

City and County of San Francisco



Department of Human Resources

Edwin Lee  
Mayor

Micki Callahan  
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE  
HUMAN RESOURCES DIRECTOR**

Date: March 15, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 73 FY 15/16 (copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective March 15, 2016.

Micki Callahan  
Human Resources Director

by: \_\_\_\_\_

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

Steve Ponder  
Classification and Compensation Director  
Human Resources

cc: All Employee Organizations  
All Departmental Personnel Officers  
DHR – Class and Comp Unit  
DHR – Client Services Unit  
DHR – Employee Relations Unit  
DHR – Recruitment and Assessment Unit  
DHR – Client Services Support Services  
Micki Callahan, DHR  
Michael Brown, CSC  
Sandra Eng, CSC  
Maria Newport, SFERS  
Devin Macaulay, Controller/ Budget Division  
Theresa Kao, Controller/ Budget Division  
Drew Murrell, Controller/ Budget Division  
Alex Koskinen, Controller/ Budget Division  
E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY  
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

**Posting No:** 73  
**Fiscal Year:** 2015/2016  
**Posted Date:** 03/04/2016  
**Reposted Date:** N/A

**AMEND THE FOLLOWING JOB SPECIFICATION(S):**  
*(Job specification(s) attached.)*

Item #	Job Code	Title
1	2458	Chief Forensic Toxicologist

**Protests on an item should be addressed to the Human Resources Director** and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to [DHR.ClassificationActionPostings@sfgov.org](mailto:DHR.ClassificationActionPostings@sfgov.org). All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

**For additional information regarding this proposed classification action**, please contact Victor H Vallejo, Clerk, at (415) 557-4965 or by email at [Victor.h.Vallejo@sfgov.org](mailto:Victor.h.Vallejo@sfgov.org).

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Chief Forensic Toxicologist  
Job Code: 2458**

**INTRODUCTION**

Under the general direction of the Chief Medical Examiner, the incumbent in this class directs the operations and activities of the Forensic Laboratory Division to ensure compliance with current professional forensic standards and applicable legal requirements.

**DISTINGUISHING FEATURES**

Class 2458 Chief Forensic Toxicologist is distinguished from class 2457 Forensic Toxicologist Supervisor, which serves as the first-line supervisor to subordinate professional and technical staff, by its responsibility for the overall operation of the Forensic Laboratory Division, including the development, implementation and oversight of division policies, procedures and protocols.

**SUPERVISION EXERCISED**

Supervises the work of all Forensic Laboratory Division staff, including Forensic Toxicologist Supervisor, Assistant Forensic Toxicologists Forensic Laboratory Analysts and Public Service Aides.

**MAJOR, IMPORTANT, AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

1. Directs the operations and activities of the Forensic Laboratory Division of the Office of the Chief Medical Examiner; plans, organizes, coordinates, supervises and evaluates all work in the toxicology laboratory; develops, recommends and implements policies, procedures and protocols for the division; enforces adherence to established department policies and procedures, including those governing specimen handling, processing and security, chain of custody, reporting and record keeping, release of specimens and disposal procedures consistent with the department's retention and disposal policy and state law; develops, updates and monitors compliance with a quality assurance program to ensure that all results reported by the laboratory are scientifically reliable, accurate and timely.
2. Develops and implements policies, procedures and protocols necessary to ensure compliance with current professional and legal standards, including: standards and procedures for specimen handling, processing and security, release and/or disposal of specimens in accordance with the department biohazard, blood borne pathogen and security policies; reporting and record keeping procedures; new methods for detecting drugs and other toxic materials; drug detection flow and analysis systems for effective and cost efficient drug analysis; procedures for maintenance and troubleshooting of scientific instrumentation faults, with return to service; validates all new drug assays and prepares a procedure protocol for each analytic method; develops cost benefit analyses for all new procedures.
3. Develops, implements and monitors training procedures, technical and performance

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**Title: Chief Forensic Toxicologist  
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standards for the toxicology and other forensic staff; develops complete, up-to-date and detailed step-wise procedure manuals to clearly delineate the division's standards, protocols, policies and procedures, and compliance with department policy; ensures that laboratory personnel are adequately and contemporaneously trained and proficient on analytical and instrument techniques, policies, procedures and quality assurance standards; ensures proper staff training on new equipment and software; maintains software upgrades.

4. Supervises, monitors and evaluates all work of the professional and technical staff; reviews and recommends to the Chief Medical Examiner personnel actions in the areas of performance, annual reviews, selection and disciplinary measures; oversees and reviews work of staff and advises subordinates on the more difficult aspects of the work, and in the analysis of case histories and data generated in each case; acts as a resource person, provides professional guidance, technical leadership and direction.

5. Reviews case reports and findings of subordinate technical and professional staff; makes certain that the analytic results are accurate and conform to case requirements, and signs all completed reports; interprets the data, confers with and advises the Chief Medical Examiner and Assistant Medical Examiners with respect to case results and cause of death determinations; discusses relevant issues with decedent's family.

6. Conducts and/or oversees difficult and complex toxicological examinations for forensically significant cases; conducts forensic alcohol determinations and quantitations in physiological specimens according to methods specified under Title 17, California Administrative Code of the State Department of Public Health; conducts and/or oversees analyses of blood, urine, other body tissues and evidence in cases that come to the Office of the Chief Medical Examiner including postmortem toxicology cases and human performance toxicology cases; uses complex analytical equipment and methods to determine the presence of drugs and other foreign compounds in forensically significant specimens.

7. Serves as the professional expert in forensic toxicology for the Office of the Chief Medical Examiner; consults with, interprets data for and advises physicians, law enforcement personnel, county attorneys and officials, and other agencies or commissions in matters pertaining to forensic toxicology; prepares technical reports and research proposals related to forensic toxicology; interprets toxicological data from external agencies; assists in case preparation and compiles technical reports, information and materials for presentation in court, and, if appropriate, makes recommendations with respect to legal action; testifies as an expert in court, at Police Commission or other Hearings, and at Medical Examiner's inquests on toxicological findings; and gives expert opinion on forensically significant toxicological data.

8. Oversees the maintenance, acquisition and upgrading of analytical instrumentation, equipment and computer systems; directs and plans the replacement, upgrading, installation, integration, maintenance, customization and enhancement of hardware, instruments and software; evaluates analytical instrumentation and equipment, as well as computer software and hardware, for compatibility with laboratory analytic flow scheme, feasibility and benefits; reviews current professional literature and recommends upgrades and improvements of analytical procedures, automation, instrumentation and direct online data transfer; ensures that all instruments and software are compatible with a LIMS for

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future growth of the department; ensures the effective maintenance of the equipment and supplies of the laboratory, including maintenance and troubleshooting of scientific instrumentation; ensures enhancement of a laboratory LIMS for a LAN to generate a summarized report of test results; interprets and integrates data collection from multiple instruments into a LAN for legal record and report production.

9. Formulates the budgetary requirements of the Forensic Laboratory Division; makes staffing recommendations to the Chief Medical Examiner; evaluates needs and makes recommendations for new or replacement instrumentation, software and hardware.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

Knowledge of: principles and practices of chemistry, biochemistry, pharmacology and forensic toxicology with specific application to the analyses of human body tissues and fluids; the interaction of organic and inorganic compounds, especially drugs, with human systems; applicable legal terms, code sections, court procedures, and the laws of evidence; analytical instrumentation and equipment, as well as computer software and hardware, needed to perform difficult and complex toxicological examinations; principles of instrument and detector function and maintenance; principles of quality assurance and methods of assuring accurate analysis of specimens.

Ability and Skill to: prepare clear, concise and effective written reports, procedures and protocols; speak and communicate technical information in a clear and understandable manner appropriate to the understanding of the listener or legal decider of fact; listen and effectively elicit information; utilize and evaluate computer systems instrumentation; organize, manage and coordinate laboratory activities at all levels; plan, assign, supervise, train and evaluate the work of subordinate personnel; conduct toxicological studies using complex equipment; interpret mass spectra results; perform independent research, prepare scientific reports, and articles for publication; review and evaluate technical, medical and legal reports and published data; apply specialized professional knowledge and skill in the use of scientific methods as a basis for formulating opinions or recommendations, particularly in a forensic context; interact effectively with representatives of other City agencies; provide expert professional advice and testify as an expert in courts of law on matters related to forensic toxicology; effectively teach forensic toxicology to all department staff and residents or fellows in medical or drug related training.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

**Education:**

Possession of a doctorate degree from an accredited college or university in one of the natural sciences with advanced coursework in chemistry, pharmacology, or forensic toxicology.

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DEPARTMENT OF HUMAN RESOURCES**

**Title: Chief Forensic Toxicologist  
Job Code: 2458**

Experience:

Three (3) years of professional experience in forensic toxicology, one year of which must be obtained within the last three (3) years.

License and Certification:

Possession of a valid California driver's license

Certification by the State of California Department of Public Health as a Title 17 Forensic Alcohol Supervisor (Certification must be obtained before the end of the probation period and maintained as a condition of employment).

Coursework and experience sufficient to meet the certification requirements by the American Board of Forensic Toxicology as Fellow (Certification must be obtained by the end of the probation period and maintained as a condition of employment).

**PROMOTIVE LINES:**

FROM: 2457 FORENSIC TOXICOLOGIST SUPERVISOR

**ORIGINATION DATE:**

**AMENDED DATE:**

03/07/88 (Retitled & Amended); 04/20/01; 04/18/14;  
03/15/16

**REASON FOR AMENDMENT**

*To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

**BUSINESS UNIT(S):**

COMMN SFCCD SFUSD