



# Biometrics Analyst I

Salary Group: B12

Class Code: 6115

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
BIOMETRICS ANALYST I	6115	B12	\$27,840 - \$43,798
BIOMETRICS ANALYST II	6116	B14	\$31,144 - \$49,134
BIOMETRICS ANALYST III	6117	B16	\$34,918 - \$55,130
BIOMETRICS ANALYST IV	6118	B18	\$39,521 - \$64,449

## GENERAL DESCRIPTION

Performs routine (journey-level) biometrics identification and classification work. Work involves classifying, comparing, evaluating, matching, and processing fingerprints, palm prints, iris images, and facial images within identification and criminal justice systems. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

## 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 fingerprints to thumbprints on driver's licenses or identification records for identification purposes.

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

Verifies fingerprint submissions with palm prints match to the 10-print record.

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

Updates and maintains several 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.

May search and compare fingerprints on known and unknown deceased individuals.

May assist with external agency fingerprint training courses.

May testify in court on fingerprint identifications.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in fingerprint identification and classification work is preferred. 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**

Knowledge of methodologies and techniques used in fingerprint identification; fingerprint pattern types; methodologies of evidence custody and maintenance; and criminal records identification systems.

Skill in recognizing, classifying, and comparing fingerprint patterns; and the use of a computer and applicable software.

Ability to verify fingerprint classifications, to follow standardized procedures, and to communicate effectively.

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

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