ITEM: 3.33
(ID # 20086)
MEETING DATE:
Tuesday, October 18, 2022

FROM :   HUMAN RESOURCES AND SHERIFF-CORONER-PA :

SUBJECT: HUMAN RESOURCES AND SHERIFF-CORONER-PA: Classification & Compensation Recommendation to establish a new Fingerprint Technician III and a Fingerprint Examiner III classification; adjust the salary of the Supervising Fingerprint Examiner; and amend Ordinance No. 440 pursuant to Resolution No. 440-9291 submitted herewith, All Districts. [Total Cost $37,794, with an ongoing cost of $21,836, 100% Cal ID Operating Fund]

RECOMMENDED MOTION: That the Board of Supervisors:
1. Approve the creation of the new Fingerprint Technician III classification.

2. Approve the creation of the new Fingerprint Examiner III classification.

3. Approve the recommendation to adjust the salary of the Supervising Fingerprint Examiner classification.

4. Amend Ordinance No. 440 pursuant to Resolution No. 440-9291

ACTION:Policy

Joseph Belli
Joseph Belli   9/21/2022

Matthew Jimenez
Matthew Jimenez   9/21/2022

Michael Bowers
Michael Bowers, Assistant HR Director   9/27/2022

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9291 is adopted as recommended.

Ayes:	Jeffries, Spiegel, Washington, Perez and Hewitt
Nays:	None
Absent:	None
Date:	October 18, 2022
xc:	Sheriff, HR

Kecia R. Harper
Clerk of the Board
By: _____
Deputy

SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:		Ongoing Cost
COST	$15,958	$21,836	$37,794		$21,836
NET COUNTY COST	$0	$0	$0		$0
SOURCE OF FUNDS: 100% Cal ID Operating Fund				Budget Adjustment: No	
				For Fiscal Year: 22/23	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The mission of the Riverside County Sheriff's Department is to serve the public by suppressing and preventing crime through the reduction of criminal recidivism. The department employs over 3,600 dedicated men and women who provide core services throughout the County of Riverside and are dedicated to serving the citizens of its communities with integrity, professionalism, leadership, and loyalty.

The CAL-ID Bureau plays an integral part in upholding the mission of the Sheriff's Department by providing accurate and timely biometric identification services and by maintaining a local fingerprint database of all subjects fingerprinted within the counties of Riverside and San Bernardino. Individual identifications can be made to ensure the arrest and prosecution of criminal offenders. This database can be searched remotely by law enforcement out in the field, using CAL-ID provided mobile ID equipment. Crime scene fingerprints can also be searched against this database to identify those engaging in criminal conduct. The results provide a valuable service to law enforcement agencies in both San Bernardino and Riverside County. In addition to providing fingerprint identifications, Riverside CAL-ID manages the booking photo imaging database. This database provides Riverside County law enforcement agencies access to photographs of suspects arrested throughout the county, as well as a variety of other identification services to its member agencies.

The Human Resource's Classification and Compensation Unit (Class and Comp) received a request from the Sheriff's Department CAL-ID Bureau to consider the feasibility of creating a lead-level Fingerprint Technician III and a lead-level Fingerprint Examiner III classification. Due to the increased workload of the Cal-ID Bureau, the Supervising Fingerprint Examiners are now required to spend an immense amount of time reviewing casework, rather than handling the other crucial components of their supervisory duties such as researching/developing methods of fingerprint comparison techniques, assisting in developing training courses for Fingerprint Examiners/Technicians and law enforcement personnel, and developing policies and procedures to improve overall CAL-ID operations. As such, it has been determined that a lead-level Fingerprint Technician III and a lead-level Fingerprint Examiner III job classification is crucial in filling this work gap.

The proposed Fingerprint Technician III and Fingerprint Examiner III will be responsible for reviewing the influx of Technician and Examiner casework, providing guidance to new or less

experienced employees, as well as training law enforcement on specialized equipment. The work these lead positions would perform is essential to the unit and would ensure greater organizational efficiency, thereby alleviating the strain currently placed on the Supervising Fingerprint Examiners. The primary difference between the Fingerprint Examiner III and Fingerprint Technician III is that the Fingerprint Examiner III will be responsible for assisting with the oversight of Fingerprint Examiner casework and for performing more in-depth analysis and comparisons of latent fingerprints/palm prints recovered in criminal investigations in addition to ten-print card known subject comparisons. Furthermore, an external market survey for comparable classes in the five surrounding counties yielded insufficient market data to price the proposed lead level classifications (Attachment 2). Therefore, it is recommended that the salaries of the proposed positions be set in relation to the current series progression.

Additionally, Class and Comp conducted a market review on the Supervising Fingerprint Examiner (Attachment 3). Assessing the current market for the Supervising Fingerprint Examiner was necessary, not only to ensure market competitiveness, but also to maintain adequate spreads between each respective level in the series, which includes the proposed lead-level classifications. An external market survey was conducted on the Supervising Fingerprint Examiner classification using the five-county market. The market review highlighted that the Supervising Fingerprint Examiner is below the current market at the maximum by approximately 12%. Therefore, an adjustment to the maximum of the range is warranted.

Salary Adjustment:
Supervising Fingerprint Examiner: It is recommended to adjust the salary plan/grade from SEUS 762 ($85,030 - $100,753) to salary plan/grade SEUS 762 ($85,030 - $108,950). There are currently 2 incumbents in this classification.

Classification Addition:
Fingerprint Technician III: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade LIU 560 ($56,652 - $81,901) (Attachment 4).

Fingerprint Examiner III: It is recommended to add this classification to the Class and Salary Listing at salary plan/grade LIU 717 ($72,260 - $99,125) (Attachment 5).

Additional Fiscal Information
Supervising Fingerprint Examiner:
Adjusting the Supervising Fingerprint Examiner salary will have no immediate upfront costs to the Department since the two incumbents are within the salary range and will not receive a salary increase. However, the difference in costs between the previous maximum salary and the new maximum salary is approximately $21,836, including benefits for a full fiscal year for two positions. Additionally, the future cost to add/recruit for this position is approximately $145,111, which includes benefits. The Department has indicated the cost associated with adding and filling this position is included in their existing budget and will not require a budget adjustment.

Fingerprint Technician III:
The Sheriff's Department intends to utilize this classification and has allocated funding in their budgets for the 2022/2023 fiscal year. The department will submit a request to add the classification/position(s) to their budget through the Classification Transaction Request (CTR) process. The creation of this classification will have no immediate cost.

Fingerprint Examiner III:
The Sheriff's Department intends to utilize this classification and has allocated funding in their budgets for the 2022/2023 fiscal year. The department will submit a request to add the classification/position(s) to their budget through the Classification Transaction Request (CTR) process. The creation of this classification will have no immediate cost.

Impact on Residents and Businesses
This request does not have a direct impact on residents and businesses. Adjusting the salary of the Supervising Fingerprint Examiner will allow the County to provide a competitive salary that is within market to retain the most qualified individuals to perform the role, while also maintaining an adequate spread between all levels within the series. Furthermore, the addition of the proposed Fingerprint Technician III and Fingerprint Examiner III will provide the necessary support to the Supervising Fingerprint Examiners so that the CAL-ID Bureau can continue to offer critical services for the County of Riverside and surrounding jurisdictions.

Attachments:
1)   Resolution No. 440-9291
2) Lead Fingerprint Examiner Market Data
3) Supervising Fingerprint Examiner Market Data
4) Fingerprint Technician III Job Classification
5) Fingerprint Examiner III Job Classification

Rebecca S Cortez, Principal Management Analyst   9/27/2022

Meghan Hahn, Senior Management Analyst   10/6/2022

Dave Rogers, Chief Administrative Officer   10/13/2022

RESOLUTION NO. 440-9291

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on <u>October 18, 2022</u>, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the Director of Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

Job Code	+/-	Class Title	Salary Plan/Grade
37542	+	Fingerprint Technician III	LIU 560
37543	+	Fingerprint Examiner III	LIU 717

BE IT FURTHER RESOLVED that pursuant to Section 8(c) of Ordinance No. 440, the Director of Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative at the beginning of the pay period following the date of approval, as follows:

Job Code	Class Title	From Salary Plan/Grade	To Salary Plan/Grade
37539	Supervising Fingerprint Examiner	SEUS 762 ($85,030 - $100,753)	SEUS 762 ($85,030 - $108,950)

ROLL CALL:

Ayes:	Jeffries, Spiegel, Washington, Perez and Hewitt
Nays:	None
Absent:	None

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KECIA R. HARPER, Clerk of said Board

By: _Breana Smith_
/mh   Deputy
09/20/2022
440 Resolutions\MH

10.18.2022   3.33

REVISED

<u>RESOLUTION NO. 440-9291</u>

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on <u>October 18, 2022</u>, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the Director of Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as follows:

Job Code	+/-	Class Title	Salary Plan/Grade
37542	+	Fingerprint Technician III	LIU _575_
37543	+	Fingerprint Examiner III	LIU _731_

BE IT FURTHER RESOLVED that pursuant to Section 8(c) of Ordinance No. 440, the Director of Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative at the beginning of the pay period following the date of approval, as follows:

Job Code	Class Title	From Salary Plan/Grade	To Salary Plan/Grade
37539	Supervising Fingerprint Examiner	SEUS 762 ($85,030 - $100,753)	SEUS 762 ($85,030 - $108,950)

/kc
Revised
10/26/2022

Item 3.33
10/18/2022

/mh
09/20/2022
440 Resolutions\MH

3.33

OCT 1 8 2022 3.33

RESOLUTION NO. 440-9291

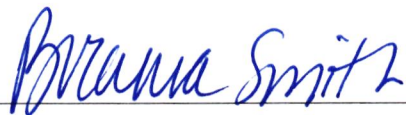ADOPTED by Riverside County Board of Supervisors on October 18, 2022.

ROLL CALL:

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt

Nays: None

Absent: None

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

KECIA R. HARPER, Clerk of said Board

By: _Breanna Smith_

Deputy

10.25.22   3.33

RIVCO 1HR
putting people first

MEMORANDUM

DATE: October 26, 2022

TO: Kecia Harper, Clerk of the Board

FROM: Erik Collier, Human Resources Services Manager

RE: Correction to Resolution No. 440-9291

Attached, please find corrected Resolution No. 440-9291, Agenda Item 3.33 submitted and approved by the Board of Supervisors on October 18, 2022. Under Section 3(a)(iv), the *"Salary Plan/Grade"* for the classifications listed below should read as follows:

Job Code	Class Title	Salary Plan/Grade
37542	Fingerprint Technician III	LIU **575**
37543	Fingerprint Examiner III	LIU **731**

The corrections listed above within Resolution No. 440-9291 were due to a clerical error and does not affect the salaries for these classifications.

Should you have any questions or require additional information, please feel free to contact me.

Erik Collier

Human Resources Division Manager
(951) 955-1117

Attachment:
Revised Resolution No. 440-9291

951-955-3510   4080 Lemon St. 7th Floor, Riverside, CA 92501   www.RC-HR.com

External Market Survey Data

Insert Class Title

Riv Co Class Code: XXXXX

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	*No comparable class*				
Orange County	Biometric Identification Specialist	4003	$76,274	$102,814	34.80%
San Bernardino County	*No comparable class*				
San Diego County	*No comparable class*				
Ventura County	*No comparable class*				

County Mean:

County Median:

Riverside County   *Proposed Fingerprint Examiner III*

Dollar difference from Mean:

Percentage difference from mean:

Dollar difference from median:

Percentage difference from median:

Notes:

Run Date: Date Prepared/Revised: 4/7/2021   By: DF

External Market Survey Data

Supervising Fingerprint Examiner

Riv Co Class Code: 37539

Jurisdiction	Title	Job Code	Min Salary	Max Salary	Spread
Los Angeles County	*No comparable class*				
Orange County	Supervising Biometric Identification Specialist	4004	$85,030	$114,587	34.76%
San Bernardino County	Supervising Fingerprint Examiner	3133	$67,246	$92,664	37.80%
San Diego County	*No comparable class*				
Ventura County	Supervising Forensic Scientist	1948	$90,088	$132,730	47.33%
	County Mean:		$80,788	$113,327	40.28%
	County Median:		$85,030	$114,587	34.76%
Riverside County	Supervising Fingerprint Examiner	37539	$59,968	$98,777	64.72%
	Dollar difference from Mean:		-$20,820	-$14,550	
	Percentage difference from mean:		-25.77%	-12.84%	
	Dollar difference from median:		-$25,062	-$15,810	
	Percentage difference from median:		-29.47%	-13.80%	

Notes:

Run Date:

Date Prepared/Revised: 4/7/2022   By: DF

FINGERPRINT TECHNICIAN III

Class Code: 37542

Bargaining Unit: LIUNA - Inspections & Technical

COUNTY OF RIVERSIDE
Established Date: XXX XX, 2022
Revision Date: XXX XX, 2022

SALARY RANGE

$23.89 - $39.38 Hourly
$4,141.25 - $6,825.08 Monthly
$56,652.00 - $81,901.00 Annually

CLASS CONCEPT:

Under general supervision, performs technical work in the comparisons of rolled inked and computer image fingerprints; uses basic fingerprint patterns; operates the Automated Fingerprint Identification System (AFIS) and its components; and performs other related duties as required.

The Fingerprint Technician III is the advanced journey level classification in the Fingerprint Technician series and reports to a supervisory or manager level position. The Fingerprint Technician III has the primary responsibility of monitoring and processing Live Scan fingerprint records received from various jurisdictions, rolled print identification casework, and assisting the Supervising Fingerprint Examiner with additional advanced duties and projects as required. The Fingerprint Technician III is differentiated from Fingerprint Technician II in that the former provides project oversight and performs the most complex assignments that require extensive knowledge of and proficiency in the Tenprint Unit functions. The Fingerprint Technician III may also function in a lead capacity.

The Fingerprint Technician series is differentiated from the Fingerprint Examiner series in that the latter performs in-depth analysis and comparisons of latent fingerprints/palm prints recovered in criminal investigations in addition to ten-print card known subject comparisons.

Advancement to the next level is obtained by competitive selection through an open recruitment.

REPRESENTATION UNIT:

LIUNA - Inspections & Technical

EXAMPLES OF ESSENTIAL DUTIES:
(Depending on the area of assignment, duties may include, but are not limited to, the following)

• Process, classify, validate, and retrieve booking records in the AFIS.

• Operate and monitor a variety of biometric systems, including Mobile-ID, facial recognition software, AFIS, and Live Scan.

• Enter information into the AFIS database; amend and update information into multiple systems as necessary.

• Use various software programs including case management, jail management, booking photo management, local criminal history, state criminal history, and other internal, local, state, and federal systems.

• Perform more complex Tenprint Unit duties; train, lead, and assist lower-level Fingerprint Technicians.

• Receive, process, and/or review the processing of rolled fingerprint identification requests submitted by various agencies, including Sheriff's stations, detention facilities, Coroner's bureau, county departments, contracted police departments, and other local agencies.

• Review Tenprint casework and reports detailing fingerprint comparison and identification findings; complete casework and verify reports and conclusions as required.

• Give oral presentations relative to the services provided by Cal-ID; provide training to law enforcement officers and Sheriff's Department personnel on Cal-ID managed software and devices.

• Process facial recognition requests for law enforcement investigative purposes.

• Properly handle and transport investigative evidence; testify in court.

RECRUITING GUIDELINES:
OPTION I
Education: Completion of 32 hours of approved training in fingerprint science or 40 hours of Basic Fingerprint Techniques or the equivalent from a recognized forensic training facility.

Experience: One year in a public jurisdiction performing fingerprint identification duties at a level comparable to Fingerprint Technician II with Riverside County.

OPTION II
Education: Graduation from high school or attainment of a satisfactory score on a G.E.D. test.

Experience: One year in a public jurisdiction performing fingerprint identification duties at a level comparable to Fingerprint Technician II with Riverside County.

Knowledge of: California Identification System (CAL-ID) and its remote access network; AFIS computer functions and processes; inputting fingerprints into the AFIS; inked and electronic fingerprint comparison and identification; the history of fingerprint science and identification methodology; basic friction ridge skin biology; basic typing and computer skills.

Ability to: Make fingerprint comparisons manually and using automated systems; operate computer and photographic equipment; follow technical instructions; write and communicate effectively; use technical, police, and legal terminology; perform assigned tasks according to prescribed procedures; make accurate observations; prepare and maintain clear and concise case notes and records; work in a safe and prudent manner; operate equipment and scientific apparatus with skill and care; testify as an expert witness; read, understand and follow policies, rules, instructions, laws, and ordinances; establish and maintain good working relationships with staff and law enforcement agencies.

OTHER REQUIREMENTS:
Assessment: Minimally qualified candidates will be required to pass a proctored, computerized assessment in order to be considered for this position.

License/Certificate: Possession, and maintenance throughout employment, of a valid California Driver's License.

SPECIAL REQUIREMENTS:

Possession of, or the ability to obtain, legal access to California Law Enforcement Telecommunications System (CLETS) (e.g., no felony convictions).

Must possess and maintain a reputation for the high level of integrity needed to testify effectively in court.

ENVIRONMENTAL CONDITIONS: Incumbents will be working in a general office environment, which may require sitting for prolonged periods of time and repetitive use of the hands. Strong visual acuity and color vision are required for making fine distinctions among latent, inked, and digital fingerprints. Incumbents may be required to travel outside the county or state for training; work mandatory overtime, be on-call (must be able to report for duty within 1 hour) and may be called in on holidays or outside normal business hours.

PRE-EMPLOYMENT:
All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)

PROBATIONARY PERIOD:
As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.

FINGERPRINT EXAMINER III

Class Code: 37543

Bargaining Unit: LIUNA - Inspections & Technical

COUNTY OF RIVERSIDE
Established Date: XXX XX, 2022
Revision Date: XXX XX, 2022

SALARY RANGE
$30.47 - $47.66 Hourly
$5,282.17 - $8,260.42 Monthly
$72,260.00 - $99,125.00 Annually

CLASS CONCEPT:

Under general supervision, performs latent fingerprint/palm print analysis and comparison work; codes latent fingerprints/palm prints for entry into the Automated Fingerprint Identification System (AFIS); and performs other related duties as required.

The Fingerprint Examiner III is the advanced journey level classification in the Fingerprint Examiner series and reports to a supervisory or manager level position. The Fingerprint Examiner III performs the most complex latent print analysis and comparisons, and operates a variety of software programs, including the AFIS. The Fingerprint Examiner II is differentiated from Fingerprint Examiner III in that the latter assists the Supervising Fingerprint Examiner with additional advanced duties and performs the most complex assignments that require extensive knowledge of and proficiency in the Latent Unit functions. The Fingerprint Examiner III may function in a lead capacity.

The Fingerprint Examiner III is differentiated from Supervising Fingerprint Examiner in that the latter has full supervisory responsibility for assigned staff.

The Fingerprint Examiner series is differentiated from the Fingerprint Technician series in that the former performs in-depth analysis and comparisons of latent fingerprints/palm prints recovered in criminal investigations in addition to ten-print card known subject comparisons.

Advancement to the next level is obtained by competitive selection through an open recruitment.

REPRESENTATION UNIT:

LIUNA - Inspections & Technical

EXAMPLES OF ESSENTIAL DUTIES:
(Depending on the area of assignment, duties may include, but are not limited to, the following)

• Analyze and identify latent fingerprints and palm prints; perform minutiae count; review the latent prints for comparison and/or entry into the AFIS.

• Operate and monitor a variety of biometric systems, including facial recognition software, AFIS, and

Live Scan.

• Establish and maintain a database of unsolved latent prints using the AFIS.

• Review latent casework and reports detailing latent fingerprint/palm print comparison and identification findings; complete casework and verify reports and conclusions as required.

• Use software related to case management, local criminal history, state criminal history, and other internal, local, state, and federal systems.

• Properly handle investigative evidence; testify in court.

• Give oral presentations relative to the services provided by Cal-ID; provide training to law enforcement officers and Sheriff's Department personnel on Cal-ID managed software and devices.

• Train, lead, and assist staff performing fingerprint and/or palm print analysis and comparison work.

RECRUITING GUIDELINES:
OPTION I
Education: Completion of 32 hours of approved training in fingerprint science or 40 hours of Basic Fingerprint Techniques or the equivalent from a recognized forensic training facility.

Experience: One year as a fingerprint examiner in a public jurisdiction performing latent print duties at a level comparable to the County of Riverside Fingerprint Examiner II.

OPTION II
Education: Graduation from an accredited college or university with a bachelor's degree, which included Latent Print Evidence Collection, Fingerprint Comparison, Fingerprint Classification coursework or 120 hours of fingerprint science courses from the California Department of Justice (DOJ), a recognized forensic training facility, or an accredited higher education institution.

Experience: Six months as a fingerprint examiner in a public jurisdiction performing latent print duties at a level comparable to the County of Riverside Fingerprint Examiner II.

ALL OPTIONS
Knowledge of: The principles and techniques used in the classification of fingerprints; all aspects of California Identification System (CAL-ID) and the Remote Access Network (RAN); laws of evidence, criminal procedure and courtroom procedure.

Ability to: Apply manual and automated fingerprinting methods to the task of identification; maintain effective working relationships; perform assigned tasks according to prescribed procedures; follow detailed technical instructions; make accurate observations; prepare and maintain clear, accurate, and concise case notes and records; write logical and concise reports; communicate in an articulate fashion; testify effectively in court as an expert witness; provide guidance and assistance to subordinate personnel and law enforcement agencies.

OTHER REQUIREMENTS:
Assessment: Minimally qualified candidates will be required to pass a proctored, computerized assessment in order to be considered for this position.

License/Certificate: Possession, and maintenance throughout employment, of a valid California Driver's License.

Certified Latent Print Examiner (CLPE) certification from the International Association for Identification

is strongly preferred.

SPECIAL REQUIREMENTS:

Possession of, or the ability to obtain, legal access to California Law Enforcement Telecommunications System (CLETS) (e.g., no felony convictions).

Must possess and maintain a reputation for the high level of integrity needed to testify effectively in court.

ENVIRONMENTAL CONDITIONS: Incumbents will be working in a general office environment, which may require sitting for prolonged periods of time and repetitive use of the hands. Strong visual acuity and color vision are required for making fine distinctions among latent, inked, and digital fingerprints. Incumbents may be required to travel outside the county or state for training; work mandatory overtime, be on-call (must be able to report for duty within 1 hour) and may be called in on holidays or outside normal business hours.

PRE-EMPLOYMENT:
All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment.)

PROBATIONARY PERIOD:
As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.