

LAS VEGAS METROPOLITAN POLICE DEPARTMENT
PERSONNEL ACTION NOTICE 11-085



DNA TECHNICAL LEAD

Schedule 51

Starting Annual Salary Range: \$69,410 - \$84,448

Annual Salary Range: 69,410 - \$102,752

(COLA has been indefinitely suspended due to the current economic climate.)

FILING PERIOD

OPENING DATE: Wednesday, December 14, 2011

CLOSING DATE: Monday, February 13, 2012 at 4:00p.m.*

or until a sufficient number of qualified applications are received

NOTE: The Office of Human Resources will be transitioning to a new applicant tracking system with an *anticipated* start date of January 27, 2012. During this transition, APPLICATIONS CANNOT be submitted. Once the new system is operational, applications may again be submitted. Please keep this in mind when applying so there is sufficient time to complete both the Employment Application and Supplemental Application by the above closing date.

OPEN COMPETITIVE

JOB OPPORTUNITY

The incumbent functions as the technical leader and is accountable for the technical operations of the Biology/DNA Detail of the Forensic Laboratory, which includes monitoring, coaching, and training staff; performs technical and administrative reviews of cases; provides scientific consultation; completes advanced research; performs Biology/DNA analyses on physical evidence; interprets test results and forms conclusions; prepares reports; and testifies as an expert witness.

BENEFITS

The LVMPD offers excellent benefits, including three weeks of annual vacation; and health, vision and dental insurance. Additionally, employees are covered under the State of Nevada Public Employees Retirement System (PERS). For a complete listing of the benefits, go to www.lvmpd.com or www.protectthecity.com. (See Civilian Employee Benefits.)

The eligibility list resulting from this recruitment will be in effect for 18 months. A class specification is available by visiting www.lvmpd.com.

MINIMUM QUALIFICATIONS

Education/Training: A Master's degree from an accredited college or university in Biology, Chemistry, or Forensic Science related area and a minimum of 12 credit hours of graduate and undergraduate course work in the areas of Biochemistry, Genetics, Molecular Biology, and Statistics/Population Genetics. *Transcripts reflecting these credit hours must be presented at time of Supplemental Application submittal. Official or unofficial transcripts, containing the logo of the educational institution and the applicant's name which reflect required coursework, are acceptable. Failure to do so will result in disqualification from the selection process.*

Successful completion of the FBI-sponsored auditor training is required before hire or within one year after hire.

In addition to the education requirements above, applicants must meet the standards for technical leader as established in The Quality Assurance Standards for Forensic DNA Testing Laboratories

and Quality Assurance Standards for DNA Databasing Laboratories issued by the FBI Director. Successful completion of a documented training program in forensic DNA analysis and the forensic identification of human biological substances and/or demonstration of competency is required. Compliance with all training and educational requirements must be demonstrated through appropriate documentation.

Experience: Three years of forensic databasing or human identification DNA laboratory experience pertaining to the evaluation of biological evidence in criminal matters, which must also include experience in rendering expert testimony in a court of law.

Discipline: Current LVMPD employees who possess a major suspension or higher level of discipline, signed by the Sheriff or designee within one year from the date of the Practical Exam, will be automatically disqualified. Any other discipline current employees possess will be evaluated during the background process. Applicants who are not currently employed by the LVMPD will have their disciplinary history evaluated and verified during the background process.

Other: Must be at least 18 years of age and a U.S. citizen or have U.S. permanent residency at time of application. The LVMPD is required to operate 24 hours a day, 7 days per week, and any employee may be required to work any hours, days or shift, including holidays and weekends. This is a condition of employment without exception. Must obtain a Nevada driver's license and must register their personal vehicle with the Nevada Department of Motor Vehicles and Public Safety (DMV) in accordance with Nevada Revised Statutes (NRS). (See Conditions of Employment #3 below.)

Members of the Department shall be neat and clean in their appearance in public, whether in or out of uniform. Therefore, candidates with visible tattoos, branding, and/or body piercing in areas of the body which cannot be covered by a long-sleeved shirt and pants will be disqualified from testing for either commissioned or civilian positions with the LVMPD.

Conditions of Employment:

- 1) Must successfully complete FBI-sponsored auditor training within one year after hire, if such training had not been obtained before hire.
- 2) Must submit a DNA sample for entry into the LVMPD DNA Staff Elimination Index System.
- 3) Nevada Revised Statute (NRS) 483.245 requires individuals to obtain a Nevada driver's license within 30 days after becoming a Nevada resident as a prerequisite to driving any motor vehicle within the State. NRS 482.385 requires individuals to apply for vehicle registration within 60 days after becoming a Nevada resident or at the time the Nevada driver's license is obtained, whichever occurs first. Once an individual becomes a Department employee, they are considered to be a Nevada resident and, therefore, are required to meet the above NRS requirements. The Department requires Nevada residency as a condition of employment.
- 4) Must maintain a Nevada driver's license for commuting between the regular workplace and offsite work locations, such as the courts.

BEST CANDIDATES WILL HAVE

In addition to the minimum qualifications:

- At least three (3) years of recent DNA forensic casework experience, in addition to at least one (1) year of experience performing technical leader functions in a forensic DNA laboratory.
- Experience performing human DNA analysis of casework samples, including the evaluation, screening, extraction and analysis of a variety of evidentiary substrates and biological sources in criminal matters.
- 12 semester or equivalent credit hours which includes at least one graduate level course registering three or more semester or equivalent credit hours.
- Completed the FBI-sponsored auditor training.
- Knowledge of computer hardware and software used in a DNA laboratory, to include GeneMapper ID-X.
- Knowledge of instruments used in forensic DNA analysis, to include 7500 Sequence Detection Systems, 310, 3100 and/or 3130XL Genetic Analyzers.
- Recent participation in a proficiency testing program in short tandem repeat DNA analysis, using capillary electrophoresis;
- Experience in providing DNA technical training and oversight to analysts in a laboratory setting.
- Experience conducting external DNA audits.

- Knowledge of policies, procedures and regulations governing a forensic DNA laboratory as defined in the FBI's Quality Assurance Standards for Forensic DNA Testing Laboratories and Quality Assurance Standards for DNA Databasing Laboratories documents.
- Familiarity with the ASCLD/LAB accreditation program.
- Experience providing general forensic training to law enforcement personnel and attorneys.

FILING INFORMATION

Outside Applicants meeting the minimum qualifications and wishing to apply may do so by submitting an online application via www.lvmpd.com or www.protectthecity.com by 4:00pm on the closing date. Resumes in lieu of Employment Applications will not be accepted.

LVMPD Employees meeting the minimum qualifications and wishing to apply must submit an Internal Application Form (IAF), LVMPD 462, located on the Intranet, to the Office of Human Resources (OHR) by 4:00pm on the closing date. Please email the IAF to Stephanie Roose, Personnel Technician, and copy Karen Krauss, HR Manager. Please include the position and Personnel Action Notice (11-085) in the subject line. If you would like to confirm receipt of your IAF, use the Outlook email tracking options, such as "request a Read Receipt." Any form other than the IAF will not be accepted. Additionally, resumes in lieu of IAFs will not be accepted.

All Applicants determined to meet the minimum qualifications will be emailed a Supplemental Application in Microsoft Word format which must be completed and returned to the Office of Human Resources, along with the official or unofficial transcripts which reflect required coursework, also by the closing date and time. The completed Supplemental Application and transcripts may be emailed to Stephanie Roose, Personnel Technician, and copied to Karen Krauss, HR Manager, at the email address listed in the "Inquiries" section below, with "DNA Technical Lead" in the subject line. Applicants may also submit the transcripts by the closing date and time by faxing to 702.828.3980. A cover page to the fax to the attention of Stephanie Roose, Personnel Technician, which includes the heading of "DNA Technical Lead," must be included.

It is CRITICAL that each candidate provides **complete, accurate, and detailed information** on their Employment Application/IAF and Supplemental Application. Failure to do so may result in the determination that the candidate does not possess the required education, experience and training, and therefore, will not participate in the selection process.

Per Civil Service Rule 320.2(J), employees currently serving an initial probationary period with the department as a Police or Corrections Recruit, a Police or Corrections Officer, or a civilian classification that is filled open competitively and requires the completion of an academy, are not eligible.

LVMPD LATE POLICY

Any applicant turning in a late Employment Application or Supplemental Application or transcripts will **not** be permitted to continue in the selection process for this position. Additionally, candidates are required to report for each scheduled event a minimum of 30 minutes early. Failure to report by the scheduled appointment time will result in removal from the selection process. Photo ID will be required at check-in for each part of the selection process.

SELECTION PROCESS OVERVIEW

Unless otherwise noted, all phases of the selection process will be held in the LVMPD Office of Human Resources (OHR), 400 S. Martin Luther King Blvd., Building B, Las Vegas, NV 89106. Unless directed otherwise, all candidates will check-in at the Main Lobby Visitor's window on the first floor of Building B.

NOTE: All recruitment notifications will be sent via email. Therefore, it is critical that each candidate includes a current email address which is able to receive email from lvmpd.com. Further, it is each candidate's responsibility to ensure that they have received all notification emails. In some cases, these emails will include the candidate's appointment time for the next step in the process. If an email has not been received prior to February 1, 2012, the candidate should contact the Personnel Technician or HR Manager at the phone number or email address listed in the "Inquiries" Section below.

SELECTION PROCESS

It is strongly recommended that any individual applying for this position retain a copy of this job announcement. It contains pertinent information regarding the testing process.

You will be required to present **photo identification** when participating in **ALL** phases of the selection process. Due to security reasons, personal belongings permitted in the testing facility will be limited. Items such as large backpacks, briefcases, duffle bags or similar items may not be allowed. Those items permitted will be left to the discretion of the LVMPD employees administering the examination and may be subject to a search. All electronic and telecommunication devices must be off during testing administrations.

Candidates requiring reasonable testing accommodations related to qualified disabilities must contact Karen Krauss, HR Manager, at the email address listed in the "Inquiries" Section below, a minimum of two weeks in advance. Such requests must be in writing and include verifiable documentation of need, depending upon the circumstances.

The selection process will further consist of the following:

APPLICATION SCREENING (PASS/FAIL)

Applications will be reviewed to determine whether or not each candidate meets the minimum qualifications and Supplemental Applications and transcripts will be reviewed to determine those who are in the top group to continue in the selection process.

PRACTICAL EXAMINATION (weighted 25%)

The Practical Examination will be administered on a computer using Word. Candidates must demonstrate minimum competency or better in each area listed below to pass the Practical Examination. All candidates will be notified of their Practical Examination appointment time via email. The Practical Examination is designed to measure:

- I. **Suitability and Personal Impact**, including:
 - Ability to demonstrate proficiency in Biology/DNA analysis
- II. **Technical Knowledge**, including:
 - Knowledge of genetics as they relate to forensic serology and DNA analysis
 - Knowledge of forensic DNA principles, laboratory techniques and technology, Polymerase Chain Reaction (PCR), Short Tandem Repeat (STR) analysis, and capillary electrophoresis methods
 - Knowledge of forensic computer software applications
- III. **Technical Leadership**, including:
 - Knowledge of the Quality Assurance Standards for Forensic DNA Testing Laboratories and Quality Assurance Standards for DNA Databasing Laboratories issued by the FBI, as well as the standards associated with the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB) accreditation program
 - Ability to ensure all scientific practices are appropriate, acceptable and valid
- IV. **Written Communication Skills**, including:
 - Ability to prepare clear and concise technical and analytical reports, correspondence and memoranda
 - Ability to communicate effectively in writing, including using proper grammar, spelling, punctuation, vocabulary, capitalization and format

ORAL BOARD EXAMINATION (weighted 75%)

All candidates will be notified of their Oral Board Examination appointment time via email. Candidates must demonstrate minimum competency or better in each area listed below to pass the Oral Board Examination. The Oral Board will be audio-taped and is designed to measure:

I. Suitability and Personal Impact, including:

- Suitability, including education, training and experience
- Ability to demonstrate proficiency in Biology/DNA analysis
- Ability to multi-task to manage competing priorities
- Ability to establish and maintain effective working relationships with those contacted in the course of work
- Ability to maintain confidentiality

II. Technical Knowledge, including:

- Knowledge of theory and application of genetics, molecular biology, biochemistry and statistics/population
- Knowledge of forensic DNA principles, laboratory techniques and technology, Polymerase Chain Reaction (PCR), Short Tandem Repeat (STR) analysis, and capillary electrophoresis methods
- Knowledge of forensic computer software applications
- Knowledge of current trends in forensic serology and DNA
- Knowledge of equipment and supplies, including specialized instrumentation utilized in DNA analyses
- Ability to review and evaluate new and existing information and analytical techniques for implementation into laboratory protocol
- Ability to troubleshoot, perform, and oversee minor repairs on laboratory instruments and equipment

III. Technical Leadership, including:

- Knowledge of the Quality Assurance Standards for Forensic DNA Testing Laboratories and Quality Assurance Standards for DNA Databasing Laboratories issued by the FBI, as well as the standards associated with the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB) accreditation program
- Ability to exercise technical leadership over the technical operations of a forensic DNA laboratory
- Ability to provide training to Forensic Scientists, other Department personnel, law enforcement personnel, and attorneys, as needed
- Ability to interpret and apply administrative policies and procedures, laboratory policies and procedures, and technical standards as they apply to the DNA Technical Lead position
- Ability to ensure all scientific practices are appropriate, acceptable and valid
- Ability to oversee and approve all validations and new techniques

IV. Verbal Communication Skills, including:

- Ability to make effective oral presentations before large and small audiences, including Department and/or community individuals
- Ability to communicate effectively verbally, including using proper grammar, vocabulary, and English usage; and good listening skills and eye contact; and being articulate, clear and concise

PROOF OF VETERAN'S PREFERENCE POINTS ELIGIBILITY REQUIREMENTS

To be eligible for Veteran's Preference points, candidates must submit a DD214 or Statement/Proof of Service. These are the only two documents we will accept as proof of **military** service. These documents will only be accepted at check-in for your Oral Board Examination. Faxing or submitting a copy after the Oral Board Examination will not be permitted. Two Veteran's Preference points shall be given only on open competitive examinations and added to the final passing score.

Candidates may be eligible for Veteran's Preference Points if the candidate 1) Submits a copy of a DD214 that indicates service of at least 181 days of active duty; or 2) Is currently in the Armed Forces and submits a Statement /Proof of Service that indicates service of at least 181 days of active duty.

Please note that, although candidates submit documentation that they are a member in good standing and have no adverse actions pending, the Internal Standards Analysis Section will verify the documentation. If it is determined that the character of service is not honorable, that candidate will be disqualified from the selection process.

ADDITIONAL SELECTION PROCESSES

If candidates successfully pass the above selection procedures, they will undergo a thorough background investigation, which will include a polygraph and drug test, and may include a psychological evaluation and/or medical examination. Candidates may be required to pass a standard hearing test and, if needed and unsuccessful on the standard test, may be required to pass a second hearing test at their own expense. They must meet the LVMPD Hiring Standards. Once hired, LVMPD employees participate in the Department's random drug screening process.

The background process will require candidates to complete a Personal History Questionnaire (PHQ) and a Polygraph Booklet, both of which must be filled out completely and are extensive. Participating in the background process will also require candidates to provide the requested documentation outlined on the PHQ in a timely manner. The PHQ and Polygraph packet is available at www.protectthecity.com.

OFFICE OF HUMAN RESOURCES – FACILITY AND PARKING INFORMATION

The LVMPD Office of Human Resources is located at 400 S. Martin Luther King Blvd., Building B, Las Vegas, NV 89106. Free parking is located in the parking lot at the front and side of the complex. Vending machines, which contain drinks and snacks, are available and require cash.

INQUIRIES

Questions regarding this selection process may be directed to:

Karen Krauss, HR Manager

(702) 828-3978

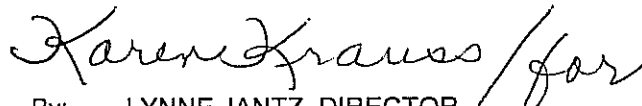
k3536k@lvmpd.com

Stephanie Roose, Personnel Technician

(702) 828-4308

s12983r@lvmpd.com

DOUGLAS C. GILLESPIE, SHERIFF



By: LYNNE JANTZ, DIRECTOR
OFFICE OF HUMAN RESOURCES

DCG:LJ:sr



The *vision* of the Las Vegas Metropolitan Police Department is to be the safest community in America. The *mission* of the Las Vegas Metropolitan Police Department is to protect the community through prevention, partnership and professional service.

The acronym "I CARE" is the guiding principle for each and every LVMPD employee. This acronym represents the *values* of the Las Vegas Metropolitan Police Department: **Integrity, Courage, Accountability, Respect for People, and Excellence**. The values are supported by behaviors, demonstrated by the actions of employees, as they live these values. All employees are expected to represent the values of the Department while in the workplace and off-duty.

The LVMPD is an equal opportunity employer. All appointments to the competitive service shall be made without regard to race, color, religion, sex, age, disability, sexual orientation, national origin, genetic information, military service, or political affiliation, and shall be based on merit and fitness only. The LVMPD is accredited by the Commission on Accreditation for Law Enforcement Agencies.

The Office of Human Resources requests that this notice be properly placed in locations accessible to all employees and further announced during briefings. Employees are encouraged to copy announcements of interest and NOT remove originals from posting areas and briefing books.