

16-007

Chief Toxicologist - DRAFT

Classification

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Classification Title	Chief Toxicologist - DRAFT
Classification Code	71032 - DRAFT
Classification Group	71000 - Forensic
Salary Category	C3
Salary Grade	09
Step	0
Min Salary	\$32.81
Mid Salary	\$42.65
Max Salary	\$52.48

General Overview

Under administrative direction; manages all operational activities within the toxicology laboratory including supervising personnel; analysis; equipment operation and official reports. Provides expert consultation to law enforcement, prosecutor and the public. Performs other related duties as required.

Required Qualifications

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below.

Doctoral degree in toxicology, chemistry, pharmacology, or related field plus six (6) to ten (10) years of laboratory experience specifically in forensic toxicology and two (2) years of supervisory experience in a forensic lab setting. Must possess certification as a toxicologist from a national certifying agency such as American Society of Clinical Pathologists (ASCP) or the National Registry of Certified Chemists (NRCC).

Knowledge, Skills, and Abilities

Extensive knowledge of analytical chemistry and toxicology; laboratory procedures; safety practices & procedures; laws; laws and procedures for handling of hazardous chemicals, and dangerous materials. **Thorough knowledge of** departmental policies and procedures*; forensic science; supervisory practices; assess anticipated laboratory supply and equipment needs; employee training and development. **Ability to** deal with many variables & determine specific action; define problems, collect data, establish facts and draw valid conclusions; use proper research methods and equipment in gathering data; use statistical analysis; maintain accurate records;

communicate in written and oral form; develop complex technical reports & position papers; handle sensitive inquiries from & contacts with officials & general public; use computer in data analysis; recognize unusual or threatening problems and take appropriate action; interview job applicants effectively. **Skill** in operation/utilization of laboratory equipment; managing conflict.

(*Indicates developed after employment).

Job Duties

The duties listed below are intended to depict tasks performed by this classification.

Manages and directs lab supervisors and assigned staff; prioritizes, assigns and reviews tasks, trains, ensures accreditation requirements are maintained and develops and updates lab policy and procedures.

Acts as chief liaison for all external stakeholders including but not limited to county(s) officials, law enforcement, prosecutors, defense lawyers, court personnel, vendors and citizens. Testifies and/or represents the the Medical Examiner's Office in court as expert witness.

Directs the general and specific chemical tests of anatomical tissues and fluids to identify presence, type and amount of drugs, toxins or other chemicals, prepares samples for outside analysts and prepares reports of test results and communicates results to involved parties, analyzes completed reports and reports on possible causes of death.

Oversees the proper completion of routine maintenance, cleaning and sterilizations of equipment. Ensures lab follows all relevant laws, rules, regulations and procedures for handling and disposition of pollutants, toxic waste and hazardous materials.

HRC Order Number

Council Legislation Number

Last Revision Date

Note

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