



# City of Los Angeles

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City of Los Angeles Personnel Department

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## POLYGRAPH EXAMINER

**Class Code: 2240**

**Open Date: 02-27-15**

**Revised: 03-10-15**

**(Exam Open to All, including Current City Employees)**

### **ANNUAL SALARY**

\$59,299 to \$86,673; \$75,105 to \$109,829; \$79,031 to \$115,529; and \$90,870 to \$132,839

The salary range covers multiple pay grades within the class. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

### **NOTE:**

The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

### **DUTIES**

Polygraph Examiners administer polygraph examinations to police candidates, sworn and civilian employees seeking assignments to specialized units, and suspects or witnesses in criminal investigations using computerized polygraph instruments; and, as appropriate, interview and interrogate suspects, victims, witnesses and other persons involved in City related investigations; prepare written reports in order to document polygraph examination questions and results, and testify in court as an expert witness.

### **NOTES:**

1. Pay grade I is a trainee level. Candidates appointed to this pay grade will receive intensive on-the-job and formal training and must qualify for appointment to pay grade II within eighteen months of employment by successful completion of the training program period.
2. Candidates may be subject to working evening, weekend, and holiday shifts on an on-call basis.

### **REQUIREMENTS**

1. Graduation from an approved Polygraph school accredited by the American Polygraph Association or completion of a U.S. Government Polygraph Training Program; **and**
2. Completion of 60 semester units or 90 quarter units in a recognized college or university.

### **NOTES:**

1. In addition to the online City Application, each applicant is required to complete and submit an online Polygraph Examiner Training and Experience Questionnaire for Polygraph Examiner at the time of filing. The Polygraph Examiner Training and Experience Questionnaire is located within the Supplemental Questions Section of the City Application. Applicants who fail to complete the Training and Experience Questionnaire will not be considered further in this examination, and their application will not be processed.
2. Some positions may require a valid California driver's license. Candidates may not be eligible for appointment to these positions if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).
3. Please note that qualifying education must be from a college or university accredited by a City of Los Angeles recognized agency. A list of approved accrediting agencies can be found at <http://per.lacity.org/Accredited%20Institutions%2008-21-08.pdf>.
4. Prior law enforcement experience is desired but not required.
5. Applicants who have the ability to speak a language other than English should indicate this in the appropriate box on the application.

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## **WHERE TO APPLY**

**Applications and the Polygraph Examiner Training and Experience (T&E) Questionnaires WILL ONLY BE ACCEPTED ON-LINE.** When you are viewing the online job bulletin of your choice, simply scroll to the top of the page and select the “Apply” icon. On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm> for Open Competitive Examinations.

## **APPLICATION DEADLINE**

Filing may be closed without prior notice after a sufficient number of applications and Training and Experience Questionnaires have been received. For administrative purposes, filing may close periodically and reopen the following day.

## **SELECTION PROCESS**

**Examination Weight: Assessment of Training and Experience ..... 100%**

The examination will consist entirely of an evaluation of training and experience wherein candidates may be evaluated on their knowledge, experience, and professional background, as they have provided you with the skills, knowledge, and abilities necessary to perform the duties of a Polygraph Examiner, as described on the job bulletin, including knowledge of: principles of polygraph administration and procedure; interrogation techniques; analysis and interpretation of data; and other necessary knowledge, skills and abilities.

The candidate's responses to the Polygraph Examiner Training and Experience Questionnaire and job application information will be submitted to an expert review panel for evaluation. The expert review panel will assign a numeric score to each candidate based on an assessment of each candidate's qualifications, as described on the Training and Experience Questionnaire. Unsolicited supplemental information will not be submitted to the review panel.

## **NOTES:**

1. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 days of the submittal of the City application. The Disability Accommodation Form can be obtained at [http://per.lacity.org/exams/verify\\_disability.pdf](http://per.lacity.org/exams/verify_disability.pdf).
2. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
3. This examination is based on a content validation study.
4. In bilingually authorized positions, a bilingual bonus of \$25 per biweekly pay period is paid for fluent conversational ability in the necessary language. A bilingual bonus of \$50 per biweekly pay period may be paid for the ability to write and interpret the language in addition to speaking it. A candidate must pass a proficiency examination in the language for which he/she is being certified prior to being hired in such a position.
5. A final average score of 70% is required to be placed on the eligible list.

## **NOTICE:**

*If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position.*

## **THIS EXAMINATION IS TO BE GIVEN ONLY ON AN OPEN COMPETITIVE BASIS**

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.