



Job Title	Senior Forensic Chemist	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	6	Job Code	17320

Class Specification – Senior Forensic Chemist

Summary Statement:

The purpose of this position is to provide accurate chemical analysis of evidentiary materials and offer expert scientific testimony in court proceedings. This is accomplished by analyzing suspected materials for illegal drugs or associated substances; characterizing other trace materials through chemical analysis; providing consultations for clandestine drug laboratory raids; developing and validating methods of analysis and unit-specific standard operating procedures; operating and maintaining advanced scientific instrumentation; developing and maintaining quality assurance procedures and records that ensure thoroughness, accuracy, and reliability of all examinations; and writing scientific reports. Other duties include serving as the technical leader of the chemistry section, holder of the laboratory's DEA License, and performing technical and administrative reviews of laboratory reports; provide training of lab chemists, officers, and citizens groups; keeping current with new scientific developments in the forensic chemistry field; establishing and maintaining operational and materials standards, purchasing lab supplies and chemicals; and providing a weekly inventory of hazardous chemical waste in the laboratory.

Essential Functions	Note: Regular and predictable attendance in the performance of this job is an essential function.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
75%	Performs chemical analysis of evidentiary materials by analyzing suspected materials for illegal drugs or associated substances; characterizing other materials through chemical analysis; and writing scientific reports.
15%	Performs method development, training and maintenance of instrumentation and quality assurance and safety functions by developing, modifying, validating, and writing methods of analysis and unit-specific standard operating procedures; developing and modifying training procedures; providing training of other analysts; monitoring effectiveness of quality assurance program; performing maintenance checks and calibrations of instrumentation; keeping current with new scientific developments through scientific literature review; providing technical and administrative reviews of analytical reports; and maintaining necessary laboratory licenses.
10%	Communicates with investigating officers, judges, attorneys, juries, and citizens by providing training to law enforcement groups; consulting with investigators and attorneys on evidence analysis requests and results; testifying as an expert witness in



Job Title	Senior Forensic Chemist	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	6	Job Code	17320

	court proceedings; and providing presentations to citizens and training to officers and academy staff.
--	--

Competencies Required:

Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in general chemistry, analytical chemistry, pharmaceutical chemistry, pharmacology, or a closely related field.

Experience: Five years of full-time responsible forensic laboratory experience including experience as an expert witness.



Job Title	Senior Forensic Chemist	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	6	Job Code	17320

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.
 Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:
 Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling of work.

Supervision Received:
 Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility:
 The job title prepares accounting, budget, employment actions, and purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.

Physical Demands:
 Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office with some outside
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Several times a week
Noise and Vibrations	Several times a month
Physical Hazards	Several times a week
Mechanical and/or Electrical Hazards	Frequently
Exposure to Communicable Diseases	Occasionally

Machines, Tools, Equipment, and Work Aids: Stereo and compound microscopes, analytical balances, centrifuges, cameras, gas chromatographs, mass spectrometers, infrared spectrometers, x-ray fluorescence analyzers, telephones, copiers, calculators, computer, instrument computer systems,



Job Title	Senior Forensic Chemist	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	6	Job Code	17320

and printers.

Specialized Computer Equipment and Software: Microsoft Office, Instrumentation software, and LIMS.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: July 2014