



# Biometrics Analyst

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
BIOMETRICS ANALYST I	6115	B13	\$35,439 - \$52,388
BIOMETRICS ANALYST II	6116	B15	\$38,976 - \$58,045
BIOMETRICS ANALYST III	6117	B17	\$42,976 - \$64,469
BIOMETRICS ANALYST IV	6118	B19	\$48,244 - \$76,028

## GENERAL DESCRIPTION

Performs biometrics identification and classification work involving classifying, comparing, evaluating, matching, and processing fingerprints, palm prints, iris images, and facial images within identification and criminal justice systems.

## EXAMPLES OF WORK PERFORMED

Receives, processes, and consolidates biometric transactions with fingerprints, palm prints, iris images, and facial images within identification and criminal justice systems.

Compares, verifies, and edits fingerprint and palm print submissions in identification systems; and compares and evaluates iris and facial images for enrollment into criminal justice systems.

Compares 10-print fingerprint records to thumbprints on driver's licenses or identification records for identification purposes.

Retrieves data and documents associated with records that may have multiple state identification numbers.

Verifies that fingerprint submissions with palm prints match to 10-print records.

Uses multiple computer programs and systems to research and track biometrics transactions.

Updates and maintains quality control methods to ensure that records are current and accurate.

Processes manual submissions in identification systems by scanning and adjusting images, entering data, performing 10-print inquiries, comparing candidates, and registering images.

Locates fingerprint cards using a complex classification filing system and the agency's numeric filing system, and manually compares fingerprint cards to existing records.

Responds to inquiries from law enforcement agencies.

Testifies in court on fingerprint identifications.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level IV may also perform work listed within the previous levels.*

**Note:** *Factors that may distinguish between the journey levels include the degree of independence in performing the work and the complexity of the work and may include the employee's related experience, education, and certifications. Employees at the journey levels may independently perform the full range of work listed in the examples or may assist others in that work.*

**BIOMETRICS ANALYST I:** Performs routine (journey-level) biometrics identification and classification work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard. Employees may also assist others in performing work of greater complexity.

**BIOMETRICS ANALYST II:** Performs complex (journey-level) biometrics identification and classification work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may work more independently than those at the previous level and may routinely assist others in performing work of greater complexity. Employees may:

- Compare 10-print fingerprint records to thumbprints on driver's licenses or identification records for identification purposes and to assist law enforcement agencies in identifying fraudulent use.
- Compare prints identified as possible matches with incoming prints.
- Compare and process poor quality/difficult two-finger DNA submissions to name search candidates in identification systems.
- Correct finger sequence errors, add pattern types, and replace poorly rolled print images with flat print images, as needed.
- Register fingerprint cards in identification systems, including new records and those with missing or corrupted images.
- Maintain and use a variety of computer databases, programs, and systems to research and track data.
- Verify state identification numbers by manually comparing fingerprints of subjects with fingerprints from previous arrest records.
- Search and compare fingerprints on known and unknown deceased individuals.
- Search for and manually compare fingerprint cards to existing records in the master files and in the archival database.
- Respond to various inquiries from law enforcement agencies for immediate evaluation of criminal records and notify requesting agencies of results of analysis and identification.

- File fingerprint cards in the master fingerprint card file and maintain complex filing systems.
- Conduct training on obtaining rolled fingerprint impressions or fingerprint procedures.

**Note:** Any senior-level employee (levels III-IV) can serve as a team lead or supervisor; however, supervisory responsibilities within this job classification series will normally be found at level IV. Senior-level employees may perform the full range of work listed in the examples above and may coordinate or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight, the complexity of the work performed, and the employee's related experience, education, and certifications.

**BIOMETRICS ANALYST III:** Performs highly complex (senior-level) biometrics identification and classification work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Search and identify fingerprints using complex fingerprint classification formulas, and process complex record-keeping work associated with the applicant card process.
- Perform quality control procedures to ensure that records are current and accurate, and maintain file integrity and quality control in the identification system database.
- Notify requesting agencies of results of analysis and provide complete, documented findings.
- Assist staff with complex technical decisions involving pattern interpretation and verification.
- Assist in revising and writing operating procedures.

**BIOMETRICS ANALYST IV:** Performs advanced (senior-level) biometrics identification and classification work. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may fully perform highly complex biometrics identification and classification work and may:

- Develop, conduct, and/or coordinate training, workshops, or meetings on how to correctly capture and process fingerprints.
- Research, compile, and prepare applicable data and reports.

## GENERAL QUALIFICATION GUIDELINES

### EXPERIENCE AND EDUCATION

Experience in fingerprint identification and classification work. Graduation from a standard senior high school or equivalent is generally preferred. Education and experience may be substituted for one another.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **For all levels**

- Knowledge of methodologies and techniques used in fingerprint identification and fingerprint pattern types, methodologies of evidence custody and maintenance, and criminal records identification systems.
- Skill in recognizing, classifying, and comparing fingerprint patterns and in the use of a computer and applicable software.
- Ability to verify fingerprint classifications, to follow standardized procedures, and to communicate effectively.

### **Additional for Biometrics Analyst III level**

- Ability to serve as a lead worker providing direction to others.

### **Additional for Biometrics Analyst IV level**

- Skill in resolving complex biometric identification problems.
- Ability to supervise the work of others.

## **REGISTRATION, CERTIFICATION, OR LICENSURE**

### **For all levels**

May require registration, certification, or licensure in a specialty area.