



Edwin Lee  
Mayor

Micki Callahan  
Human Resources Director

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

Date: April 18, 2014

Re: **Notice of Proposed Classification Actions –Final Notice No. 18 FY 13/14 (copy attached).**

Pursuant to completion of discussion with MEA regarding this classification action, the classification action contained in the above referenced notice became effective April 18, 2014.

Micki Callahan  
Human Resources Director

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

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

Steve Ponder  
Classification and Compensation Manager  
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  
Jennifer Johnston, CSC  
Sandra Eng, CSC  
Linda Cosico, DHR  
Maria Newport, SFERS  
Risa Sandler, Controller/Budget Division  
Devin Macaulay, Controller/ Budget Division  
Theresa Kao, Controller/ Budget Division  
Chris Trenchel, 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:** 18  
**Fiscal Year:** 2013/2014  
**Posted Date:** 1/22/14  
**Reposted Date:** N/A

**RETITLE AND AMEND THE FOLLOWING JOB CODE(S):**  
*(Job specification(s) attached)*

Item #	Job Code	Former Title	New Title
1	2457	Assistant Forensic Toxicologist 2	Forensic Toxicologist Supervisor
2	2458	Forensic Toxicologist	Chief Forensic Toxicologist

**For additional information regarding this proposed classification action, please contact Cathy Abela, Senior Classification and Compensation Analyst, at (415) 557-4926 or by email at [Cathy.Abela@sfgov.org](mailto:Cathy.Abela@sfgov.org).**

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 effected parties.

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>.

**cc:** All Employee Organizations  
All Departmental Personnel Officers  
DHR – Class and Comp Unit  
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DHR – Employee Relations Unit  
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E-File

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

**Title: Forensic Toxicologist Supervisor  
Job Code: 2457**

**INTRODUCTION**

Under the direction of the Chief Forensic Toxicologist/Forensic Laboratory Director, and following published protocols, the Forensic Toxicologist Supervisor assists in organizing and supervising the daily operations of the Forensic Laboratory Division including the Toxicology Section; assigns, supervises and reviews the work of subordinate staff; makes recommendations on Divisional needs; performs complex and difficult forensic analyses of body tissues and fluids and other types of evidence for the presence, nature and quantity of chemical or toxic substances in forensically significant cases; prepares case reports; testifies in courtroom proceedings; and performs related duties as required.

**DISTINGUISHING FEATURES**

This class is assigned to the Office of the Chief Medical Examiner. An incumbent in this class provides first-line supervision and oversight to subordinate professional and technical staff in Forensic Laboratory Division, works under the Chief Forensic Toxicologist/Forensic Laboratory Director (Class 2458) to ensure that all forensic specimens are processed and tested in a proficient, reliable and accurate manner, and is responsible for conducting the more complex laboratory procedures and for ensuring that the technical proficiency of the laboratory is maintained. This class is distinguished from Class 2456 Forensic Toxicologist Supervisor, which performs journey-level forensic analytical duties related to medicolegal cases.

**SUPERVISION EXERCISED**

Supervises the work of Forensic Laboratory Division Staff, including Assistant Forensic Toxicologist Forensic Laboratory Technicians, 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. Supervises all daily Forensic Laboratory Division operations; oversees staff activities, work assignments, and analytic procedures; serves as a working professional supervisor providing technical guidance, training and review; assumes a leadership role in developing new methods of analysis and training; participates in lectures and training of forensic staff for toxicology and pathology; serves as second in command of the Forensic Toxicology Laboratory and speaks and acts for the Chief Forensic Toxicologist as appropriate or as assigned.
2. Assists the Chief Forensic Toxicologist in allocating laboratory resources, preparing budgets, and recommending laboratory purchases; ensures proper maintenance of equipment, inventory of supplies, security of evidence and premises of the laboratory.
3. Reviews current professional literature to maintain currency in the forensic toxicology field and evaluates developments in instrumentation and methodology; develops parallel tests, recommends

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new methodologies and assists in the preparation of procedural protocols for all methods; supervises and maintains the Division's quality assurance program; reports the results of all proficiency testing and quality control results to the Chief Forensic Toxicologist/Forensic Laboratory Director, and develops and implements proficiency-test-related corrective actions.

4. Receives evidence submitted from the Medical Examiner or other law enforcement agencies for the purpose of screening, detecting and confirming/quantifying drugs and/or chemicals, controlled substances, prescription compounds and various poisons; ensures specimens are logged in and stored according to forensic requirements; maintains a legal chain of possession for all evidence; releases evidence to authorized personnel in accordance with rules of possession, departmental policy and federal regulation regarding biologic evidence.

5. Performs the more detailed and complicated qualitative and quantitative analysis of forensic specimens, including blood, urine, and other biological evidence, for the presence of drugs and other toxic compounds; identifies and quantitates the levels of drugs and/or chemicals; uses and is proficient with analytical procedures such as enzyme-linked immunosorbent assays, gas and liquid; interprets molecular and spectral output of analytic results for chemical and drug identification and quantitation purposes; adds new drug and chemical information to the computer libraries and updates the programs as appropriate.

6. Accurately records data and interprets findings; prepares legal reports representing the sum results of the analysis performed.

7. Prepares chemical, enzymatic and/or physical extraction, dilution and/or concentration of specimens for organic and physical analysis; accurately prepares chemical solutions, and analytic extracts necessary for quantitative chemical analysis in accordance with standard forensic toxicology and organic quantitative analytic procedures.

8. Testifies in court to explain and support laboratory findings and technical details; provides technical information and advice to the Medical Examiners, District Attorneys, City Attorneys, Public Defenders, Police investigators, and others as required.

9. Serves as Forensic Alcohol Supervisor under the provisions of Title 17, California Administrative Code, and in accordance with the policies of the State Department of Public Health.

10. Performs related duties as assigned.

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

Knowledge of: principles and practices of biology, chemistry, 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; procedures for working with and minimizing job-related chemical and biological hazards, including procedures for safe handling of chemical and

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**Title: Forensic Toxicologist Supervisor  
Job Code: 2457**

biological laboratory wastes; principles of statistical analysis relative to laboratory practice and process.

Ability to: supervise and train staff involved in forensic toxicological analysis; conduct toxicological studies using complex analytical instrumentation and equipment; interpret mass spectra results; follow complex analytical protocol, make accurate observations and carefully interpret data; analyze and evaluate data collected in the course of investigations; apply specialized professional knowledge and skill in the use of scientific methods as a basis for formulating opinions or recommendations; read and evaluate technical, medical and legal reports and published data; prepare clear, concise and accurate scientific and other reports; 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; provide expert professional advice and testify as an expert in courts of law on matters related to forensic toxicology; utilize computers for word processing, spreadsheets and presentations.

**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.*

Possession of a Master's degree from an accredited college or university in one of the natural sciences, with advanced course work in biology, chemistry, and pharmacology or toxicology; **AND**

Three years of professional experience forensic toxicology, one (1) year of which must have been obtained within the last three (3) years; **AND**

Possession of a California driver's license

**LICENSE OR CERTIFICATE**

Possession of or eligibility for 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); **AND**

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

**PROMOTIVE LINES**

TO: 2458 Chief Forensic Toxicologist

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

**Title: Forensic Toxicologist Supervisor  
Job Code: 2457**

FROM: 2456 Assistant Forensic Toxicologist

**ORIGINATION DATE:** 3/7/88

**AMENDED DATE:** 4/4/03; 4/18/14

**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 SFMTA SFCCD SFUSD

**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 for high proficiency; develops and implements policies, procedures and protocols necessary to ensure compliance with current professional forensic standards, SOFT and/ or ABFT standards and applicable legal requirements; develops, implements and monitors training procedures, technical and performance standards for the forensic laboratory division staff; supervises, monitors and evaluates the work of professional and technical staff engaged in the performance of drug, forensic alcohol and poison analysis; reviews case reports and analytical findings of subordinate technical and professional staff; conducts and/or oversees difficult and complex toxicological examinations for forensically significant cases; serves as the technical expert in forensic toxicology for the Office of the Chief Medical Examiner, also consulting with and advising county physicians, law enforcement personnel, county attorneys and others; prepares technical reports and testifies in court or at hearings as an expert on forensic toxicological matters; oversees the maintenance, acquisition and upgrading of analytical instrumentation, equipment and computer systems; researches, develops, publishes, documents and implements new analytical methods in a manner consistent with the latest professional laboratory guidelines; formulates the budgetary requirements of the Forensic Laboratory Division.

**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 Technicians 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

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**Title: Chief Forensic Toxicologist**

**Job Code: 2458**

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 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

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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 aLIMS for 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.

10. Performs related duties as required.

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

Knowledge of: principles and practices of biology, 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 and mammalian 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;

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Job Code: 2458**

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.*

Possession of a doctorate degree from an accredited college or university in one of the natural sciences with advanced coursework in biology, chemistry, pharmacology or toxicology; **AND**

Three (3) years of professional experience in forensic toxicology, one year (1) of which must be obtained within the last five (5) years; **AND**

Possession of a California driver's license

**LICENSE OR CERTIFICATE**

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

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

**PROMOTIVE LINES**

**ORINATION DATE:**

**AMENDED DATE:** 4/20/01; 4/18/14

**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