



CITY OF PASADENA

Department of Human Resources
 100 N. Garfield Ave., Rm S135, P. O. Box 7115
 Pasadena, CA 91109-7215
 (626) 744-4366

<http://www.cityofpasadena.net/humanresources>

INVITES APPLICATIONS FOR THE POSITION OF: Computer Forensic Examiner (Police)

An Equal Opportunity Employer

SALARY

\$36.44 - \$45.52 Hourly \$6,316.27 - \$7,890.13 Monthly \$75,795.20 - \$94,681.60 Annually

OPENING DATE: 01/17/19

CLOSING DATE: 01/31/19

THE POSITION

The City of Pasadena is currently seeking a highly skilled Computer Forensic Examiner who will support all criminal investigations in the Police Department by conducting digital forensic analysis of computers and other digital/data storage devices such as smart phones, tablets, storage devices/drives, and cloud computing systems and applications; secures and collects digital and electronic devices and/or surveillance video at a crime scene in order to preserve digital evidence.

The ideal candidate will have strong technical skills in digital forensics, computer network or system support and demonstrate a police mind and passion for law enforcement investigative work. Due to the nature of criminal investigations, this position views images and content of a sensitive nature. This person will be energetic, inquisitive, and flexible. This is a newly created position in the Police Department, which reports directly to a sworn personnel. This is an exciting opportunity to initiate and evolve in this role.

ESSENTIAL FUNCTIONS

The major responsibilities of this position are listed below. For more detailed information, please review the [job description](#).

- Renders safe and conducts forensic analysis of computer hard drives and other electronic storage media including smart phones, tablets, flash drives, external hard drives, cloud files, networks and applications in order to extract, preserve and present evidence for use in criminal investigations.
- Utilizing forensic software applications, accesses password-protected and secure files; preserves, copies and analyzes original media; prevents the transference of viruses, destructive programs, and inadvertent writes to and from the original media.
- Restores recoverable deleted files; examines CMOS, boot record data, system configuration, and operation command files, verifies the correctness of the computer's internal clock.
- Physically disassembles, documents and examines computers and related hardware components.
- Takes photographs and/or videos of computers and digital devices utilizing digital camera and video equipment in order to document crime scene and computer hardware configuration and conditions.
- Performs a variety of technical and clerical duties; types crime scene diagrams and investigation reports; prepares materials, evidence and reports for court; processes incoming and outgoing requests.
- Testifies in court regarding crime scene investigations and analyses of evidence.
- Provides analytical support for investigators to include social media research, data mining, cell-site mapping and geo-location of various devices and technologies; creates analytical

reports, charts, and timelines; performs other research and analytical functions as needed.

- Conducts training for police personnel on the preservation of electronically stored information.
- Provides ongoing analysis of technology trends to incorporate proven forensic investigation and supporting technologies into practice.
- Performs other related duties as assigned.

QUALIFICATION GUIDELINES

COMPETENCIES

The following list represents the core competencies needed for success in this position.

- **Analyzing & Interpreting Data** - Drawing meaning and conclusions from quantitative and qualitative data.
- **Using Technology** - Working with electronic hardware and software applications.
- **Self-Management** - Showing personal organization, self-discipline, and dependability.
- **Presentation Skills** - Formally delivering information to groups.
- **Involving Others** - Engaging others for input, contribution, and shared responsibility for outcomes.
- **Project Management** - ensuring that projects are on-time, on-budget, and achieve their objectives.
- **Teamwork** - Collaborating with others to achieve shared goals.
- **Manual Dexterity** - Using senses, hands, and fingers in manipulating objects quickly and efficiently.

EDUCATION AND EXPERIENCE

- Graduation from an associate degree program with significant coursework in computer science, networking and digital computer forensics, or criminal justice AND at least four years of progressively responsible experience in computer network or system support, or an equivalent combination of training and experience.
- A bachelor's degree can be substituted for two years of experience.
- Industry certifications such as Certified Computer Examiner (CCE), Certified Forensic Computer Examiner (CFCE), Certified Cyber Forensics Professional (CCFP) or similar may be considered in lieu of experience.

SELECTION PROCESS

The selection process may consist of a training and experience evaluation, written test, interview panel, and department-level interviews. Probationary work period is one year.

VACANCY INFORMATION

There is currently one vacancy in the Police Department. The resulting eligibility list from this recruitment may be used to fill this vacancy and similar vacancies in the future.

SPECIAL REQUIREMENTS

Must possess a valid California Class C driver's license and comply with the City's Motor Vehicle Safety Policy during the course of employment.

Successful completion of a comprehensive background investigation is required, including a review of employment history, criminal conviction record, credit history, use of intoxicants and/or other controlled substances, and psychological evaluation.

Certification in any of the following: FTK, A+, CCE, EnCE, CISSP, GIAC, ENCASE, Python, Cellebrite or other cell phone forensics is highly desirable.

APPLICATIONS MAY BE OBTAINED AND FILED
ONLINE AT:
<http://www.cityofpasadena.net/humanresources>

EXAM #19-095
JD

Computer Forensic Examiner (Police) Supplemental Questionnaire

- * 1. What best describes your qualifications for this position? (Your response to this question must be supported in the education, work experience, and certificates and licenses section of your application.)
 - Graduation from an associate degree program with significant coursework in computer science, networking and digital computer forensics, or criminal justice, AND at least four years of progressively responsible experience in computer network or system support
 - Bachelor's degree AND at least two years of progressively responsible experience in computer network or system support
 - An equivalent combination of training and experience
 - None, but willing to learn

- * 2. In 200 words or less, briefly describe your experience as it relates to this position (i.e. experience in digital forensics, computer security, etc.).

- * 3. Please select the industry certifications that you possess. (Please attach a copy of the certification to your application.)
 - Certified Computer Examiner (CCE)
 - Certified Forensic Computer Examiner (CFCE)
 - Certified Cyber Forensics Professional (CCFP)
 - None of the above

- * 4. The following certifications are highly desirable: FTK, A+, CCE, EnCE, CISSP, GIAC, ENCASE, Python, Cellebrite or other cell phone forensics. Please list the certification(s) that you possess. If none, please respond N/A. (Please attach a copy of the certification(s) to your application.)

- * 5. By clicking "yes" below, I acknowledge that successful completion of a comprehensive background investigation is required, including a review of employment history, criminal conviction record, credit history, use of intoxicants and/or other controlled substances, and a psychological evaluation.
 - Yes

- * Required Question

Important Information

EQUAL EMPLOYMENT OPPORTUNITY: The policy of the City shall be to provide equal opportunity to all persons and to prevent unlawful denial of opportunity to any individual because of race, gender, religious creed, sexual orientation, color, marital status, national origin, parental status, ancestry, disability (including AIDS), medical condition (cancer), or age.

APPLICATIONS: A completed official City application and any required supplemental material must be submitted and date stamped by the Human Resources Department by the deadline stated on the job announcement. A separate and complete application must be filed for each position.

EXAMINATION PROCESS: If three or less qualified applications are received, any further examination process may be waived, and the applicants may be referred to the appointing authority for appointment consideration.

SALARIES: All stated salaries are based on present information, subject to change. Appointments are generally made at the minimum salary. All salaries are subject to statutory payroll deductions. Federal law requires that all new employees contribute 1.45% of their monthly salary to the MEDICARE system.

DIRECT DEPOSIT: All City employees will be required to sign up for electronic deposit for their payroll check and will only have access to their payroll information electronically.

PHYSICAL REQUIREMENTS AND SPECIAL CONDITIONS: Applicants must be free from conditions which would preclude satisfactory performance of the essential functions of the job for which applied. Subsequent to a job offer, the City of Pasadena requires a pre-employment physical and drug test consistent with current State and Federal law. Candidates will be examined by a City physician, at City expense, before appointment is approved. Candidates are cautioned not to resign or give notice to present employers until they qualify on the medical examination.

The City of Pasadena conforms with State and Federal obligations to make reasonable accommodation for applicants and workers with disabilities. The Human Resources Department asks that it be advised of special needs prior to the filing deadline.

Pasadena residency is a factor in making an employment offer, provided all other qualifications are equal amongst other candidates.

Many positions involve frequent travel to various sites and locations to fulfill job responsibilities and may require a valid California Drivers License or other alternative transportation arrangements made by the incumbent. Verification of a valid license is required via a DMV printout prior to appointment, and a safe driving record.

AGENCY SHOP REQUIREMENTS

Some job classifications are in collective bargaining units, the employees of which are required to join a union or pay an equivalent service fee as a condition of employment. Positions in the PACTE/LIUNA, Local 777, bargaining unit are required to enroll in and contribute to the LIUNA pension fund. Contact PACTE/LIUNA, Local 777, for more information.

SLIDING CLASSIFICATIONS AND UNDERFILLING POSITIONS: Some classifications are designated as sliding classifications wherein an incumbent may be reclassified to the next budgeted higher level within the job series when qualified and upon demonstrated ability to perform the higher level job duties. Some positions may be filled at a lower classification level than what is budgeted, and the incumbent may be reclassified up to the budgeted classification when qualified and upon demonstrated ability to perform the higher level job duties.

BENEFITS for most Regular Full Time Employees (Benefits vary for part-time and temporary employees):

Ten days annual vacation for first 5 years of employment; 12 paid holidays per year; paid sick leave, medical and dental plans, and basic and supplemental life insurance; membership in the California Public Employees' Retirement System, credit union, deferred compensation program.

VETERAN'S PREFERENCE POINTS: For Open Recruitments, three additional points will be added to the passing score of Veterans who are honorably discharged with one year of active military duty. The DD214

form or other proof must be submitted at time of application.

PRIDESHARE II PROGRAM: All City employees are required to register in the City employee rideshare program. Solo drivers pay a monthly Clean Air/Parking Fee of \$35.

CIVIL DEFENSE: In accordance with State law, all City of Pasadena employees are disaster service workers and may be required to report for duty, or remain on duty, in the event of a disaster.

NOTE: The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained in this job announcement may be modified or revoked without notice.

JOB LINE: The City operates a 24-hour Job Line number, (626) 744-4600, which lists current job opportunities.

HUMAN RESOURCES WEBSITE: www.cityofpasadena.net/humanresources

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