

**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:** 20  
**Fiscal Year:** 2020/2021  
**Posted Date:** 06/10/2021  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	2403	Forensic Laboratory Analyst

**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.

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: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

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 Operations  
Carol Isen, DHR  
Sandra Eng, CSC  
Sue Hwang, SFERS  
Theresa Kao, Controller/ Budget Division  
E-File

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: 2403

Job Code: Forensic Laboratory Analyst

**DEFINITION**

~~Working~~ Positions in this class are assigned to the in 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. ~~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, accessions, 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~~ Incumbents 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~~ incumbents 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

**EXAMPLES OF 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;~~
- ~~2.~~ 1.2. ~~C~~Cleans and arranges glassware; sterilizes laboratory and computer equipment; prepares reagents; and cleans and maintains premises of the Forensic Laboratory division.
- ~~3.~~ 2.3. 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.
4. Accurately records findings and data on worksheets; and may assist in the interpretation of data and the preparation of case reports; ~~and~~
- ~~3.~~ 5. ~~T~~Testifies in court proceedings.

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6. Prepares forensic microscopic slides and makes routine and special stains as required, including the preparation of necessary reagents and solutions;
- ~~4-7.~~ a Assists in labeling and sending specimens for outside medicolegal tests and assists in reporting possible infections to the appropriate agencies.
- ~~5-8.~~ Performs related duties as assigned.

### KNOWLEDGE, 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 or 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, **physical or applied** 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~~ **completion of one (1) laboratory course**; AND

#### Experience:

**None.**

#### License and Certification:

Possession of a valid California Driver License.

#### Substitution:

**Substitution: Laboratory experience following detailed analytical protocols, cleaning and/or handling of laboratory glassware, and/or handling of chemical and biological materials in a professional laboratory environment may be substituted for the required**

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degree on a year-for-year basis (up to a maximum of two (2) years). Thirty (30) semester units or forty-five (45) quarter units equal one year.

**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 laboratory 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:** 10/19/1987

**AMENDED DATE:** 08/20/15; 07/31/19; 06/XX/21

**REASON FOR AMENDMENT:** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

**BUSINESS UNIT(S):** COMMN