



NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY THE HUMAN RESOURCES DIRECTOR

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

ALLOCATE THE FOLLOWING POSITION(S):

Notice No: 1
Fiscal Year: 2008/2009
Posting Date: 7/1/2008

ITEM #	DEPT/ DIVISION	# OF POSITIONS	BUDGETED CLASS/ SALARY GRADE	PROPOSED CLASS
1	POL	1	0933 Manager V \$4,188.00 B \$5,345.00	0933 Manager V \$4,188.00 B \$5,345.00

Working Title: *Forensic Services Division Manager*

Reporting relationships of subject position(s):

MCCP File Number: 38-015

Reports To: *Q 63 Director of Forensic Services*

Supervises: 1 8262 *Criminalist III*
 4 8251 *Fingerprint Technician III*
 2 8250 *Fingerprint Technician II*

Other Job Codes Considered:

Position Summary:

Briefly outline, describe or summarize the major functions of your position:

Under the direction of the Q63-Director of Forensic Services, this position is a technical subject matter expert and technical operations manager for the forensic disciplines performed under the CSI/Photo/Identification umbrella of the Forensic Services Division (FSD).

Responsible to oversee technical operations in crime scene response, evidence processing laboratories, finger/palm printing to include Automated Fingerprint Identification System (AFIS), friction ridge impression laboratory and 10-print, blood stain pattern interpretation, bullet path trajectory, digital evidence (photography, computer, audio and video) and composite sketch.

Supervises the Latent Print Criminalist III (8262) and reports to the Director of Forensic Services.

Supervise and review casework of technical staff, if applicable; monitors and casework progress and productivity. Provide technical advice to subordinates; in some instances, reviews service requests for merit and develops proper approach.

Advocate and respond to needs of Unit Supervisors regarding administration, management, and personnel issues,

including assisting to strategically develop difficult employees and continuing to encourage high performing employees. Minimize disruption of routine services, lead staff meetings and group discussions; delegate appropriate tasks and responsibilities.

Cooperates with San Francisco Sheriff's Department personnel to maintain and improve fingerprint workflows and AFIS programs.

Reviews and approves recommendations from Quality Assurance Manager; assigns tasks and duties to QA Manager and is ultimately responsible for the CSI/Photo/ID QA Program.

Manage the QA Program to comply with standards such as ASCLD-LAB and ISO and achieve accreditation; Manage the continuing education / training program, proficiency and certification programs for technical staff;

Coordinate annual audits of operational units, security and safety programs;

Prepare annual Quality System Review for Director; update manuals and archive revised methodologies and policies; provide training to staff on QA matters, maintain Quality Manual.

Assists Forensic Services Director in disciplines under the Division's umbrella directly or in cooperation with other Division managers

Anticipate future direction and needs such as dictated by new legislation, developing technologies, space requirements, staff expansion, communication connectivity, and information management systems.

Assist with budget and project planning as assigned.

Is effective working with others; conducts him/herself in a manner that supports teamwork.

Ensure management of databases, including case management databases, AFIS, etc.

Ensures that criminal justice system (District Attorney, Courts, Police Departments, Public Defender) is well educated on FSD services and capabilities.

Ensures that units are supported within the criminal justice system as it pertains to legal matters (e.g., Discovery, pre-trial meetings, training, etc.).

**For additional information regarding the above proposed action, please contact
Clare Leung at (415) 557-4889.**

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Notice No: 1
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ITEM #	DEPT/ DIVISION	# OF POSITIONS	BUDGETED CLASS/ SALARY GRADE	PROPOSED CLASS
2	POL	1	0933 Manager V \$4,188.00 B \$5,345.00	0933 Manager V \$4,188.00 B \$5,345.00

Working Title: *Crime Lab Operations Manager*

Reporting relationships of subject position(s):

MCCP File Number: 38-016

Reports To: *Q 63 Director of Forensic Services*

Supervises: 1 0932 *Manager IV*
 3 8262 *Criminalist III*
 1 1424 *Clerk Typist*

Other Job Codes Considered:

Position Summary:

Under the direction of the Q63-Director of Forensic Services, this position is a management position responsible for directing and administering the operations of the Crime Lab. This position develops and implements division goals, objectives and policies and priorities; oversees the training plan; and determines service levels and resource allocation. This position advocates and responds to the needs of unit supervisors regarding administrative, management and personnel matters (coaching, reviewing and correcting the work of subordinates and taking disciplinary action when appropriate). This position reviews and approves recommendations from Quality Assurance Manager; communicates regularly with executive level management regarding Crime Lab activities and coordination of efforts with other City Departments (District Attorney, Courts, Public Defender) in addressing the needs of the City; ensures all Crime Lab related legal matters (discovery and/or pretrial meetings, etc.) are handled when appropriate; and may represents the Department before legislative boards, outside organizations, Mayoral Office staff, and the media. This position may be in contact with the Chief of Police, Assistant Chief, Deputy Chief's, Commanders, division heads and program/office managers to advise, consult on Crime Lab policies and procedures.

It is important to note that this is not an ordinary position overseeing routine administrative Crime Lab matter. This position handles sensitive issues related to public safety and law enforcement with a high consequence of error. An inappropriate decision could negatively impact the health and safety of citizens of San Francisco.

For additional information regarding the above proposed action, please contact Clare Leung at (415) 557-4889.

Request to meet on an item should be addressed to the Human Resources Director, 44 Gough Street, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1st floor, 44 Gough Street.

Appeal procedures for affected employees, the Municipal Executives' Association and the International Federation of Professional and Technical Engineers, Local 21, AFL-CIO are in accordance with separate agreements.

cc: All Employee Organizations
All Departmental Personnel Officers
Regina Tharayil, MTA
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Carmela Villasica, ERD

Linda Cosico, HRD
Tinhha Luong, PPSD

Chistina Fong, ERD
MSS Team Leaders
HRD Support Services

MSS File
MCCP File