



## CITY of OMAHA HUMAN RESOURCES DEPARTMENT

MIKKI FROST, DIRECTOR

Posted: October 27, 2016 This exam is **OPEN COMPETITIVE** for:

### **Forensics Manager (Omaha Police Department)**

**Application**

**Deadline:**

**November 30, 2016**

**Education and Experience Requirement:**

*The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience*) Bachelor's Degree AND Six years of forensic laboratory experience in evidence collection, documentation, preservation and analysis, with at least three years in an accredited forensic laboratory and at least two years in a responsible supervisory position with a full range of supervisory responsibilities including selection, training, scheduling work, conducting performance appraisals, discipline, and overseeing forensic analysis work.

**Special/Preferred Qualifications:**

Must possess a valid motor vehicle operator's license. Must be available to work flexible hours, weekends, holidays, and overtime.  
Preferred experience in Crime Scene investigations and/or administrative and managerial knowledge of Police Forensic investigations.

**Who Can Apply:**

Applicants shall be all persons who meet the qualifications as set forth in the posting.

**How To Apply:**

Completed City of Omaha employment applications must be submitted using the on-line application from the City website. It is the sole responsibility of the applicant to check and ensure that any and all required application materials and supplemental forms are received by the City of Omaha Human Resources Department by the stated deadline. You may confirm receipt of any materials and forms by contacting the Human Resources Department. If the materials are not received in the Human Resources Department by the stated deadline, they will not be considered. There will be no exceptions to this rule.

**Contact Points:**

City of Omaha, Human Resources Department, 1819 Farnam, St., Suite 506, Omaha, NE 68183  
Phone: (402) 444-5300 Fax: (402) 444-5317; Web: [www.cityofomaha.org](http://www.cityofomaha.org) Email: [peremploy@cityofomaha.org](mailto:peremploy@cityofomaha.org)

**Required Forms:**

On-line Application: including Applicant's Authorization to Release Information, Equal Employment Opportunities Form (Record Keeping Only) and ADA notice.

**Examination Information:**

The examination will consist of a Training and Experience form which will be given to the applicant once the application has been reviewed and accepted. The Training and Experience form (passing score 60%) must be completed and submitted to the Human Resources Department by December 7, 2016. The Training and Experience form is designed to assess job-related knowledge, skills and abilities for this position. A Structured Interview (passing score 60%) for the top scoring candidates passing the Training and Experience form will be scheduled at a later date. The final eligibility list will be assembled from those candidates passing both the Training and Experience form (60% weight) and the Structured Interview (40% weight).

**Salary Range:**

\$80,668.90 with step increases up to \$99,550.36 (top pay within 5 years) Annual

**Benefits:**

Forty-hour work week; twelve days of paid vacation per year for the first five years; five days of management leave per year if employed on the first day of the payroll year; sick leave and twelve paid holidays. The City offers an employee's group health insurance, which includes major medical for Individual or Family plan; Cash Pension Program, plus Social Security. See our website [www.cityofomaha.org](http://www.cityofomaha.org) (under Benefits) for detailed information.

**Conditions of Employment:**

Candidates must provide proof of U.S. citizenship or proof of permanent residence or authorization to work. The City of Omaha reserves the right to conduct criminal history, driving record, reference and credit checks and a background investigation on applicants for employment. Successfully passing a criminal background review, reference check, and if applicable, a credit check, is required as a condition of employment. If applicable, the City will require that you successfully pass a review of the driver's license, driving abstract, a pre-employment drug test, a hearing test and a back screening examination as a condition of employment. Failure to provide the information requested in the application process in a truthful, accurate and complete manner may result in disqualification, revocation of conditional employment or termination. **APPLICANTS REQUIRING AN ACCOMMODATION FOR THE EXAMINATION BECAUSE OF A DISABILITY SHOULD ADVISE THE HUMAN RESOURCES DEPARTMENT AT THE TIME OF APPLICATION OR AT LEAST 48 HOURS PRIOR TO THE EXAMINATION BY EMAILING [peremploy@cityofomaha.org](mailto:peremploy@cityofomaha.org).**

**Veteran's Points:**

To claim 5 points for veteran's preference, you must submit proof of service (such as a DD-214) that includes date of induction, date of honorable separation, and date of honorable separation, and Social Security number. (You must have completed more than 180 consecutive days of active duty.) To receive an additional 5 points credit for disability, you must submit proof of eligibility from Veterans Administration dated within the last 12 months. This information must be submitted to the Human Resources Department on or before December 7, 2016.

**Nature of Work:**

This is administrative and managerial work in the criminal identification field in Forensic Investigations. Work involves managing all phases of crime scene investigations and laboratory analysis; recommending the selection, promotion, and discipline, including dismissal of personnel; and preparation and oversight of the forensic budget. In addition, incumbent may present evidence and facts before committees, legislative bodies, and criminal courts.

**Knowledge, Skills, and Abilities**

Knowledge of the management theory and practices. Knowledge of the universal barrier precautions and laboratory safety procedures. Knowledge of the principles and practices of evidence collection, analysis and preservation. Knowledge of the function, structure and mission of the sections within the Omaha Police Department. Knowledge of the instrumentation, capabilities, and limitations of breath analysis methods, firearms and toolmark comparisons, fingerprint identifications, and photograph processing in digital media. Knowledge of current forensic laboratory processes and equipment used to develop and enhance differing forms of latent evidence. Knowledge of budget preparation and management.

**FOR A COMPLETE DESCRIPTION OF THE JOB CLASSIFICATION GO TO THE CITY OF OMAHA WEBSITE [www.cityofomaha.org](http://www.cityofomaha.org)**