NOTICE OF FINAL ACTION TAKEN BY THE HUMAN RESOURCES DIRECTOR

Date: August 20, 2015
Re: Notice of Proposed Classification Actions –Final Notice No. 15 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 August 20, 2015.

Micki Callahan
Human Resources Director

by:
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
   Michael Brown, CSC
   Sandra Eng, CSC
   Maria Newport, SFERS
   Risa Sandler, Controller/ Budget Division
   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: 15
Fiscal Year: 2015/2016
Posted Date: 08/12/2015
Reposted Date: N/A

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

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Former Title</th>
<th>New Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2403</td>
<td>Forensic Laboratory Technician</td>
<td>Forensic Laboratory Analyst</td>
</tr>
<tr>
<td>2</td>
<td>2456</td>
<td>Asst Forensic Toxicologist 1</td>
<td>Forensic Toxicologist</td>
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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. 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 Rich David, Senior Classification and Compensation Analyst, at (415) 557-4965 or by email at Rich.David@sfgov.org.


cc: All Employee Organizations
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    Alex Koskinen, Controller/ Budget Division
    E-File
INTRODUCTION

Working in the Forensic Laboratory Division of the Office of the Chief Medical Examiner under supervision of the Forensic Toxicologist Supervisor and the direction of the Chief Forensic Toxicologist/Forensic Laboratory Director, the Forensic Laboratory Analyst is a forensically-trained scientist that receives, accession, stores and disposes of biological and physical evidence; performs volatile, drug and poison screens in biological specimens; performs chemical extractions of drugs and poisons from body tissues and fluids for confirmatory analyses; prepares biological tissues and organs for diagnostic examinations by Medical Division staff; prepares chemical reagents, cleans scientific glassware and maintains the laboratory premises; assists in the forensic toxicological analyses; records findings; and performs related duties as required. Nature of work involves continuous exposure to health hazards and disagreeable elements.

DISTINGUISHING FEATURES

Positions in this class are assigned to the Forensic Laboratory Division of the Office of the Chief Medical Examiner where sudden, unexpected or violent deaths as well as human performance toxicology cases are examined. The incumbent performs a variety of work in the Forensic Laboratory Division. In addition to the more routine laboratory work, such as cleaning and preparing scientific glassware, computers and analytical equipment and instrumentation, the incumbent extracts and analyzes blood, urine and body tissues to determine the presence and quantity of drugs and poisons.

This class is distinguished from class 2402 Laboratory Technician I in that incumbents work in a forensic setting and perform laboratory duties involving medico-legal cases.

SUPERVISION EXERCISED

None

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. Receives and logs in all physical and biological evidence and specimens from the morgue and from law enforcement representatives and verifies labeling; ensures correct storage and disposal of all evidence and specimens; cleans and arranges glassware; sterilizes laboratory and computer equipment; prepares reagents; cleans and maintains premises of the Forensic Laboratory division.

2. Performs drug screens on various biological specimens, extracts drugs and poisons from blood, urine and body tissues; uses immunoassays, chromatographic, spectrophotometric and other analytical techniques to determine the presence and/or quantity of drugs.

3. Performs forensic alcohol determinations and quantitations on physiological specimens in accordance with specified methods under Title 17, California Administrative Code of the...
State Department of Public Health.

4. Accurately records findings and data on worksheets; may assist in the interpretation of data and the preparation of case reports, and testifies in court proceedings.

5. Prepares forensic microscopic slides and makes routine and special stains as required, including the preparation of necessary reagents and solutions; assists in labeling and sending specimens for outside medicolegal tests and assists in reporting possible infections to the appropriate agencies.

6. Performs related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: basic principles and practices of forensic toxicology, pharmacology, chemistry or forensic science; applicable legal terms, court procedures, and the laws of evidence; analytical instrumentation and equipment, as well as computer software and hardware needed to perform difficult and complex laboratory-based examinations; special care and handling of laboratory glassware; methods and procedures used in thorough cleaning and sterilizing of laboratory equipment; procedures for working with and minimizing job-related chemical and biological hazards, including procedures for safe handling of chemical and biological laboratory waste; principles of statistical analysis relative to laboratory practice and process.

Ability and Skill to:

conduct forensic laboratory casework using complex analytical instrumentation and equipment; follow detailed analytical protocols, carefully collect, analyze, evaluate and interpret case data obtained in the course of forensic investigations; speak and communicate technical information in a clear and understandable manner appropriate to the understanding of the listener or the legal decider of fact; listen and effectively elicit information; testify in courts of law on matters related to the forensic laboratory findings; 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.

Education:

Possession of a Bachelor’s degree from an accredited college or university in one of the natural sciences with 16 semester hours in general & organic chemistry, statistics and two analytical (including quantitative analysis) and/or interpretive courses in forensic toxicology, pharmacology, chemistry or forensic science; AND

Experience:
Title: Forensic Laboratory Analyst
Job Code: 2403

License and Certification:
Possession of a valid California Driver License; AND
Eligibility for certification by the State of California Department of Public Health as a Title 17 Forensic Alcohol Analyst or Forensic Alcohol Analyst Trainee (certification must be obtained before the end of the probation period and maintained as a condition of employment); AND
Coursework sufficient to eventually meet the certification requirements by the American Board of Forensic Toxicology as Diplomate (certification must be obtained as soon as ABFT experience and training requirements are met and maintained as a condition of employment);

Substitution:

SUPPLEMENTAL INFORMATION

Special Requirements: Nature of duties may require sustained physical effort involving manual skill, dexterity, hand/eye coordination, and the ability to lift and carry equipment and supplies up to 50 lbs. Requires close mental attention and concentration for long periods when conducting various tests and the technical skill and ability to make accurate observations and determinations and prepare related reports of findings. Work environment may entail exposure to biohazards and potentially toxic chemicals, specimens from infectious and decomposed cases and/or persons who have died of drug or chemical poisoning; unpleasant odors or conditions; and exposure to disagreeable elements or situations inherent in this specialized field. This work requires compliance with department policies pertaining to blood borne pathogen exposure prevention, biohazard exposure prevention, toxic chemical exposure prevention, evidence handling and security requirements on evidence, standards and information.

PROMOTIVE LINES

ORIGINATION DATE: 10/19/87
AMENDED DATE: 8/20/15
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
INTRODUCTION

Working in the Forensic Laboratory Division of the Office of the Chief Medical Examiner under the supervision of the Forensic Toxicologist Supervisor and the direction of the Chief Forensic Toxicologist/Forensic Laboratory Director, the Forensic Toxicologist is a forensically-trained scientist who performs laboratory procedures following established protocols in the process of ensuring that all forensic specimens are processed and tested in a proficient, reliable and accurate manner. The Forensic Toxicologist performs forensic evaluations of evidentiary items including the identification, confirmation and quantitation of poisons, drugs and other chemicals in forensic specimens recovered as evidence during the investigation of medicolegal cases by various law enforcement agencies; performs forensic laboratory tests to determine if pathogenic microorganisms are present; processes specimens submitted for medicolegal diagnostic purposes, scientifically examines and evaluates the nature, origin and significance of physical evidence; records findings; interprets data; prepares technical laboratory records and reports of results of tests and examinations; testifies in courtroom proceedings and performs related duties as required. Incumbents are responsible for the accurate interpretation and recording of results from complex forensic laboratory analyses, for ensuring that data generated conforms to quality control specifications and for maintaining the carefully controlled legal chain of custody requirements. Nature of work involves continuous exposure to health hazards and disagreeable elements.

DISTINGUISHING FEATURES

This class is assigned to the Forensic Laboratory Division of the Office of the Chief Medical Examiner. Incumbents in this class independently perform professional journey-level chemical, biological and/or pharmaceutical analytical duties related to forensic cases submitted to the Office of the Chief Medical Examiner for forensic investigation. This classification is distinguished from Class 2457 Forensic Toxicologist Supervisor, in that the latter provides first-line supervision and oversight to subordinate professional and technical staff.

SUPERVISION EXERCISED

None

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. Receives evidence submitted for the purpose of detecting drugs and/or chemicals, controlled substances, prescription compounds and various poisons; ensures specimens are accessioned into the laboratory and stored according to forensic requirements; maintains a legal chain of custody for all evidence; releases forensic evidence to authorized personnel in accordance with departmental policy and legal requirements.

2. Evaluates all evidence submitted for analysis to determine if the quality and quantity is adequate for scientific testing; performs detailed and complex qualitative and quantitative
evaluations of forensic specimens, including blood, urine, tissue, vitreous and other biologic specimens or physical evidence; identifies, confirms and quantitates levels of drugs and/or chemicals, using a variety of laboratory and analytical procedures (e.g. GC, GC/MS, LC/MS/MS, HPLC, Immunoassays, etc.), and following standard forensic toxicology, forensic chemistry and organic quantitative analytical protocols.

3. Performs forensic alcohol determinations and quantitations on physiological specimens in accordance with specified methods under Title 17, California Administrative Code of the State Department of Public Health.

4. Prepares forensic microscopic slides and makes routine and special stains as required, including the preparation of necessary reagents and solutions; assists in labeling and sending specimens for outside medicolegal tests and assists in the reporting of infections to the appropriate agencies.

5. Participates in proficiency tests in order to comply with national and state quality assurance standards; attends training classes and professional meetings to keep abreast of current professional standards and methodologies; and researches technical journals, textbooks, and proprietary publications to determine the best methods of performing laboratory tests.

6. Records data and interprets findings; compiles case folders containing all required documentation, charts, and printouts in appropriate format for review and archiving; prepares legal reports representing the results of all the analyses performed.

7. Sets up laboratory apparatus; maintains equipment, inventory of supplies, and premises of the laboratory; maintains service records for all scientific instruments in the laboratory; achieves economies and/or prevents losses through proper handling of laboratory equipment, materials and supplies; performs established quality-control procedures to ensure proper functioning of laboratory equipment and use of reagents.

8. Testifies in court to report laboratory findings and explain the theory, principles and method of analyses in order to support the 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. Performs related duties as assigned.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: principles and practices of forensic toxicology, pharmacology and analytical chemistry, 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 toxicology 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 biological laboratory waste; principles of statistical analysis relative to laboratory practice and process.
Title: Forensic Toxicologist  
Job Code: 2456

Ability and Skill to: conduct forensic laboratory casework using analytical instrumentation and equipment; follow complex analytical protocols; carefully collect, analyze, evaluate and interpret case data obtained in the course of forensic 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 the forensic laboratory findings; 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.

Education:

Possession of a Bachelor’s degree from an accredited college or university in one of the natural sciences with 16 semester hours in general and organic chemistry, statistics; two analytical (including quantitative analysis) and/or interpretive courses in forensic toxicology, pharmacology and chemistry; AND

Experience:

six (6) years of full-time professional experience in forensic toxicology, one (1) year of which must be obtained within the last three (3) years;

License and Certification:

Possession of a valid California Driver License; AND

Possession of or eligibility for certification by the State of California Department of Public Health as a Title 17 Forensic Alcohol Analyst or Forensic Alcohol Analyst Trainee (certification must be obtained before the end of the probation period and maintained as a condition of employment); AND

Possession of or eligibility for certification by the American Board of Forensic Toxicology as Diplomate (certification must be obtained by the end of the probation period and maintained as a condition of employment).

Substitution:

Possession of a Master’s degree or a Doctoral degree from an accredited college or university in one of the natural sciences may substitute for 3 years of the required experience.

SUPPLEMENTAL INFORMATION

Special Requirements: Nature of duties may require sustained physical effort involving manual skill, dexterity, hand/eye coordination, and the ability to lift and carry equipment and supplies up
to 50 lbs. Requires close mental attention and concentration for long periods when conducting various tests and the technical skill and ability to make accurate observations and determinations and prepare related reports of findings. Work environment may entail exposure to biohazards and potentially toxic chemicals, specimens from infectious and decomposed cases and/or persons who have died of drug or chemical poisoning; unpleasant odors or conditions; and exposure to disagreeable elements or situations inherent in this specialized field. This work requires compliance with department policies pertaining to blood borne pathogen exposure prevention, biohazard exposure prevention, toxic chemical exposure prevention, evidence handling and security requirements on evidence, standards and information.

PROMOTIVE LINES

ORIGINATION DATE: 1/12/61

AMENDED DATE: 3/7/88 Amended: 4/4/03; 11/04/05, 8/04/2006, 8/20/15

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