

LAS VEGAS METROPOLITAN POLICE DEPARTMENT

DNA Technical Lead

Posting Details

PA#	12164
Position Title/Area	DNA Technical Lead
Recruitment Type	Civilian Open-Competitive
Schedule #	51
Starting Monthly Salary	Within the range of \$5,784.13 to \$7037.33
Minimum Monthly Salary	\$5,784.13
Maximum Monthly Salary	\$8,562.67
Salary Notes	COLA and merit increases have been indefinitely suspended due to the current economic climate.
Full-time / Part-time	Full Time
Notes	Names of candidates who successfully complete the selection process outlined below will be merged into the resulting eligibility list in order of final scores, regardless of the exam administration date. Qualified applicants may only test once during this recruitment. 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.

Posting Information

Opening Date	09/26/2012
Closing Date	
Closing Time	

Close Date Message	This posting will remain open until the position is filled.
Continuous Recruitment?	Yes
Quick Link for Job Announcement	http://lvmpd.peopleadmin.com/postings/1555

Position Summary

-	
Job Opportunity	<u>Definition</u> : 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 of 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. <u>Supervision Received and Exercised</u> : Receives direct supervision from the Director of the Forensic Laboratory; exercises technical leadership over professional, technical and/or office support staff.
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 applicable benefits, go to www.lvmpd.com.
Eligibility List	Will be in effect for 18 months from date of Civil Service Board Certification.

Minimum Qualifications

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. 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 substantiating each degree and the 12 or more credit hours listed above are required at time of application submission. (See "All Applicants" section for further details on providing proof of education.) Successful completion of the FBI-sponsored auditor training

is required 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.

Minimum Qualifications

License or Certificate:

Possession of, or the ability to obtain, an appropriate, valid Nevada driver's license.

Conditions of Employment:

- Must successfully complete FBI-sponsored auditor training within one year after hire, if such training had not been obtained before hire.
- Are required to submit a DNA sample for entry into the LVMPD DNA Staff Elimination Index System.
- 3. Are required to maintain a Nevada driver's license for commuting between the regular workplace and offsite work locations such as the courts.

Discipline

Current LVMPD members who possess a major suspension or higher level of discipline, signed by the employee 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 Qualifications

Applicants must be at least 18 years of age and a U.S. citizen or have U.S. permanent residency by the date of the first test instrument for this position. 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. Applicants 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 below.)

LVMPD employees shall be neat and clean in their appearance in public, whether in or out of uniform. Therefore, applicants with visible tattoos, brandings, and/or body piercing in areas of the body which cannot be covered by the appropriate dress required of this position will be disqualified. Such markings may not be concealed using make up or bandages. Further, applicants with gauged earlobes will also be disqualified.

Environmental Conditions:

- Laboratory and office environment; use of latex gloves, respirators and/or air masks.
- 2. Exposure to potentially hazardous chemicals, human body fluids, blood borne pathogens, biological hazards such as viruses and germs, and other hazardous evidence items.
- 3. Exposure to computer screens.
- 4. Road and traffic conditions while driving a vehicle when conducting Department business.

Physical Conditions:

- Vision sufficient to read fine print on computers, distinguish fine details when looking through scientific instruments to examine evidence items, as well as distinguish color, contrast, patterns, and dimensions.
- 2. Speech sufficient to render expert courtroom testimony and scientific instructions.
- Hearing sufficient to hear instructions, training content, and conversations.
- 4. Agility and mobility sufficient to stand, walk, stoop, bend, reach, rotate and extend neck, and balance self while using laboratory and/or standard office equipment, as well as lift, push, and pull files, documents, laboratory equipment, and/or standard office equipment.
- Dexterity sufficient to manipulate instruments and small items accurately over an extended period of time, as well as write labels on test tubes and small testing vessels.
- 6. Strength and mobility sufficient to lift items up to 50 lbs with or without aid of equipment.
- 7. Endurance sufficient to sit or stand for long periods of time, as necessary.

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;

Conditions of Employment

Best Candidates will have

- 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

Filing Details Outside Applicants meeting the minimum qualifications and wishing to apply may do so by submitting an online general **Outside Applicants** application and transcripts (see below under "All Applicants") via www.lvmpd.com. LVMPD members, including full-time or temporary employees, interns and volunteers, meeting the minimum **LVMPD Members** qualifications and wishing to apply may do so by submitting an online general application (see below under "All Applicants") via www.lvmpd.com. Resumes in lieu of an application, or faxed or hard copies will not be accepted. Transcripts substantiating each degree and the 12 or more credit hours listed above are required at time of application submission. Due to the system's attachment space limitations, applicants should use the attachment

accepted by the system.

All Applicants

Official or unofficial transcripts are acceptable and must contain the logo of the educational institution and the applicant's name.

tabs titled "Transcripts 1," "Transcripts 2," and "Transcript 3" to send their transcripts in separate attachments to their application and ensure they are

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, in order to determine whether or not they will continue in the testing process. The completed supplemental application will be emailed to Stephanie Roose, Personnel Technician, and copied to Karen Krauss, HR Manager, with "DNA Technical Lead" in the subject line.

If the degree or course requirements of the Quality Assurance Standards listed above are not met, applicants must possess a waiver from the American Society of Crime Lab Directors (ASCLD), and such waiver must be submitted along with this online general application. Applicants should use the "Other Document" tab to attach their waiver, if applicable.

It is CRITICAL that each applicant provides complete, accurate, and detailed information on their application and supplemental application, if applicable. Failure to do so may result in the determination that the applicant does not possess the required education, experience and training, and therefore, will not participate in the testing process. Per Civil Service Rule 320.2(J), LVMPD members currently serving an initial probationary period with the LVMPD 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.

Special Notes to Applicants

This posting will remain open until the position is filled.

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 when submitting their online application. These are the only two documents we will accept as proof of military service. Faxing or submitting a copy 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

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.

Late Policy

Any applicant turning in a late application or supplemental application, or transcripts and/or waiver 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.

Reasonable **Accommodations**

Candidates requiring reasonable testing accommodations related to qualified disabilities must contact the 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.

Qualified candidates will be required to undergo a thorough background investigation, which will include a polygraph and

Additional Selection Processes

drug test, and may include a psychological and medical exam. 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, "Joining The Force," "Background," "Commissioned and Civilian," and candidates are encouraged to begin working on these documents as soon as they are notified by LVMPD that they are being actively considered, in order to allow for enough time to complete them and obtain the required documents by the date of the background investigative interview.

Selection Process

General Information

Selection Process Overview	 Application and Transcript Screening for minimum qualifications Supplemental Application Screening for best candidates Practical Exam Oral Board Background Process, including interview and investigation, polygraph and drug test, and possibly psychological testing.
Facility and Parking Information	The LVMPD Office of Human Resources is located at 400 S Martin Luther King Boulevard, 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.
Exam Instructions	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. Candidates 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 members administering the examination and may be subject to a search. No cell phones, beepers, PDAs, laptops or other electronic devices will be allowed in the testing facilities.

Notifications	NOTE: All selection process 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 lympd.com and that they update their online user account if their email address changes. Further, it is each candidate's responsibility to ensure that they have received all notification emails, which will include the date and time of their next exam and other steps in the process, if applicable. If a notification email has not been received prior to the next step in the process, the candidate should contact the OHR representative listed in the Inquiries Section below.
Application Screening (Pass/Fail)	Applications and transcripts, and/or waivers will be reviewed to determine whether or not each candidate meets the minimum qualifications; and supplemental applications will be reviewed to determine those who are in the top group to continue in the selection process.
Seminar	None.

Exams

Exam Type	Practical
Exam Start Date	
Exam End Date	
Exam Start Time	Dates and Times To Be Determined
Exam Weight	25%
Exam Notes	The Practical Examination will be administered on a computer using Word. All qualified candidates will be notified of their Practical Examination appointment time via email. Please note that the above Practical Exam End Date is dependent upon the number of qualified candidates participating in the selection process.
Exam Evaluation Criteria	Candidates must demonstrate minimum competency or better in each area listed below to pass the Practical Examination. The Practical Examination is designed to measure the following: 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 of Forensic DNA Testing Laboratories and Quality Asstandards for DNA Databasing Laboratories issue FBI, as well as the standards associated with the Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB) accreditation p Ability to ensure all scientific practices are approacceptable and valid 	ssurance ed by the American rogram
IV. WRITTEN COMMUNICATION SKILLS, including Ability to prepare clear and concise technical and analytical reports, correspondence and memorand Ability to communicate effectively in writing, including proper grammar, spelling, punctuation, voca capitalization and format	d da uding

Exam Type	Oral Board
	Oral Board
Exam Start Date	-
Exam End Date	
Exam Start Time	Dates and Times To Be Determined
Exam Weight	75%
Exam Notes	All candidates will be notified of their Oral Board Examination appointment time via email. The Oral Board Examination will follow the Practical Examination on the same or following day, depending upon the number of qualified candidates participating in the selection process. The Oral Board will be audio-taped.
	Candidates must demonstrate minimum competency or better in each area listed below to pass the Oral Board Examination. The Oral Board Examination is designed to measure the following: 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 equipment and supplies, including specialized instrumentation utilized in DNA analyses

 Ability to 	review and evaluate new and existing information
and analy	rtical 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

LVMPD Details

Exam Evaluation

Criteria

Office of Human Resources

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
Special Instructions to Applicants	None.
Distribution of This Posting	Not applicable.

LVMPD Statements

LVMPD Values	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 partner with the community to provide outstanding service and protection through prevention, innovation and leadership. 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.
Equal Employment Opportunity	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.
Accreditation	The LVMPD is accredited by the Commission on Accreditation for Law Enforcement Agencies. The LVMPD Forensic Lab is accredited by the American Society of Crime Lab Directors/Laboratory Accreditation Board (ASCLD/LAB).

Candidate Documents

Required Documents

1. Transcripts

Optional Documents

- 1. D.D.-214
- 2. Transcripts 2
- 3. Transcripts 3
- 4. Other Document

Supplemental Questions

Required fields are indicated with an asterisk (*).

- * Do you possess 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, OR a waiver from the American Society of Crime Lab Directors?
 - $\circ \ \ \text{Yes}$
 - o No
- 2. * Do you understand that, in order to submit a complete application packet, you MUST attach copies of your transcripts which substantiate the educational requirements listed in the "Minimum Qualifications" section of this job posting? (Such transcripts should be separated into

several attachments to accommodate the space limitations of this system.)

- o Yes
- o No
- 3. * Do you possess three years of forensic databasing or human identification DNA laboratory experience pertaining to the evaluation of biological evidence in criminal matters, which also includes experience in rendering expert testimony in a court of law?
 - o Yes
 - o No
- 4. * Are you currently a citizen, naturalized citizen or permanent resident alien without conditions on status, of the United States of America?
 - o Yes
 - o No
- 5. * If you are NOT currently a citizen, naturalized citizen or permanent resident alien without conditions on status, of the United States of America, on what date will you be? (If you answered "yes" to question 4 above and are already a citizen, please respond "Not Applicable" below.)

(Open Ended Question)

- 6. * Are you at least 18 years old?
 - o Yes
 - o No
- 7. * Have you successfully completed the FBI-sponsored auditor training?
 - Yes
 - o No
- 8. * If you have not yet successfully completed the FBI-sponsored auditor training, do you agree to comply with this condition of employment which requires you to successfully complete such training within one year from your date of hire, if you are hired?
 - Yes
 - o No
 - o I have already successfully completed this training.
- 9. * In addition to the education requirements listed above in this posting, do you 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? (These require successful completion of a documented training program in forensic DNA analysis and the forensic identification of human biological substances and/or demonstration of competency.)
 - Yes
 - o No
- 10. * Do you agree to comply with the condition of employment which requires you to submit a DNA sample for entry into the LVMPD DNA Staff Elimination Index System, if hired?
 - Yes
 - o No
- 11. * This department operates 24 hours per day and 7 days per week. As a condition of employment, an employee may be required to work any hours, days, or shift, including holidays and weekends. Do you accept this condition of employment, if you are hired?
 - \circ Yes
 - o No
- 12. * This department pays for a pre-employment drug test required of all new employees and a medical examination required only for certain positions. Do you agree to comply with this condition of employment, on the understanding that the result(s) will be kept confidential and used strictly to make the final employment decision?
 - Yes
 - o No
- 13. * Do you agree to comply with the condition of employment which requires you to undergo a

background investigation,	, which WILL	include a	polygraph	and MAY	include	psycholog	gical
testing?							

- o Yes
- o No
- 14. * Do you agree to comply with the condition of employment which requires you to participate in the Department's random drug screening process, if you are hired?
 - Yes
 - o No
- 15. * Have you been convicted of a felony?
 - o Yes
 - o No
- 16. * Have you been convicted of 2 or more driving under the influence (DUI) related charges?
 - o Yes
 - o No
- 17. * Do you agree to comply with the condition of employment which requires you to obtain a Nevada driver's license, if you do not already possess one, AND register your personal vehicle with the Nevada Department of Motor Vehicles and Public Safety (DMV), if it is not already registered, in accordance with Nevada Revised Statutes (NRS)?
 - Yes
 - o No
- 18. * Do you possess any visible tattoos, brandings, and/or body piercings in areas of the body which cannot be covered by the appropriate dress required of this position?
 - o Yes
 - o No
- 19. * If you DO possess any visible tattoos, brandings, and/or body piercings in areas of the body which cannot be covered by the appropriate dress required of this position, will you comply with the requirement of having them removed by the date of your background interview?
 - o Yes
 - o No
 - o I do not have any such markings.
- 20. * Are your earlobes gauged?
 - Yes
 - o No