OPEN EXAMINATION – ONE YEAR PROBATIONARY PERIOD

SALARY: $4,334 to $5,668 (An 8% PERS contribution is deducted from the listed salary for employee’s retirement benefits.)

OPEN EXAMINATION

Date Posted: 01/11/2010
Date Updated: 01/21/2010

Bulletin #7328

FORENSIC SPECIALIST

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(FORENSIC SPECIALIST-10)

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Printed on recycled paper ()

An Equal Opportunity Employer

WOMEN, MINORITIES & PERSONS WITH DISABILITIES ENCOURAGED TO APPLY

(see reverse side)
CITY OF GLENDALE EMPLOYMENT

SUBSTANTIAL BENEFITS - SALARIED EMPLOYEES
Promotional Opportunities - Retirement Benefits - Vacation - Holidays - Sick Leave - Health & Dental Plans - and others

For the latest in job opportunities with the City of Glendale, visit www.ci.glenadale.ca.us or call the Job Hotline at (818) 548-2127

ABOUT THE CITY OF GLENDALE
Glendale is the third largest city in Los Angeles County with 200,000 residents and is located northeast of Los Angeles in the foothills of the San Gabriel Mountains. The City is noted for its excellent residential areas, shopping facilities, libraries, hospitals, and parks. The City is served by several major freeways, is centrally located near downtown Los Angeles, Burbank Airport, and the many recreational facilities of Southern California. The City has a Council-Manager form of government and provides a full range of municipal services including its own electric and water utility. The Glendale Unified School District and Community College District offer residents excellent educational opportunities.

WHERE AND HOW TO APPLY
Applications must be filed in the City of Glendale Human Resources Department, 613 East Broadway, Room 100, Glendale, California 91206, before the final filing date stated on this employment opportunity announcement. Unless otherwise indicated, mailed applications must be postmarked by midnight of the final filing date. Office hours are 7:30 a.m. - 5:30 p.m., Monday - Thursday and 8:00 a.m. - 5:00 p.m. on Fridays.

ADDITIONAL EMPLOYMENT INFORMATION
AGE: Some classifications may have specific age requirements.
CITIZENSHIP: Is NOT a requirement unless so stated. Non-citizen applicants must have alien registration receipt card.
DRIVER’S LICENSE: When so stated on the reverse side of this bulletin, a valid California driver’s license of a specific class will be required at all times during your employment in this classification.
LICENSE MUST BE PRESENTED AND VERIFIED before your name can be certified from the eligible list. Individuals in certain positions may be required to obtain a license at a later date as a condition of employment.
ELIGIBLE LISTS: Names of persons who successfully pass all sections of the examination are entered in order of their total scores on the eligible list for the class of position for which the examination is given. Three names are certified by the Civil Service Commission to the departments of City government whenever there is a vacancy to be filled. An open eligible list is valid for a minimum of one year and a maximum of two years. Promotional lists are valid for two years. An open list may be cancelled any time it is over one year old, or less than three names remain on the list.
EXAMINATION: Open competitive examinations are open to any person who meets the minimum requirements as stated on this bulletin. All applications filed will be reviewed; and those persons who do not appear to be qualified will be rejected and will be so notified prior to the time of the examination. Applicants must pass each section of the examination with a score of 70.00 or better. Promotional eligibility is extended to permanent City employees who have completed their probationary period by the final filing date and who meet the minimum requirements stated on the bulletin.
PROMOTIONAL EXAMINATION PROCESS: Some exams are designated as promotional and limited to current city employees only. Any City of Glendale employee who meets the minimum qualifications for this position, has completed probation or six months of City employment, and is occupying a permanent full-time classification on file in the Human Resources office. Hourly City employees may be considered, provided that they furnish proof of continuous employment immediately preceding the final filing date, which would equal a minimum of six months of full-time service or 1040 part-time hours (Civil Service Rule VIII 4-E). Please check the front of the bulletin for promotional eligibility. Applicants selected to compete in the examination process must pass each section of the examination with a converted score of 70.00 or better.
EXAMINATION APPEAL PERIOD: All appeals regarding perceived unfairness or lack of job relatedness of any examination must be filed in writing in the Human Resources Department by the end of the third work day immediately following the examination and before results of the examination are published. (Civil Service Rules & Regulations, Rule IV, Section 13).
PRE-PLACEMENT MEDICAL AND/OR PSYCHOLOGICAL EXAMINATION: Candidates considered for appointment must pass a pre-placement medical examination, which includes a drug/alcohol screening test. The pre-placement medical examination, which is based on the occupational health standards of the position, is to determine whether the eligible candidate is physically and/or psychologically capable of performing the essential functions and duties of the position before being appointed to that position.
PROBATIONARY PERIOD: Unless otherwise stated on this bulletin, permanent employees must successfully complete a probationary period of six months.
VETERANS’ PREFERENCE: Is given for Open entrance level classifications. Veterans, the unmarried widow or widower of a veteran, disabled veterans and the spouse of a disabled veteran who have received a passing score on the examination are entitled to additional points as determined by the Civil Service Commission. To claim preference, proof of military service (DD214 or equivalent) must be submitted by the final filing date.