**OFFICE OF CHIEF MEDICAL EXAMINER**

**Citywide Job Vacancy Notice**

**Civil Service Title:** Director (OCME Toxicological Laboratory) **Level:** M-V

**Title Code No**: 95456 **Salary:** $78,419 - $175,000

**Office Title:** Director of Forensic Toxicology **Work Location:** 520 1St Ave., N.Y.

**Division/Work Unit:** OCME-Toxicology **Number of Positions:** 1

**The Office of Chief Medical Examiner investigates cases of persons who die within New York City from criminal violence, by accident, by suicide, suddenly when in apparent health, when unattended by a physician, in a correctional facility or in any suspicious or unusual manner or where an application is made pursuant to law for a permit to cremate a body of a person.**

***We exist to provide answers in support of families, victims and community during times of profound need.***

**JOB DESCRIPTION**

The core values of the OCME are to put the mission of the agency first, to be truly dedicated and to have integrity in every aspect of our professional life. OCME seeks a senior forensic laboratory manager to serve as the Director for its Forensic Toxicology Laboratory. Reporting directly to the Chief of Laboratories, the incumbent for this managerial position will provide administrative, scientific, and technical operational management of the toxicology laboratory for the largest medical examiner’s office in the United States. The incumbent for this position reviews federal, state and local legislation to determine impact on forensic testing and advises the Chief of Laboratories on relevant forensic science matters. This position requires security and background checks from the City of New York.

The Director of Forensic Toxicology manages the programmatic and scientific administration of the laboratory and will formulate and implement operational policies, goals, and objectives relating to all toxicological functions within the laboratory. As Director, the incumbent will be responsible for ensuring that the Forensic Toxicology Laboratory remains in compliance with accreditation standards and NYS Commission on Forensic Science accreditation program guidelines. The Director is responsible for supervision of all laboratory analyses in connection with medicolegal investigation of sudden, unexpected, unattended, violent or suspicious deaths in the City of New York.

He/she will manage ongoing program operations, provide technical supervision of casework, reviews and evaluates toxicologic findings, direct enhancements for LIMS, manage new and continuing grant initiatives, develop and implement new analytical methodologies and coordinate activities with the medical examiners and NYPD. The Director will provide technical and/or scientific review of the quality assurance and employee technical training programs evaluating effectiveness for both. He/she serves as an expert witness in Forensic Toxicology and collaborates and consults with the medical examiners in matters relating to Forensic Toxicology. This position also provides oversight management in methodology and test validation, as well as applied research.

**QUALIFICATION REQUIREMENTS**

A Doctorate degree from an accredited college forensic toxicology, toxicology, pharmacology, chemistry, or a closely related natural science; and at least three years of satisfactory, responsible, full-time professional supervisory experience in the field of postmortem forensic toxicology; and must be certified, or eligible to be certified, by the American Board of Forensic Toxicology, Inc. This certification/eligibility must be maintained for the duration of employment.

1. **Note:** New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland or Orange County.

**SPECIAL NOTE**

1. **Selected candidates will be required to provide a DNA sample by swabbing.**

**PREFERRED SKILLS**

Demonstrated experience in forensic science laboratory management, program evaluation and technical administration; demonstrated skills in program planning, policy implementation and evaluation; proven leadership ability in developing and motivating a professional scientific staff. Demonstrated program development skills and capacity to identify service gaps; improving work flow while maintaining quality casework. Candidates who hold a doctorate degree in an appropriate discipline and possess demonstrated managerial experience in an accredited facility will be given preference. Process mapping, Lean/Six Sigma and project management skills preferred.

**TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:**

**https://a127-jobs.nyc.gov**

| **POST DATE: APRIL 2015** | **POST UNTIL: UNTIL FILLED** | **Job Opening # 191009** |
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**The City is an Equal Opportunity Employer.**

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