

CLASSIFICATION: TOXICOLOGIST II

Class Code: 9445-23

Date Established: 02-22-01

Occupational Code: 7-6-4

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To coordinate the daily operations of a laboratory unit and to conduct chemical, physical, and toxicological analyses of biological and chemical samples and consumable materials in connection with medical and criminal investigations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Oversees the daily operations of a laboratory unit and coordinates a sequence of chemical tests of unknown biological and chemical substances and food products.
- Reviews, recommends and updates laboratory procedures; troubleshoots problems with analytical tests to isolate, identify and resolve problems, assure smooth operation and accurate and timely reporting of results; and reviews and maintains a program of quality control to assure individual competency and compliance with laboratory policies.
- Trains and supervises subordinates in the analysis, identification and comparison of various types of toxicological evidence and troubleshoots instrument and procedure problems to assure efficient and accurate results.
- Reviews results from detailed physical and chemical comparison of items such as controlled drugs, carbonated beverages, petroleum products and food products; and works with other agency staff and law enforcement agencies in evaluating suspect consumable products for legal testing, proper jurisdiction and appropriate analysis.
- Participates in proficiency testing to document and verify accuracy and competency in performing analyses and on laboratory committees and task forces to meet to comply with laboratory policies and meet federal regulations.
- Conducts in depth analyses of biological and environmental samples using a variety of complex scientific instruments to identify the chemical composition of narcotics, drugs, contaminants and other substances in blood, urine and other biological and environmental samples to determine the levels of impairment poisoning or adulteration.
- Performs detailed visual and physical evaluation of evidence from tampering and contamination cases, documents findings in writing, preserves evidence, and maintains chain of custody in criminal investigations.
- Testifies in court as an expert witness as required.

DISTINGUISHING FACTORS:

Skill: Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling, and reporting data according to established procedures OR in operating complex machines.

Knowledge: Requires logical or scientific expertise to resolve problems of a specialized or professional nature in a wide range of applications.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires explaining facts, interpreting situations, or advising individuals of alternative or appropriate courses of action. This level also requires interviewing or eliciting information from state employees or members of the general public.

Complexity: Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university with major study in toxicology, chemistry, biochemistry, the biological sciences, forensic science, the health sciences, the health professions, medical technology, the physical sciences, or a related scientific field dependent on the needs of the position. Additional years of approved formal education may be substituted for up to one (1) year of required work experience on a one-to-one basis. Professional certification in chemistry or toxicology by an approved accrediting agency may be substituted for one of the required years of experience.

Experience: Three years' experience performing chemistry, biological sciences or forensic laboratory duties, two years of which must have been as a Toxicologist I or equivalent. Each additional year of approved work experience may be substituted for one year of required formal education at the graduate level only.

License/Certification: Must be eligible to hold a New Hampshire driver's license and have access to transportation for use in statewide travel. Applicants must meet certification requirements of a General Supervisor per the Health Care Financing Administration for Clinical Laboratory Personnel as specified in the Clinical Laboratory Improvement Amendments of 1988 (CLIA).

SPECIAL REQUIREMENTS:

1. Must be eligible to work in the U.S. and able to pass a security background clearance check.
2. Visual deficiencies must not interfere with ability to perform laboratory analyses. Physical condition must allow for the administration of vaccines and/or necessary diagnostic tests. Superior manual dexterity and coordination required. Must be able to operate complex analytical instrumentation.
3. Must be willing and able to handle unpleasant and/or hazardous specimens such as feces, sputum, blood, vomitus, urine, animal heads, and samples known to contain infectious organisms and/or toxic chemicals such as carcinogens and asbestos. Must be willing to receive Hepatitis B vaccine.
4. Excellent oral communication skills are required for court testimony.
5. Must work flexible hours when required.

RECOMMENDED WORK TRAITS: Knowledge of the principles, practices and application of toxicology. Knowledge of the principles and practices of quantitative and qualitative organic and inorganic chemistry. Knowledge of chemical and physical laboratory equipment and material. Knowledge of the principles of physics and practices of physical testing. Knowledge of college level mathematics. Knowledge of the application of chemical, biological and physical sciences. Knowledge of risk assessment models associated with exposure to toxic and hazardous substances. Skill in evaluating and analyzing scientific toxicology data. Skill in the use and care of laboratory equipment and materials. Ability to interpret data from computer sources and familiarity with computer systems. Ability to communicate effectively both orally and in writing. Ability to report the results of laboratory tests, clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships with departmental and local police, legal personnel and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.