

## New

Ministry

Justice

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Toxicology Technologist

Requested Class

Technologies 5

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

SSII/OCME/Edmonton

Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Toxicology Scientist

Supervisor's Current Class

Scientific 4

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

The Office of the Chief Medical Examiner (OCME) investigates all sudden and unexplained deaths in the province of Alberta. Toxicological analyses is requested by the Medical Examiners for death investigation purposes.

The toxicology technologist will conduct toxicology analysis to detect, identify and accurately quantify alcohol, drugs and other toxins in biological (ante-mortem and/or post-mortem) samples and occasionally drug paraphernalia material for the purpose of determining their direct and indirect involvement in deaths under investigation.

#### Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

- Extract and purify drugs and other toxins from human blood, urine, tissues and paraphernalia
- Identify and quantify drugs, drug metabolites and other toxins by interpreting liquid and gas chromatography and mass spectrometry chromatograms
- Accurately prepare analytical standards and controls
- Perform mathematical calculations and construct calibration graphs
- Perform routine maintenance on specialized equipment
- Adhere to health & safety regulations by safely performing all duties and handling chemicals and equipment as required

-Possess good communication skills (both verbal and written) and be able to liaise with staff and engineers (e.g instrument service technicians/engineers who visit frequently to service/maintain our analytical equipment) when required  
 -Be meticulous and pay careful attention to maintain a high level of accuracy  
 -Be able to manage a heavy workload in a fast paced environment while having a good level of attention to detail

**Problem Solving**

Typical problems solved:

-The results generated by the toxicology technologist must be accurate and valid as they can be presented within the court system, this requires a great deal of care and attention to details  
 -Candidate is expected to work independent with a minimal amount of supervision to provide accurate and reliable toxicological results  
 -Be able to troubleshoot and maintain instrumentation  
 -Use logical problem solving techniques to diagnose errors in method development or application

Types of guidance available for problem solving:

There is a vast amount of data available in the scientific literature regarding toxicology analytical process and the application thereof. In addition, the Toxicology Scientist, Deputy Chief Toxicologist and Chief Toxicologist are available resources to aid with problem solving. Incumbent will received training (in accordance with ISO17025 requirements) to be 'authorized' to undertake analytical role duties/tasks.

Direct or indirect impacts of decisions:

Accredited laboratory is required to continuously deliver results of the highest quality. Technologist decisions direct affect accuracy and precision of toxicological data. Errors have the potential to withdrawal of laboratory accreditation and miscarriage of justice.

**Key Relationships**

Major stakeholders and purpose of interactions:

Internal: Daily contact with fellow toxicology technologist and OCME staff  
 External: Weekly, monthly or even ad hoc contact with hospital staff and police personnel

**Required Education, Experience and Technical Competencies**

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)	Science		

If other, specify:

Job-specific experience, technical competencies, certification and/or training:

-Technical diploma in Medical Laboratory Technology (equivalencies will be considered)  
 -Experience working in a busy medical or similar laboratory  
 -Have knowledge (and preferably experience) in the use of LC-MS and GC-MS techniques for the quantification of drugs in biological specimens  
 -Have knowledge and experience in quality control procedures and safe handling of potentially infectious biological specimens

**Behavioral Competencies**

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Observes and understands larger impact of role: • Sees impact of work on organization; anticipates change in own area based on activities in other areas • Considers how own	

		<p>work impacts others and vice versa</p> <ul style="list-style-type: none"> <li>• Ask questions to understand broader goals</li> <li>• Aware of how organization adds value for clients and stakeholders</li> </ul>	
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Identifies and manages required change and the associated risks:</p> <ul style="list-style-type: none"> <li>• Identifies alternative approaches and supports others to do the same</li> <li>• Proactively explains impact of changes</li> <li>• Anticipates and mitigates emotions of others</li> <li>• Anticipates obstacles and stays focused on goals</li> <li>• Makes decisions and takes action in uncertain situations and creates a backup plan</li> </ul>	
Drive for Results	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works to exceed goals and partner with others to achieve objectives:</p> <ul style="list-style-type: none"> <li>• Plans based on past experience</li> <li>• Holds self and others responsible for results</li> <li>• Partners with groups to achieve outcomes</li> <li>• Aims to exceed expectations</li> </ul>	
Build Collaborative Environments	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Facilitates open communication and leverages team skill:</p> <ul style="list-style-type: none"> <li>• Leverages skills and knowledge of others</li> <li>• Genuinely values and learns from others</li> <li>• Facilitates open and respectful conflict resolution</li> <li>• Recognizes and appreciates others</li> </ul>	
Develop Self and Others	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Plans according to career goals and regular development:</p> <ul style="list-style-type: none"> <li>• Aligns personal goals with career goals</li> </ul>	

		<ul style="list-style-type: none"> <li>• Leverages strengths; attempts stretch goals</li> <li>• Provides feedback and openly discusses team performance</li> <li>• Values team diversity, and supports personal development</li> </ul>	
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**Benchmarks**

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

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**Assign**

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name	Date yyyy-mm-dd	Employee Signature
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Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
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Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
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ADM Name	Date yyyy-mm-dd	ADM Signature
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