

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



ITEM: 3.23
(ID # 24992)

MEETING DATE:
Tuesday, July 02, 2024

FROM : HUMAN RESOURCES AND District Attorney

SUBJECT: HUMAN RESOURCES: Classification & Compensation Recommendation to create the Technical Forensics Manager classifications and amend Ordinance No. 440 pursuant to Resolution No. 440-9423 submitted herewith, All Districts. [Total Cost \$161,194, with an ongoing cost of \$139,701]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the recommendation to create the Technical Forensics Manager classification.
2. Amend Ordinance No. 440 pursuant to Resolution No. 440-9423

ACTION:

Tami Douglas-Schatz
Tami Douglas-Schatz, Director of Human Resources

5/9/2024

Jared Haringsma

5/10/2024

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: July 2, 2024
xc: H.R., DA

Kimberly A. Rector
Clerk of the Board
By: *Naomy Li*
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 | \$21,493 | \$139,701 | \$161,194 | \$139,701 |
| NET COUNTY COST | \$0 | \$0 | \$0 | \$0 |
| SOURCE OF FUNDS: Department Funds | | | Budget Adjustment: No | |
| | | | For Fiscal Year: 23/24 | |

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Office of the District Attorney (DA) is requesting a new job classification to be created that would manage the work performed by the District Attorney Audio-Video Technicians, IT Forensic Examiners, and Forensic Technicians. This work is currently being overseen by a sworn Supervising District Attorney Investigator (SDAI), which requires the incumbent to have a California Peace Officers Standards and Training (POST) Advanced Certificate. Furthermore, the SDAI is involved in the apprehension and prosecution of persons suspected of violating the law. This is far above the duties of overseeing the forensics operations which primarily focuses on the gathering of evidence.

The department felt that this was an opportunity to fill the role of overseeing the forensic operations with a non-sworn manager classification, that would not require POST certification, and allow the department to fully utilize the SDAI in areas that required a sworn officer with POST certification.

Classification Addition:

Technical Forensics Manager: It is recommended to add this classification to the Class and Salary Listing at a salary plan/grade MRP 371 (\$90,209 - \$139,701). The new class specification is attached.

Additional Fiscal Information:

The department would like to add a PCN through the form 11, which is why a cost has been applied above, estimated as the max of the new range for the class.

Impact on Residents and Businesses

Approval of this recommendation will have no direct impact to residents or businesses.

Attachments:

Attachment A - Technical Forensics Manager Job Spec

Attachment B - 440-9423


 Alonzo Barrera, Principal Management Analyst 6/24/2024

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RESOLUTION NO. 440-9423

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on July 2, 2024, 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 at the beginning of the pay period following the date of approval, as follows:

| <u>Job Code</u> | <u>+/-</u> | <u>Class Title</u> | <u>Salary Plan/Grade</u> |
|-----------------|------------|-----------------------------|--------------------------|
| 98557 | + | Technical Forensics Manager | MRP 371 |

BE IT FURTHER RESOLVED that pursuant to Section 4(a)(ii) of Ordinance No. 440, the Assistant Director of Human Resources is authorized to make the following listed change(s), operative at the beginning of the pay period following the date of approval, as follows:

| <u>Job Code</u> | <u>+/-</u> | <u>Department ID</u> | <u>Class Title</u> |
|-----------------|------------|----------------------|-----------------------------|
| 98557 | +1 | 2200100000 | Technical Forensics Manager |

/kc
05/08/2024
440 Resolutions\KC

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3 RESOLUTION NO. 440-9423

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5 ADOPTED by Riverside County Board of Supervisors on July 02, 2024.

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7 ROLL CALL:


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9 Ayes: Jeffries, Washington, Spiegel, Perez, and Gutierrez

10 Nays: None

11 Absent: None

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

16
17 KIMBERLY A. RECTOR, Clerk of said Board

18
19 By: 
20 Deputy



TECHNICAL FORENSICS MANAGER

Class Code: 98557

COUNTY OF RIVERSIDE
Established Date: May 30, 2024
Revision Date: May 30, 2024

SALARY RANGE

\$43.36 - \$67.16 Hourly
\$7,517.41 - \$11,641.75 Monthly
\$90,209.00 - \$139,701.00 Annually

CLASS CONCEPT:

Under direction, plans, organizes, develops, and directs the operations of the Riverside County Technical Forensics Operations. by overseeing Audio-Video (AV) Technicians, IT Forensic Examiners, and Forensic Technicians; performs other related duties as required.

The Technical Forensics Manager is a single-position management level classification and reports to an Assistant Chief of the Bureau of Investigations, or an appropriate Assistant director or director level position. The incumbent oversees all aspects of the Technical Forensic lab functions including general and specialized supervision of assigned staff. This role is responsible for performing technical and non-technical duties in criminal identification work related to the collection, preservation and identification of physical evidence, both visible and latent, in a variety of technical work areas including photography, audio-video and computer and digital device examinations. The Technical Forensics Manager develops and maintains efficient procedures and operations pertaining to all lab functions.

The Technical Forensics Manager is distinguished from the Supervising Forensic Technician in that the latter is a supervisory classification performing the most complex forensic assignments, while conducting full scope supervisory duties over Forensic Technicians and support staff.

This class has been deemed eligible for the Performance Recognition Plan as set forth under Article 3, Section 311 of the County Management Resolution. Program eligibility requires employees to be in a leadership position, manage other employees or programs, and have significant influence on the achievement of organizational objectives.

REPRESENTATION UNIT: Management Resolution – Management

EXAMPLES OF ESSENTIAL DUTIES (may include but not limited to):

- Supervise and schedule staff assigned to the crime lab, directs and implements the day-to-day assignment of lab service requests, and ensure the timely completion of assigned job duties.
- Assign and direct staff to ensure completion of processing resulting from major crime scene investigations and analyze current and future crime lab needs.
- Establish laboratory standards, technical procedures and internal and external quality assurance programs to ensure that accreditation, testing and/or other standards meet all state and federally

mandated requirements; continue monitoring progress of legislation and impact on departmental programs ensuring conformance.

- Participate in the interview and selection of new employees; oversee employee training and identify areas needing development within the department; provide direction and oversight to employees responsible for the most complex forensic cases conducting continuous quality control analysis.
- Ensure compliance with court orders; remain current on department rules, regulations and policies as well as laws and codes pertaining to the seizure, security and processing of property and evidence to maintain overall compliance.
- Develop laboratory policies and procedures, new laboratory techniques and methods, short- term and long-term objectives, and other plans including recommendations for the Scientific Analysis Division budget.
- Liaise with other experts in the field to exchange information on forensic methodologies and standards.
- Inspect, monitor and evaluate equipment, objects, information, and work-related conditions to determine compliance with prescribed operating and safety standards, regulations and guidelines, including manufacturer's specifications on computerized scientific equipment and national crime laboratory accreditation standards.
- Attend court hearings to provide expert testimony.
- Resolve procedural, operational and other work-related problems by communicating with subordinates, department and County personnel, other experts in the field, and outside agencies.
- Evaluate new technologies and methodologies and develop process improvements for the effective utilization, application and adherence to allow for continued growth and development of a fully operational forensic crime laboratory.
- Direct and coordinate the preparation of evidence presentations in response to subpoenas and/or other criminal court case needs; train and prepare employees on interpreting results and the delivery of forensic evidence presentations when required to appear in court.
- Communicate with courts, criminal justice agencies, law enforcement, the District Attorney's Office, and various internal and external agencies on forensic cases; consult with forensic experts, attorneys and other agencies on the analysis and evaluation of criminal evidence; serve as a liaison on behalf of the Sheriff's Department in a variety of meetings, committees and various forums.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a bachelor's degree in chemical, physical, biological, forensic science, or a closely related field.

Experience: Five years of full time professional forensic science experience that included two years as a supervisor in a crime laboratory setting. (A master's degree or higher in chemical, physical, biological, forensic science, or a related major is highly desirable and may substitute for one year of the non-supervisory experience.)

Knowledge of: Principles, methods and techniques of chemistry, physiology and biology in qualitative and quantitative analysis; standard laboratory practices, instruments and nomenclature used in the isolation, determination and identification of physical or biological specimens related to criminalists; laboratory methods evaluation and development related to the analysis of chemical, biological and

physical evidence; standard and court approved laboratory methods and test to toxicology, histology, serology, hematology, and narcotics; rules of evidence and general procedures of civil and criminal practices concerning the physical chain of custody for evidence; crime laboratory services and equipment planning, evaluation and assessment; legal procedures and laboratory support for homicide investigations; laboratory safety practices and regulations; principles and methods of management and supervision; principles of physics, chemistry, biology, and microbiology applied in scientific and laboratory criminalist investigations; DNA testing principles and techniques; research techniques in the area of laboratory criminalists; laboratory design, layout, and installation criteria; principles of public administration and management; County customer service objectives and strategies; telephone, office and online etiquette; current technology and trends in the profession.

Ability to: Manage, coordinate and direct the activities of a department; analyze situations accurately and take effective action; prepare and control budgets; apply pertinent laws, regulations and County and departmental policies as they relate to Forensic Services; establish and maintain effective working relationships with staff, other departments, outside agencies, and the general public; supervise and coordinate the work of staff; prepare and assist others in preparing specialized programs; speak and write effectively, including preparation of clear and concise reports; develop and maintain good relationships with a wide range of social and ethnic groups; organize, conduct and actively participate in meetings and training sessions.

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.