

DIRECTOR - TOXICOLOGICAL AND FORENSIC SCIENCE SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Pathologist - Medical Examiner, an incumbent in this class is responsible for directing the overall operations of the Toxicological and Forensic Science Laboratories in the Department of Laboratories and Research. This incumbent is responsible for ensuring that analytical, photographic and related interpretive services are provided to regional medical, law enforcement and medicolegal agencies in a timely, accurate and meaningful fashion in order to assist with medical, law enforcement and medicolegal investigations in accordance with sound laboratory practices, accepted clinical and forensic procedures and established County policies. Supervision is exercised over professional, technical and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs the analysis of clinical and forensic samples, forensic evidence and the submission of reports based upon those analyses for clinical and forensic applications;

Plans for the future services of the Division and anticipates future needs and goals of the Division by evaluating workload statistics, monitoring legal decisions and law changes or alterations, reviewing higher level County directives and requests for service by other County Departments and local law enforcement agencies by establishing budget requirements, evaluating priorities and developing policies and allocating resources;

Directs the submittal of budgetary requests for equipment, selection of equipment to be purchased and any alterations in purchasing that may occur during the year; Directs the maintenance, expansion, and creation of programs required to supply adequate services based upon workload, advances in technology and scientific knowledge, legal requirements and county policies;

Directs the coordination of intra- and inter-divisional and departmental programs and activities involving shared resources, training of personnel, or analytical services of the division;

Testifies in court as an expert witness in Forensic Science and Forensic Toxicology as required;

Ensures that staffing is adequate in numbers, training and experience to properly perform the assigned work;

Monitors staff development in light of future needs caused by anticipated program expansions, new technology and personnel reassignments;

Oversees the recruitment and selection of applicants for vacant positions and makes recommendations to the Pathologist-Medical Examiner for salary increments, job promotions and employment terminations of the division personnel;

Consults, advises or directs lower level personnel relative to technical scientific problems or requests for information; provides similar consultation and advise to personnel from other Divisions, Departments and local law enforcement agencies:

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Controls the collection of statistical measures of workload indicators and narrative reports, and their dissemination to other department persons and outside County and State agencies for budgetary forecasting, the annual report, billing and grant compliance requirements;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern laboratory techniques, procedures, instrumentation and safety precautions used in the field of Forensic Science (i.e.: Serology, Chemistry and Criminalistics) and Toxicology (i.e.: Clinical and Forensic); thorough knowledge of the analytical laboratory techniques utilized in these disciplines; thorough knowledge of the theory and operation of the analytical instruments used in the fields of forensic science and toxicology; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to supervise and direct assigned laboratories and attached personnel; ability to initiate and develop research programs; ability to introduce and evaluate new procedures and methods; ability to interpret laboratory analysis techniques, procedures and theories in a clear and concise manner so that non-scientist may understand the significance of the results obtained utilizing these procedures; ability to establish and maintain effective relationships with public officials, professional personnel and the general public; professional integrity; tact; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: : A PhD* in Toxicology, Pharmacology, Analytical Chemistry, Forensic Chemistry, Forensic Science, Criminalistics or Biochemistry, which must have included at least twenty credits** in chemistry, and six years of recent responsible Toxicology or Forensic Laboratory experience three of which must have been in a supervisory capacity and which must have included or been supplemented by one year of 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.