



## STATE OF COLORADO

### CLASS SERIES DESCRIPTION September 1, 1998

#### FINGERPRINT EXAMINER

H4P1IX TO H4P4XX

#### DESCRIPTION OF OCCUPATIONAL WORK

This class series uses four levels in the Professional Services Occupational Group and describes work in examining, comparing, and reporting fingerprint results to requestors. The work includes using and advising others on automated identification and reporting computer systems. The work also includes establishing working relationships with law enforcement agencies inside and outside the state for mutual support and cooperation with federal enforcement agencies.

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#### **FINGERPRINT EXAMINER INTERN**

H4P1IX

#### CONCEPT OF CLASS

This class describes the entry level. Work is designed to train positions for the fully-operational level fingerprint examiner. Although tasks are similar to those of the fully-operational examiner level, assignments are structured and performed with direction and assistance from others. Positions carry out established work processes and operations by learning to apply and follow procedures, techniques, systems, rules, and regulations. Once training has been completed, the position is to be moved to the next level. Positions should not remain in this class indefinitely.

#### **FINGERPRINT EXAMINER I**

H4P2TX

#### CONCEPT OF CLASS

This class describes the fully-operational level. Positions in this level review fingerprint cards and arrest records for integrity, identify fingerprints by comparing to records, classify fingerprints according to standards, report identifications of fingerprints matched, and report new fingerprints. The work includes ongoing contact with law enforcement agencies on matters related to fingerprint collection, identification, and reporting.

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**FACTORS**

**Allocation must be based on meeting all of the four factors as described below.**

**Decision Making** -- The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. As an example, positions decide categories of prints in order to locate computerized records for fingerprint identifications. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices. For example, although the fingerprint identification process is established in the automated system, positions at this level decide how to link systems together and what specific computer operations will be performed.

**Complexity** -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study fingerprint records and information to determine what it means and how it fits together in order to get practical solutions in the form of identifications. Guidelines in the form of identification systems, technical manuals, and reporting and record systems exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation. For example, positions use patterns and classifications of fingerprints to guide their specific identifications.

**Purpose of Contact** -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions and behaviors. For example, positions advise law enforcement agencies on processes and methods of using computerized identification systems to solve suspect identification problems.

**Line/Staff Authority** -- The direct field of influence the work of a position has on the organization is as an individual contributor. The individual contributor may explain work processes and train others. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

**FINGERPRINT EXAMINER II**

H4P3XX

**CONCEPT OF CLASS**

This class describes the work leader level. In addition to the work described by the lower class, positions at this level have some supervisory responsibility over the quantity and quality of the fingerprint work of others. This class also describes those positions functioning as staff authorities in

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their agency. This class differs from the Fingerprint Examiner I class in the Line/Staff Authority factor only.

**FACTORS**

**Allocation must be based on meeting all of the four factors as described below.**

**Decision Making** -- The decisions regularly made are at the operational level, as described here. Within limits set by the specific process, choices involve deciding what operation is required to carry out the process. This includes determining how the operation will be completed. As an example, positions decide how to locate computerized records for fingerprint identifications. By nature, data needed to make decisions are numerous and variable so reasoning is needed to develop the practical course of action within the established process. Choices are within a range of specified, acceptable standards, alternatives, and technical practices. For example, the fingerprint identification process is established in the automated system, and positions at this level decide how to link systems together and what specific computer operations will be performed.

**Complexity** -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study fingerprint records and information to determine what it means and how it fits together in order to get practical solutions in the form of identifications. Guidelines in the form of identification systems, technical manuals, and reporting and record systems exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given circumstances of the situation. For example, positions use patterns and classifications of fingerprints to guide their specific identifications.

**Purpose of Contact** -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions and behaviors. For example, positions advise law enforcement agencies on processes and methods of using computerized identification systems to solve suspect identification problems.

**Line/Staff Authority** -- The direct field of influence the work of a position has on the organization is as a work leader or staff authority. The work leader is partially accountable for the work product of two or more full-time equivalent positions, including timeliness, correctness, and soundness. At least one of the subordinate positions must be in the same series or at a comparable conceptual level. Typical elements of direct control over other positions by a work leader include assigning tasks, monitoring progress and work flow, checking the product, scheduling work, and establishing work standards. The work leader provides input into supervisory decisions made at higher levels, including signing leave requests and approving work hours. This level may include positions performing supervisory elements that do not fully meet the criteria for the next level in this factor.

**OR**

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The staff authority is a pacesetter who has a unique level of technical expertise in a field or profession that, as part of the assignment, is critical to the success of an agency. It is an essential component of the work assignment that has been delegated by management to the position. This authority directly influences management decisions within an agency. For example, management relies on such a position when making decisions regarding the direction that policy or a program should take in the staff authority's field of expertise. Managers and peers recognize and seek this level of technical guidance and direction regarding the application of a program or system within the agency or to its clients. For example, a position with technical expertise in a fingerprint system for the agency would fit this concept.

### **FINGERPRINT EXAMINER III**

H4P4XX

#### **CONCEPT OF CLASS**

This class describes the first supervisory level. Positions in this level guide and direct a fingerprint services unit and have responsibilities and duties which impact the pay, status, or tenure of others. This class differs from the Fingerprint Examiner II class in the Decision Making and Line/Staff Authority factors.

#### **FACTORS**

**Allocation must be based on meeting all of the four factors as described below.**

**Decision Making** -- The decisions regularly made are at the process level, as described here. Within limits set by professional fingerprinting standards, the agency's available technology and resources, and program objectives and regulations established by a higher management level, choices involve determining the process, including designing the set of operations. For example, a position decides the agency processes for accepting requests, evaluating those fingerprints, reporting the results to requestors, and establishing the fee collection process. The general pattern, program, or system exists but must be individualized. This individualization requires analysis of data that is complicated. Analysis is breaking the problem or case into parts, examining these parts, and reaching conclusions that result in processes. This examination requires the application of known and established theory, principles, conceptual models, professional fingerprinting standards, and legal precedents in order to determine their relationship to the problem. For example, within the automated identification system at the national level, positions in this class decide the standards to use for the agency in its fingerprint services work. New processes or objectives require approval of higher management or the agency with authority and accountability for the program or fingerprint system.

**Complexity** -- The nature of, and need for, analysis and judgment is patterned, as described here. Positions study fingerprint systems and information to determine what it means and how it fits together in order to get practical solutions in the form of identifications. Guidelines in the form of identification systems, technical manuals, and reporting and record systems exist for most situations. Judgment is needed in locating and selecting the most appropriate of these guidelines which may change for varying circumstances as the task is repeated. This selection and interpretation of guidelines involves choosing from alternatives where all are correct but one is better than another depending on the given

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circumstances of the situation. For example, positions use patterns and classification guides on fingerprinting to guide their specific identification processes.

**Purpose of Contact** -- Regular work contacts with others outside the supervisory chain, regardless of the method of communication, are for the purpose of advising, counseling, or guiding the direction taken to resolve complaints or problems and influence or correct actions and behaviors. For example, positions advise law enforcement agencies on uses of computerized identification systems or acquiring their own capabilities to solve suspect identification problems.

**Line/Staff Authority** -- The direct field of influence the work of a position has on the organization is as a unit supervisor. The unit supervisor is accountable, including signature authority, for actions and decisions that directly impact the pay, status, and tenure of three or more full-time equivalent positions. At least one of the subordinate positions must be in this series or at a comparable conceptual level. The elements of formal supervision must include providing documentation to support recommended corrective and disciplinary actions, signing performance plans and appraisals, and resolving informal grievances. Positions start the hiring process, interview applicants, and recommend hire, promotion, or transfer.

**ENTRANCE REQUIREMENTS**

Minimum entry requirements and general competencies for classes in this series are contained in the State of Colorado Department of Personnel web site.

For purposes of the Americans with Disabilities Act, the essential functions of specific positions are identified in the position description questionnaires and job analyses.

**CLASS HISTORY**

Revised 9/1/98 (CVC). Changed class codes due to PS Consolidation study.

Effective 9/1/93 (DLF). Job Evaluation System Revision project. Published as proposed 5/20/93.

Revised 12/1/91. Change in pay differential (7353-55).

Revised 7/1/89. Changed pay grades.

Revised 10/1/87. Changed entrance requirements and nature of work.

Revised 7/1/84. Changed class titles, codes, and entrance requirements.

Revised 7/1/80. Changed pay grade and relationship (7356).

Created 7/1/80. Senior Fingerprint Examiner (7355).

Revised 7/1/79. Changed pay grades and relationships (7353, 7354, and 7356).

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Created 7/1/78. Chief Fingerprint Examiner (7356).

Created 4/1/75. Fingerprint Examiner A/B (7353-54).

**SUMMARY OF FACTOR RATINGS**

<b>Class Level</b>	<b>Decision Making</b>	<b>Complexity</b>	<b>Purpose of Contact</b>	<b>Line/Staff Authority</b>
Fingerprint Examiner Intern	na	na	na	na
Fingerprint Examiner I	Operational	Patterned	Advise	Indiv. Contributor
Fingerprint Examiner II	Operational	Patterned	Advise	Work Leader or Staff Authority
Fingerprint Examiner III	Process	Patterned	Advise	Unit Supervisor