

## SENIOR TOXICOLOGIST

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class supervises and performs complex toxicological examinations of biological fluids, tissues, licit and illicit drugs using chemical, physical and instrumental methods of analysis. Supervises and performs chemical analyses for the quantitation of alcohol and drugs. This position schedules, coordinates and supervises the work assignments of technical personnel. This position assists in reviewing method validation. This position is also responsible for the technical training of subordinate personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Performs the more difficult and complex chemical, physical and instrumental methods of analysis of tissues, biological fluids, licit and illicit drugs of a routine or complex nature for toxicological purposes;

Supervises and performs chemical analyses for the quantitation of alcohol and drugs;

Schedules and supervises the work assignments to subordinates by determining relative priorities of cases;

Coordinates case work activities involving the efforts of several Toxicologist(s), Toxicologist Specialist, Assistant Toxicologist(s) and Senior Laboratory Technician (Toxicology);

Coordinates quality control program of analyses;

Monitors the case work process and reviews results;

Trains toxicology personnel in procedures and methods of analysis;

Participates in internal and external proficiency testing programs;

Coordinates research and method development;

Ensures the maintenance of proper supplies, equipment, solutions and reagents;

Prepares and maintains required reports and/or records;

Attends training sessions to keep abreast of new laboratory procedures, techniques and equipment;

Manages operations in compliance with laboratory accreditation standards for the American Board of Forensic Toxicology;

Participates in teaching programs of the Department;

Testifies in court regarding laboratory analyses and the significance of the results;

EXAMPLES OF WORK: (Illustrative Only) (cont'd)

May perform other esoteric analyses, as needed;

Monitors work flow of technical personnel to maintain acceptable turnaround time for case work;

Assists in planning and the implementation of validation for new methodologies;

Assists in the formulation of Departmental procedures and guidelines for handling of toxic material;

Conducts investigations of hazardous materials incidents and responds to emergencies;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignment;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of modern laboratory techniques, procedures, instrumentation and safety precautions used in the fields of Clinical and Forensic Toxicology; thorough knowledge of qualitative and quantitative organic and inorganic chemistry; good knowledge of the operations of such instrumentation as: HPLC, LC/MS, LC/MSMS, LC/MS-TOF, GC/MS, GC/FID and autoanalyzers; ability to perform toxicological examinations; ability to plan and supervise the work of others; ability to train subordinate technical personnel; ability to understand and implement complex verbal and written technical instructions; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; accuracy; thoroughness; dependability; resourcefulness; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* in Toxicology, Biochemistry, Biology, Chemistry\*\*, Medical Technology or closely related field, which must have included or been supplemented by twenty credit\*\* hours in Chemistry, and either; (a) a Master's Degree\* in one of the above stated fields and four years of Toxicology experience within the last ten years, in an approved Toxicology Laboratory, which must have included two years of supervisory or administrative experience; or (b) a Ph.D.\* in Pharmacology or one of the above stated fields, and two years of experience as stated in (a) including two years of supervisory or administrative experience; or (c) five years of experience as stated in (a) including the two years of supervisory or administrative experience.

\*\*NOTE: The twenty credit hours of chemistry may be obtained at the undergraduate or graduate level or in any combination of undergraduate or graduate level credit hours.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

SPECIAL REQUIREMENT: Possess and maintain a valid license to operate a motor vehicle in the State of New York while in the title.

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J. C.: Non-Competitive†  
MQT5  
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Job Class Code: C1011  
Job Group: XIII