



State of New Mexico  
Classification Description

## Forensic Toxicology Bureau Chief

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### **General Summary**

Forensic Toxicology Bureau Chief directs the daily operations of the Drug Screening and Drug Confirmation sections of the State Laboratory Division's (SLD) Forensic Toxicology Bureau.

### **Deputy Forensic Toxicology Bureau Chief**

**Jobcode: X40251**

**Pay Band: 80 (Alternative Pay Band: 90)**

**FLSA Status: Exempt**

### ***Distinguishing Characteristics***

The Deputy Forensic Toxicology Bureau Chief will assist the Forensic Toxicology Bureau Chief with the increased work demands of expert testimony for court proceedings, discovery orders and testing complexity.

### ***Recommended Education and Experience***

PhD in Biochemistry, Toxicology, Chemistry, Forensic Science or Biology from an accredited college or university and seven (7) years of experience in a laboratory setting.

### ***Minimum Qualifications***

PhD in Biochemistry, Toxicology, Chemistry, Forensic Science or Biology from an accredited college or university and five (5) years of experience in a laboratory setting or Masters in Biochemistry, Toxicology, Chemistry, Forensic Science or Biology from an accredited college or university and seven (7) years of experience in a laboratory setting

### ***Essential Duties and Responsibilities\****

- Directs and oversees the expansion and development of more advanced analytical capabilities to detect and analyze the increasing number of drugs (legal and illegal) appearing in the community.
- Develops and validates new testing procedures.
- Provides court testimony expertise to reduce travel burden on existing staff, prevent backlog in caseloads and reduce the number of trial delays caused by schedule conflicts with the existing laboratory expert witnesses.

### **Forensic Toxicology Bureau Chief**

**Jobcode: X50251**

**Pay Band: 85 (Alternative Pay Band: 95)**

**FLSA Status: Exempt**

### ***Distinguishing Characteristics***

The Bureau Chief has the ultimate responsibility for assuring that sections within the bureau meet their statutory and contractual business obligations to the State of New Mexico and its clients.

### ***Recommended Education and Experience***

PhD in Biochemistry, Toxicology, Chemistry, Forensic Science or Biology from an accredited college or university and nine (9) years of supervisory experience within a laboratory setting to include quality control and quality assurance.

## FORENSIC TOXICOLOGY BUREAU CHIEF

### ***Minimum Qualifications***

PhD in Biochemistry, Toxicology, Chemistry, Forensic Science or Biology from an accredited college or university and seven (7) years of supervisory experience within a laboratory setting to include quality control and quality assurance.

PhD in Biochemistry, Toxicology, Chemistry, Forensic Science or Biology from an accredited college or university and seven (7) years of supervisory experience within a laboratory setting to include quality control and quality assurance.

### ***Essential Duties and Responsibilities\****

- Oversee the Toxicology Bureau activities including (SOP's) Standard Operating Procedures, Quality Control, direct laboratory personnel to establish new method testing, proficiency testing, method development and improvement.
- Plans and advocates to the Director of SLD for the acquisition, maintenance and development of qualified human and material resources assuring the quality of scientific work and successful completion of the mission; publish articles, in Scientific Journals, and prepare grant application.
- Provides expert testimony for court proceedings, discovery orders and responds to subpoena duces tecum requests.
- Plans, implements, reviews and manages technology, policies and scientific procedures and quality control and assurance practices used within their programs and operations to ensure maintenance of laboratory certification by the relevant independent organizations.
- Investigates and assesses the potential of new and automated technology that may be more efficient or effective in accomplishing the mission of the Bureau.

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### **Bargaining Unit: Not Covered**

**Conditions of Employment:** Must maintain American Board of Forensic Toxicology accreditation.

Must possess and maintain a valid New Mexico Driver's License. Must possess and maintain a current Defensive Driving Course certificate from the State of New Mexico or must pass and receive a Defensive Driving Course certificate as a condition of continued employment. In state and out of state travel may be required. Successful completion of Health Insurance Portability and Accountability Act (HIPAA) is required.

### **Working Conditions:**

Work is performed in a fully functional laboratory containing biological, chemical, physical, and radiological hazards. Incumbent will be required to use all applicable safety equipment provided by the employer and follow all safety precautions specified by the employer. There will be extended standing, repetitive trunk/arm/hand/neck movements with computer usage or assay/methodologies utilized. Work involves using high voltage electronic instrumentation, and high pressure gas cylinders. Ability to lift/push up to 50 lbs.

**Established:** 3/24/2016

**Revised:** 3/13/20 (min quals Change on Deputy)

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*\*Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website ([www.spo.state.nm.us](http://www.spo.state.nm.us)) to ensure this represents the most current copy of the position.*

*\*\* Supervisor must supervise two (2) or more full-time positions.*