...the Commission shall allocate or reallocate such position by assignment of a title, either one already in the classification plan, or shall prepare a new specification and a new class title appropriate to the position."

It is the City's intent to fill current and future vacancies in the new classification of Cybersecurity Information Systems Officer. This classification was presented to CAMP prior to this meeting. It is a new position that will report to Chief Innovation Officer & IT Director. The Commission's role is to review and approve the titles and specifications of new classifications.

Upon approval, staff will seek City Council authorization to amend the Positions and Salaries Resolution to add necessary positions and set salary ranges for the new classifications.

Pursuant to the Vallejo Municipal Code section 2.60.340(A), an annual positions and salaries ordinance or resolution is adopted by City Council. The positions and salaries resolution shall “create new positions,” as well as prescribe the number of regular positions authorized for each department.

In recent times, the landscape of cyber threats has evolved rapidly, and it is imperative for us to stay ahead of the curve in safeguarding our digital infrastructure. As it stands, we currently lack dedicated IT Staff specifically focused on monitoring cyber threats. This gap in our security measures not only exposes us to potential cyber-attacks but also poses a significant risk to the integrity of our systems.

Furthermore, the city would like to emphasize that insurance companies providing coverage to the city are increasingly requiring the establishment of dedicated cybersecurity positions. Failure to comply with these industry standards could result in insurance coverage denial in the future. By proactively creating a Cybersecurity Information Systems Officer (CISO) position, we not only align ourselves with industry best practices but also potentially reduce our insurance premiums through enhanced cybersecurity measures.

Recent incidents in our region, such as the prolonged cyber-attack on the City of Oakland, underscore the urgency of fortifying our defenses. The city of Oakland’s experience, which garnered national attention, serves as a stark reminder of the financial and reputational repercussions that can follow a cyber breach. In addition to the substantial ransomware and mitigation costs incurred, the City of Oakland is now facing a class action lawsuit from its citizens.

It is crucial for us to learn from these incidents and take proactive steps to protect our community. Government entities are increasingly becoming prime targets for cyber-attacks, often due to the perception that they lag behind in technology adoption. By establishing a CISO position, we aim to change this narrative, and position ourselves by example as leaders in cybersecurity, ensuring the resilience of our digital infrastructure against emerging threats.

DOCUMENTS ATTACHED

Attachment A – Classification Specification – Cybersecurity Information Systems Officer

CONTACT

Pleshetta Dauzart
Assistant Human Resources Director

Contact Information: (707) 648-8606
Pleshetta.Dauzart@cityofvallejo.net

CRIME SCENE INVESTIGATOR I / II**SUMMARY DESCRIPTION**

To perform a wide variety of responsible and technical law enforcement work that does not require peace officer powers including crime scene photography, videotaping, scene sketching and measurements. To identify, collect, analyze, record, process, and preserve physical evidence, develop and compare latent fingerprints, and collaborate with outside agencies and entities.

DISTINGUISHING CHARACTERISTICS

Crime Scene Investigator I – This is the entry level class in the Crime Scene Investigator (CSI) series. This class is distinguished from CSI II by the performance of more routine tasks and duties assigned to positions within the series. Since this is the entry level class, employees are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as positions allocated to the journey level.

Crime Scene Investigator II – This is the full journey level class within the CSI series. Employees within this class are distinguished from the CSI I by the performance of the full range of duties as assigned including the preservation and processing of crime scene investigations. Employees at this level perform more complex or specialized assignments with limited instruction or assistance and are fully aware of the operating procedures and policies of the work unit.

The Crime Scene Investigator I/II class series is flexibly staffed, meaning incumbents may be flexed up to the next level once they have demonstrated proficiency of the required knowledge, skills, and abilities of the lower class, and is dependent on operational need of the Department.

SUPERVISION RECEIVED AND EXERCISED

Crime Scene Investigator I – Receives lead direction from Senior Staff; receives immediate supervision from sworn personnel in charge of Investigations.

Crime Scene Investigator II – Receives lead direction from Senior Staff; receives general supervision from sworn personnel in charge of Investigations.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Participate in operations related to crime scene investigations. Identify, collect, process, and document crime scenes, which may include photography, videotaping, latent fingerprint development, DNA collection, measuring, sketching and diagramming, and evidence collection.

Attend autopsies; observe and perform necessary duties at autopsies.

Prepare detailed reports of crime scene investigations.

Provide courtroom testimony as an expert witness in the areas of latent fingerprint identification and crime scene investigation; prepare exhibits for courtroom presentation as needed.

CRIME SCENE INVESTIGATOR I / II

Maintain chain of custody and integrity of evidence; package and label evidence for transfer, sending to the laboratory, or processing.

Participate in evidence viewing including setting the appointment, reviewing evidence, and showing evidence.

Provide latent and inked fingerprint classifications and comparisons.

Perform Cal-ID, Automated Fingerprint Identification System (AFIS), and LIVESCAN automated fingerprint identification system preparations, searches, and comparisons.

Maintain files of latent fingerprints, inked fingerprint cards and crime scene photographs in film and digital formats.

Review case reports.

Process vehicles for various evidentiary purposes.

Assist with Alcohol, Tobacco, Firearms and Explosives (ATF) / (National Integrated Ballistic Information Network (NIBIN) Program.

Maintain supplies, equipment, and facilities.

Operate Crime Scene Investigations computers and equipment.

Data entry and retrieval from Law Enforcement Records Management System (RIMS) / California Law Enforcement Telecommunications System (CLETS).

Perform related duties as assigned.

QUALIFICATIONS

KNOWLEDGE OF:

Applicable federal, state, and local laws, codes, and regulations as well as departmental policy.

Standard office procedures, practices, equipment, personal computers and software including Windows based applications.

Methods and techniques of latent fingerprint processing and examination.

Methods and techniques of photography and video equipment.

Occupational hazards and standard safety practices.

Courtroom procedures and strategies.

Methods and terminology of police criminal investigations.

SKILL TO:

Explain methods and techniques of crime scene investigations.

Communicate effectively both orally and in writing.

CRIME SCENE INVESTIGATOR I / II

Perform fingerprint, palm print, blood stain pattern identification.

Use of computers, computer applications, and software.

ABILITY TO:

Collect, process, analyze, and document crime scene evidence. Interpret and apply federal, state, and local laws, codes and regulations.

Operate a variety of crime scene investigative equipment in a safe and effective manner.

Identify, interpret, explain, and apply evidentiary and other police procedures.

Learn the basic and advanced principles of evidence collection and processing such as but not limited to, fingerprint processing, development, classification, and identification tasks.

Learn methods and techniques of skeletal recovery and blood stain pattern identification.

Learn the principles and practices of laser and alternate light source use, ballistics, and trajectory.

Work irregular hours, including hours outside of the standard work schedule. Promote and apply safe work practices; maintain awareness of safety at all times.

Interact with citizens and public officials under varying conditions, providing information as needed, and maintaining confidentiality.

Communicate clearly and concisely, both verbally and in writing. Understand and extract pertinent data from police reports.

Maintain cooperative working relationships with those contacted in the course of work.

Obtain information and evidence through observation, record examination and interview.

Maintain accurate reports and inventory.

Experience and Education - *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience:

Crime Scene Investigator I – One year of experience in general law enforcement duties, including photography, evidence collection and preservation, or latent print identification is desired.

Crime Scene Investigator II – Two years of work experience as a CSI I with the City of Vallejo, or the equivalent in another agency.

Education:

Equivalent to the completion of the twelfth grade. Supplemental college coursework in criminology, biology, forensic science, or other closely related field is highly desired.

License or Certificate:

Possession of a valid driver's license.

Crime Scene Investigator II (*in addition to the requirements above*) – Possession of a POST Crime Scene Investigation Certificate. Other duty-relevant POST and non-POST certificates may be considered as a substitution for the POST Crime Scene Investigation Certificate (i.e., International Association for Identification (IAI) Crime Scene Certification).

***Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.**

Working Conditions/Physical Characteristics:

This position requires analyzing crime scenes (including but not limited to armed robberies, home invasions, property crimes, officer involved shootings, large scenes) and develop evidence to be processed; may involve exposure to deceased / decomposed bodies, bodily fluids, offensive smells, dust, chemical environment, noise, and emotionally disturbing sights. Work will include office and field activities (anywhere a crime has occurred, including areas that may be unsanitary) in all types of weather and environments. Some night, weekend and holiday work will be required. This position is subject to being on call 24 hours a day, 7 days a week.

Incumbents must be able to perform physical tasks which may include prolonged sitting, standing walking, reaching, twisting, turning, pushing, pulling, kneeling, bending, squatting, climbing, and writing. The ability to lift or transport up to 50 pounds is required. Some stooping, lifting, carrying, digging, and searching in confined areas will be required. Clear (understandable) speech, manual dexterity, hearing and visual acuity are also required. Work may require wearing protective clothing, eyewear, gloves and other safety equipment.

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

CSC Executive Secretary

Date

Date Adopted by CSC _____

Revised _____ **New** X

Date Adopted by City Council _____ **Council Agenda Item** _____

Class Code _____

Pay Grade _____

Bargaining Unit IBEW

Exempt _____ **Non-Exempt** X

CRIME SCENE INVESTIGATOR I / II

EEOC Category _____

SENIOR CRIME SCENE INVESTIGATOR

SUMMARY DESCRIPTION

To perform a wide variety of responsible and technical law enforcement work that does not require peace officer powers including crime scene photography, videotaping, scene sketching and measurements. To identify, collect, analyze, record, process, and preserve physical evidence, develop and compare latent fingerprints, and collaborate with outside agencies and entities. To serve as team leader assisting sworn personnel in the assignment, coordination, training, and work review of lower-level staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Crime Scene Investigator (CSI) series. Employees within this class are distinguished from the CSI I/II by the performance of the full range of duties as assigned including day-to-day direction of staff involved in the preservation and processing of crime scene investigations. Employees at this level perform the most complex or specialized assignments and 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.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from sworn personnel in charge of Investigations. Incumbents exercise a considerable amount of independent judgement and are expected to make sound decisions sometimes under a high degree of pressure.

Exercises functional and technical lead supervision over lower-level staff.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Serve as team leader, assisting sworn personnel in the assignment, coordination, training, and work review of lower-level staff.

Lead and participate in the most difficult and complex investigations. Identify, collect, process, and document crime scenes, which many include photography, videotaping, latent fingerprint development, DNA collection, measuring, sketching and diagramming, and evidence collection.

Attend autopsies; observe and perform necessary duties at autopsies.

Prepare detailed reports of crime scene investigations.

Provide courtroom testimony as an expert witness in the areas of latent fingerprint identification and crime scene investigation; prepare exhibits for courtroom presentation as needed.

Train newly hired police employees in crime scene processing, photography, latent fingerprint processing and the use of (Automatic Fingerprint Identification System (AFIS).

Maintain chain of custody and integrity of evidence, package and label evidence for transfer or processing.

Facilitate and participate in evidence viewing including setting the appointment, reviewing evidence, and showing evidence.

Provide latent and inked fingerprint classifications and comparisons.

Perform Cal-ID, Automated Fingerprint Identification System (AFIS), and LIVESCAN automated fingerprint identification system preparations, searches and comparisons. Serve as Department's point of contact for these systems.

Maintain files of latent fingerprints, inked fingerprint cards and crime scene photographs in film and digital formats.

Provide support to the Investigations Division staff and Operations Division staff as necessary.

Review and interpret case reports.

Perform cold case evidence reviews.

Process vehicles for various evidentiary purposes.

Assist sworn personnel in the management of the Alcohol, Tobacco, Firearms and Explosives (ATF) / (National Integrated Ballistic Information Network (NIBIN) Program and assist in processing evidence as part of the program.

Maintain supplies, equipment, and facilities.

Operate Crime Scene Investigations computers and equipment.

Data entry and retrieval from Law Enforcement Records Management System (RIMS) / California Law Enforcement Telecommunications System (CLETS).

Perform related duties as assigned.

QUALIFICATIONS

KNOWLEDGE OF:

Applicable federal, state, and local laws, codes, and regulations as well as departmental policy.

Advanced techniques of evidence collection and processing.

Principles of leadership.

Standard office procedures, practices, equipment, personal computers and software including Windows based applications.

Methods and techniques of skeletal recovery and blood stain pattern identification.

Methods and techniques of latent fingerprint processing and examination.

Methods and techniques of photography and video equipment.

Principles and practices of laser and alternate light source use, ballistics, and trajectory.

Occupational hazards and standard safety practices.

Courtroom procedures and strategies.

Methods and terminology of police criminal investigations.

SKILL TO:

Perform fingerprint, palm print, blood stain pattern identification.

Use of computers, computer applications, and software.

ABILITY TO:

Lead, plan, and organize work for others. Oversee and train other employees.

Teach and explain methods and techniques of crime scene investigations.

Communicate effectively both orally and in writing.

Independently collect, process, analyze, and document crime scene evidence. Interpret and apply federal, state, and local laws, codes and regulations.

Operate a variety of crime scene investigative equipment in a safe and effective manner. Identify, interpret, explain, and apply evidentiary and other police procedures.

Perform complex fingerprint processing and identification tasks.

Work irregular hours, including hours outside of the standard work schedule. Promote and enforce safe work practices; maintain awareness of safety at all times.

Interact with citizens and public officials under varying conditions, providing information as needed, and maintaining confidentiality.

Communicate clearly and concisely, both verbally and in writing. Understand and extract pertinent data from police reports.

Maintain cooperative working relationships with those contacted in the course of work.

Obtain information and evidence through observation, record examination and interview.

Maintain accurate reports and inventory.

Experience and Education - *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience:

Two years of work experience as a Crime Scene Investigator II with the City of Vallejo, or the equivalent in another agency.

Education:

Equivalent to the completion of the twelfth grade. Supplemental college coursework in criminology, biology, forensic science, or other closely related field is highly desired.

License or Certificate:

Possession of a valid driver's license.

Possession of a POST Advanced Crime Scene Investigation Certificate. Other duty-relevant POST and non-POST certificates may be considered as a substitution for the POST Advanced Crime Scene Investigation Certificate (i.e., International Association for Identification (IAI) Crime Scene Certification).

***Any license, certification, or registration required for this position shall be maintained (i.e. active and in good standing) at all times during employment with City of Vallejo. For continued employment with City of Vallejo, you must maintain such license, certification, or registration to meet the minimum qualifications of this position.**

Working Conditions/Physical Characteristics:

This position requires analyzing crime scenes (including but not limited to homicides, sexual assaults, armed robberies, home invasions, property crimes, infant death, officer involved shootings, large scenes) and develop evidence to be processed; may involve exposure to deceased / decomposed bodies, bodily fluids, offensive smells, dust, chemical environment, noise, and emotionally disturbing sights. Work will include office and field activities (anywhere a crime has occurred, including areas that may be unsanitary) in all types of weather and environments. Some night, weekend and holiday work will be required. This position is subject to being on call 24 hours a day, 7 days a week.

Incumbents must be able to perform physical tasks which may include prolonged sitting, standing walking, reaching, twisting, turning, pushing, pulling, kneeling, bending, squatting, climbing, and writing. The ability to lift or transport up to 50 pounds is required. Some stooping, lifting, carrying, digging, and searching in confined areas will be required. Clear (understandable) speech, manual dexterity, hearing and visual acuity are also required. Work may require wearing protective clothing, eyewear, gloves and other safety equipment.

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CSC Executive Secretary

Date**Date Adopted by CSC** _____**Revised** _____ **New** X **Date Adopted by City Council** _____**Council Agenda Item** _____**Class Code** _____**Pay Grade** 342

Bargaining Unit __IBEW____

Exempt____ **Non-Exempt** __X__

EEOC Category _____

CYBERSECURITY INFORMATION SYSTEM OFFICER**SUMMARY DESCRIPTION**

To plan, coordinate, direct, and design IT-related activities of the organization, as well as provide administrative direction and support for daily operational activities. To integrate all information security activities to preserve the availability, integrity, and confidentiality of the organization's data and assets. To manage policy development for data threat strategies and security tools works closely with decision makers in other departments to identify, recommend, develop, implement, and support cost-effective technology solutions for all aspects of the organization. To oversee the operations of the City's IT security solutions and ensure compliance with IT security standards. To define and implement IT policies, procedures, and best practices. To make recommendations and manage incidents as needed. To be responsible for overall cybersecurity program management, including systems analysis and modification, vendor administration, and City-wide coordination.

DISTINGUISHING CHARACTERISTICS

This position is distinguished from the Information Systems Manager in that it is responsible for the entire portfolio of cybersecurity as it relates to the risk and protection of all City assets, response to and direction for all City cyber-related incidents, compliance with IT security standard, and analyses and recommendation of new security technologies.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Innovation Officer.

Exercises functional and technical supervision over assigned staff.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Plan, organize, schedule, and manage security upgrades on critical IT infrastructure.

Create and update the City's security plan, incident response plan, and business continuity plan for networks, servers, and/or software applications.

Takes ownership of critical incidents, coordinating with resolution parties, and establishing effective communication between stakeholders for post-incident reviews.

Oversees a range of functions to facilitate the delivery of effective cybersecurity solutions.

Develops and implements security standards and policies, disaster recovery, purchasing, and service provision.

Create cyber-risk technology training program for City employees.

Leads operational and strategic planning, including fostering innovation, planning projects, and organizing and negotiating the allocation of resources.

Leads the team that manages, maintains, and monitors cybersecurity solutions for the City.

Collaborates with technical design teams to set standards for software, hardware, and security.

Ensures that systems, procedures, and methodologies are in place to support outstanding service delivery.

Analyzes third-party as well as internal processes and creates strategies for cybersecurity protections.

Prepares, evaluates, and negotiates requests for proposals, bids, specifications, contracts, and statements of work; coordinates the acquisition, installation, operation and maintenance of information systems hardware and software, and monitors vendor and consultant contracts to ensure compliance with performance requirements.

Keeps current with and recommends new technologies and/or upgrades to current technologies to improve security; promote and coordinate the development of training and education on IT security and related matters; develop appropriate security incident notification procedures.

Benchmarks, analyzes, reports on, and makes recommendations for the improvement and growth of the IT infrastructure and applications.

Performs related duties as assigned.

QUALIFICATIONS

KNOWLEDGE OF:

Principles and practices of cybersecurity applicable to a large government organization.

Network security, endpoint security, cloud security, security patch managements, security analytics.

Security Information and Event Management (SIEM) and Identity and Access Management (IAM).

Encryption technologies, security compliance, standards, laws and regulations.

Information management practices, information security, life cycle management, and optimization of information systems.

Principles and practices of user education regarding utilization of information technology products and solutions available within the organization budge development and management.

Principles and practices of contract administration; Procurement processes related to consultant selection, bidding, and contract awards.

IT project management standards and practices.

SKILL TO:

Apply training techniques to an audience with a broad range of technical acumen.

Use a personal computer and applicable software applications.

ABILITY TO:

Establish and implement appropriate information technology standards, policies, and procedures.

Gather data, analyze problems, identify alternatives and implement solutions.

Keep abreast of current developments in information technology.

Manage multiple projects and initiatives, provide project leadership, and establish work and project guidelines.

Cultivate and maintain strong relationships with teams, stakeholders, and Managed Services Providers to enable effective communication and collaboration.

Communicate clearly and effectively, both orally and in writing.

Explain complicated and technical information in simple, non-technical language.

Interpret, apply, and communicate policies and procedures.

Respond to incidents in a timely manner.

Experience and Education - *Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

Experience:

Five (5) years of increasingly responsible professional experience in Network Administration, Database Administration, Systems Administration, Business Systems Analyst, IT Operations, with at least three (3) years of cybersecurity experience, and two (2) years of supervisory experience.

Education:

Bachelor's degree in information systems, Information Technology, Computer Science, Business Management, Cybersecurity, or a related field.

License or Certificate:

Possession of cybersecurity certifications such as, but not limited to, (ISC) 2 CISSP, ISACA CISM, CISA, CRISC, CompTIA Security+, GIAC Security Leadership Certification are highly desirable.

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CSC Executive Secretary

Date

Date Adopted by CSC _____

Revised _____ New X

Date Adopted by City Council _____

Council Agenda Item _____

Class Code _____

Pay Grade 547_____

Bargaining Unit CAMP_____

Exempt X **Non-Exempt** _____

EEOC Category _____