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**Houston Forensic Science Center, Inc.**

**1301 Fannin, 21st Floor**

**Houston, TX  77002**

**Technical Supervisor – Forensic Toxicology**

Houston Forensic Science Center is an independent organization created by Houston Mayor Annise Parker and the Houston City Council to provide forensic science services formerly delivered by the Houston Police Department. HFSC has been officially registered as a Texas Local Government Corporation\* since June 26, 2012.

**The Houston Forensic Science Center is now recruiting for a full-time Technical Supervisor in the Toxicology section**

***POSITION SUMMARY***

Under general supervision of the Toxicology Manager, the Technical Supervisor will provide oversight and training of the section’s analytical operation. He/she will perform development and validation studies of analytical methods and technical review of casework. The Technical Supervisor may independently perform routine to complex chemical analyses of biological specimens in human performance toxicology cases, prepare reports on findings for use in the criminal justice system, and provide court testimony on analytical results. Specific duties may include, but are not limited to, the following:

* Designs, supervises, and performs experiments to troubleshoot analytical issues and to develop and validate analytical methods as needed.
* Ensure the analytical methodology and procedures established and practiced in the section are in compliance with the section’s standard operating procedures and applicable quality standards.
* Reviews work of forensic scientists and conducts administrative and technical review of casework.
* Aids in establishing standard operating procedures.
* Provides technical guidance, trains Forensic Scientists on analytical procedures and laboratory practice, and assists in competency/proficiency testing of the Scientists.
* In partnership with the Toxicology management, ensure the training program follows the section’s training manual and applicable quality standards.
* Demonstrate and maintain proficiency in techniques and methods used in the section.
* Performs routine to complex chemical analysis of human biological specimens using chemical and instrumental methodologies to detect and quantify alcohol and drugs in biological matrices and liquid on a limited basis.
* Prepares accurate and precise notes and technical reports.
* Maintains and calibrates scientific instruments and follows quality control measures to ensure instruments meet required performance standards.
* Provides technical assistance to police officers, members of the district attorney’s office, and other members of law enforcement agencies, and the criminal justice community
* Testifies as an expert witness regarding analytical procedures and the scientific conclusions drawn from analysis and/or review.
* Partners with management and other staff to ensure other tasks are completed as assigned.

***MINIMUM EDUCATIONAL REQUIREMENTS***

* The position requires an advanced degree (MS or PhD) in Chemistry, Biochemistry, Toxicology, or related Biological Science from an accredited university.
* College coursework should meet the education requirement for the Texas Forensic Science Commission Toxicologist (Interpretive) license as stated in the Texas Administrative Code, Title 37, Part 15, Chapter 651, Subchapter C, Rule §651.207.
* Ability to gain Forensic Analyst licensure as a Toxicologist (Interpretative) by the Texas Forensic Science Commission will be required upon hire.
* Certification by the American Board of Forensic Toxicology is required. If the incumbent has not been eligible to take the ABFT exam, s/he needs to pass the exam as soon as s/he becomes eligible. College-level Statistics is required.

***MINIMUM EXPERIENCE REQUIREMENTS***

* Minimum of 5 years of progressive work experience in a toxicology laboratory using advanced equipment and instrumentation for analysis is required. Forensic experience is strongly preferred as well proven experience presenting testimony in a court of law as an expert witness.
* Minimum of 1 year of leadership experience is required.
* Experience in operating liquid chromatography and gas chromatography-mass spectrometry systems is required. Proven experience in troubleshooting of analytical toxicology is also required.
* Experience in operating high resolution mass spectrometry is preferred.
* Publication in toxicological methods and validation is strongly preferred.
* Experience in training of scientists is preferred.

***KNOWLEDGE AND SKILLS REQUIREMENT***

* Working knowledge and experience with a Laboratory Information Management System (LIMS).
* Proven experience with analysis of volatile and drugs in biological specimens is required.
* Experience in operating gas chromatography/liquid chromatography-mass spectrometry systems is required.
* Proficiency in Microsoft Office applications, specifically Word, Excel, PowerPoint, and Outlook, and Microsoft’s cloud-based service, SharePoint.
* Demonstrated ability to work with frequent interruptions and changing priorities.
* Demonstrated ability to establish and maintain effective communications and working relationships with fellow staff members, internal clients, and external clients.
* Comprehensive knowledge of principles, practices, and terminology of analytical chemistry as it applies to the field of forensic toxicology.
* Comprehensive knowledge of current developments in the field of Toxicology; through knowledge of modern laboratory principles.
* Comprehensive knowledge of pharmacological and toxicological principles as applied to forensic toxicology analysis and interpretation.
* Demonstrated skills at effective project management

***CONTACT INFORMATION***

Interested applicants meeting the job qualification can visit our website, [www.houstonforensicscience.org](http://www.houstonforensicscience.org) to apply.

###### Houston Forensic Science Center, Inc. is an Equal Employment Opportunity Employer

\**A “local government corporation” is created to aid and act on behalf of one or more local governments to accomplish any governmental purpose of those governments.*