



Forensic Toxicology Laboratory Manager



The County of San Diego is seeking a highly qualified Toxicologist with the breadth and depth of experience in planning, directing, and coordinating the activities of a forensic toxicology laboratory within a large complex organization. The Forensic Toxicology Laboratory provides countywide toxicology testing services for the Medical Examiner.

Anticipated Hiring Range: \$120,000 to \$130,000 Annually

THE POSITION

The Toxicologist Laboratory Manager position is a key leadership role in the Medical Examiner's Office, reporting directly to the Chief Medical Examiner. The Toxicology Lab Manager provides administrative and technical oversight of the Medical Examiner's toxicology testing services.

As the Toxicology Laboratory Manager, you will have overall responsibility for:

- Assisting the Chief Medical Examiner in determining the extent of toxicology testing and chemicals to be tested for review
- Running the Medical Examiner's Toxicology Division
- Reviewing circumstances of death to determine the need for toxicological examinations
- Overseeing validation studies and applied research activities
- Maintaining precise records of examinations performed and rendering technical reports of findings
- Developing, evaluating, recommending, and implementing policy and operational procedures related to forensic toxicology programs and services
- Ensuring compliance with forensic toxicology policies and procedures
- Ensuring that all laboratory methods and procedures satisfy legal requirements and meet current rules of evidence requirements
- Testifying as an expert witness in civil or criminal cases as to the theory, technique, and results of toxicological tests
- Preparing laboratory budget and fiscal reports
- Preparing requests and cost estimates for proposed equipment and supplies



OFFICE OF THE MEDICAL EXAMINER

The Office of the Medical Examiner provides medicolegal forensic death investigation services for the citizens of San Diego County, as mandated by State law.

The staff of 60 full time employees includes 21 medicolegal death investigators, 8 staff pathologists (including the Chief), 2 Fellows, 7 toxicologists, and 8 autopsy assistants, as well as administrative and support staff. Of the over 25,000 deaths that occurred in the county in 2020, the department took jurisdiction to investigate 3,845 – performing 1,928 autopsies and 1,917 external examinations or medical case reviews.

San Diego County's Office of the Medical Examiner (ME) is one of eight California counties accredited by the National Association of Medical Examiners (NAME), which sets national standards in forensic medicine. It is one of three accredited in California by the American College of Graduate Medical Education (ACGME) to educate future forensic pathologists. The ME's Office provides a modern infrastructure, with innovative technology and appropriate resources. Our forensic toxicology laboratory is accredited by the American Board of Forensic Toxicology (ABFT), performing all its investigations, toxicology, and forensic pathology in-house.

Our ACGME-accredited Fellowship program trains 1-2 Fellows each year and the department regularly hosts resident pathologists and medical students for monthly rotations.

The data compiled as a result of our investigations is provided to the public, researchers, medical facilities, and other government agencies, aiding community understanding of health and safety risks and trends. Our staff is active in state-mandated death review teams and regularly contributes to hospital quality assurance conferences.

THE IDEAL CANDIDATE

The ideal candidate will:

- Possess a Master's degree from an accredited university in a forensic science discipline, toxicology, chemistry, or pharmacology, possession of a PH.D. is highly desirable
- Be an experienced toxicologist with a proven track record of leadership, administrative, and supervisory skills
- Demonstrate leadership qualities that reflect the ability to work effectively with a diverse workforce, motivate employees, uphold morale, with the inherent ability to implement the Medical Examiner's mission statement
- Be a proactive, hands-on, customer service driven leader with excellent problem solving, interpersonal and communication skills
- Assume management responsibility for all forensic toxicology laboratory operations

MISSION

Promote safe communities by certifying the cause and manner of death for all homicides, suicides, accidents and sudden/unexpected natural deaths in San Diego County. In addition, provide related forensic services, assistance and education to families of the deceased, as well as to public and private agencies, in a professional and timely manner.

VISION

We are committed to working as a team to meet the needs and expectations of our customers by fulfilling our mandated mission in a professional, compassionate, ethical and timely manner.

QUALIFICATIONS

Applicants must meet the following minimum requirements:

1. Graduation from an accredited U.S. college or university, or a certified foreign studies equivalency, with a master's degree in toxicology, microbiology, or chemistry, or one of the biological sciences, AND,
2. Three (3) years of progressively responsible experience performing forensic toxicology laboratory examinations at a level equivalent to Supervising Toxicologist with the County of San Diego, two (2) years of which includes laboratory or project administration responsibilities.

SALARY AND BENEFITS

The anticipated hiring range is \$120,000 to \$130,000 annually. Annual salary reviews are performance-based and goal-oriented.

- Fifteen days of paid vacation, thirteen days of paid sick leave, and fourteen paid holidays
- Medical, dental, and vision insurance plans
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- Defined benefit retirement program with the [San Diego County Employees Retirement Association](#)
- Deferred Compensation Program 457 and 401(a) plans
- May be eligible for relocation allowance, up to \$10,000

HOW TO APPLY

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

1. Complete the online application at www.sandiegocounty.gov/hr/jobs; select Current Job Postings, Job Number 22098201U.
2. Attach your résumé and master's degree information, which may be in the form of a diploma, unofficial transcripts, or foreign studies equivalency certification (if education was obtained outside of the U.S.)

Interested candidates are encouraged to apply as soon as possible for consideration.

SPECIAL NOTES

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract. Qualified women, veterans, minorities, and persons with disabilities are encouraged to apply. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of a job, on a case-by-case basis.

CONTACT INFORMATION

Questions about the application and selection process may be directed to Bryan Faircloth, Executive Recruiter, Department of Human Resources, at Bryan.Faircloth@sdcounty.ca.gov.

Questions about the position or department may be directed to Billie Jean Tamayo, Group Human Resources Director for the Public Safety Group, at BillieJean.Tamayo@sdcounty.ca.gov.



The County of San Diego and its employees embrace the vision of: a just, sustainable, and resilient future for all. Our values include: integrity, equity, access, belonging, excellence, and sustainability. Each of which are infused throughout our operations. While also embracing a mission of strengthening our communities with innovative, inclusive, and data driven services through a skilled and supported workforce. Click here for more information on our [Strategic Plan \(sandiegocounty.gov\)](http://sandiegocounty.gov) as well as our commitment to serve everyone, to build a [Framework for the Future](#) that will create a County that works for all.



The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset, and our customers are our number one priority