

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Forensic Scientist E5		<b>Class Code:</b> 00EIB5
	<b>FLSA Status:</b> Exempt	<b>Salary Schedule:</b> Executive	<b>Effective Date:</b> 8-30-13
	<b>Summary:</b> This position serves as the Chief Toxicologist for the State Department of Toxicology (ISDT). The position reports to agency director and is responsible for handling all technical issues within the laboratory and providing expert advice on all forensic issues.		

**Duties:**

- Provide medical legal guidance and expert testimony;
- Act as the expert representative for the ISDT in legal actions and court proceedings;
- Prepare/maintain statistical information and related data relating to forensic testing;
- Conduct research on the effects of alcohol on humans and prepare scientific reports on alcohol related research;
- Oversee and maintain all related documentation as required by law;
- Assist in the institution of quality assurance/quality control measures;
- Provide guidance and direct supervision in drafting of suitable standard operating procedures governing laboratory processes and policies and assist in the implementation thereof;
- Develop policy recommendations and assist in developing and implementing long and short range goals and objectives for the ISDT;
- Work cooperatively with law enforcement and legal community to provide services to the State of Indiana;
- Oversee activities relating to public relations and communication, including the ISDT newsletter and web page;
- Participate in the formulation of budget requests;
- Develop recruitment plans to ensure that qualified personnel are being hired and trained;
- Direct and supervise performance of Forensic Scientists and other lab personnel;
- Identify training needs, coordinate, develop and/or administer training programs for forensic staff;
- Coordinate, review and evaluate the validation of new technical procedures for the agency;
- Coordinate, review and evaluate the use of appropriate controls and standards for the agency;
- Coordinate, review and maintain proficiency testing documentation for Forensic Scientists;
- Coordinate monitoring, review, and evaluation of analytical conclusions and expert testimony for Forensic Scientists;
- Review and evaluate the purchase of equipment and supplies for the agency;
- Ensure the maintenance of appropriate resource material;
- Ensure compliance with standard operating procedures, rules, regulations of the laboratory;
- Performs related duties as required.

**Job Requirements:**

- Doctoral degree in a chemical or biological discipline and at least three years of full-time laboratory experience in forensic toxicology; or a master's degree in a chemical or biological discipline and at least five years of full-time laboratory experience in forensic toxicology; or a Bachelor's degree in a chemical or biological discipline and at least seven years of full-time laboratory experience in forensic toxicology;
- Working knowledge of basic analytical chemistry;
- Working knowledge of software for data analysis, presentations and database applications;
- General knowledge of the theory and practical operation of relevant scientific instrumentation and analytical techniques of forensic analysis;
- Thorough knowledge of and ability to interpret and apply state and federal laws, rules and regulations specifically those applying to area of specialization;
- Thorough knowledge of and ability to apply all requirements established by governing bodies;
- Ability to analyze complex problems and make sound resolutions of problems;

- Ability to maintain effective working relationships with Federal and State agencies, local law enforcement agencies and others in the legal community;
- Ability to anticipate problems that would create barriers to achieving goals and initiate corrective action;
- Ability to establish priorities, set deadlines and manage multiple tasks;
- Ability to coordinate and supervise the work of both professional and support staff.
- Ability to communicate effectively both verbally and in writing.

**Difficulty of Work:**

Work is broad in scope and is commonly new and unprecedented in nature where study and consideration of multiple alternative solutions and analysis of their impact upon the agency's policies and programs is required. Guidelines are obscure, or non-existent in some cases, therefore creativity and ingenuity are needed to develop, or lead in the development of, new approaches to deal with previously unsolved or novel problems.

**Responsibility:**

Incumbent makes a major contribution to the agency and to state government as a whole as incumbent may recommend changes in existing policies affecting drug and alcohol laws for the State of Indiana which will affect all local law enforcement agencies. Assignments and review of work are based on general objectives and overall impact on the agency's mission. Poor judgment and errors could result in current and settled court cases being opened for review; thus, embarrassment to the State.

**Personal Work Relationships:**

Incumbent has frequent contact with representatives of the Governor's office, agency staff, attorneys, other state employees and the general public providing counsel and making decisions of high impact normally in controversial situations.