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C-XI
CHEMISTRY OCCUPATIONAL GROUP [124]

CODE NO. 21822

ASSOCIATE CHEMIST

General Statement of Duties and Responsibilities

This class of positions encompasses professional and supervisory chemist work at various levels of responsibility and complexity. There are three Assignment Levels within this class of positions. All personnel perform related work. The following are typical assignments within this class of positions.

Assignment Level I

Under general supervision, performs difficult and responsible chemist work, such as the following:

Examples of Typical Tasks

Performs and/or supervises qualitative and quantitative chemical analyses and chemical or physical tests on substances, such as: air; water; waste; wastewater; narcotics; drugs; insecticides, construction materials; documents; food; paints and allied products; blood, urine and other biological specimens and substances; combustibles; cleaning products; fuels; lubricating oils; and other substances as required. Supervises the on site collection of samples.

Oversees the assembling of data and writing of reports on the results of analyses; prepares reports on results of difficult analyses.

Processes samples for analyses.

Prepares and standardizes solutions and reagents; utilizes required quality control procedures.

Tests, calibrates and makes minor repairs to instrumentation and equipment utilized in chemical work.

ASSOCIATE CHEMIST (continued)

Assignment Level I (continued)

Examples of Typical Tasks (continued)

Performs functions utilizing manual, automated and/or computerized instrumentation.

Participates in required proficiency tests.

Devises tests and installs new methods and procedures.

Follows safety and health procedures, such as chemical hygiene, infection control, and blood-borne pathogen exposure plans.

Ensures an adequate stock of supplies and chemicals.

Provides technical advice on questions relating to materials and methodologies.

Prepares for and testifies regarding findings in legal and court proceedings.

May supervise and train subordinates.

May perform the duties of the supervisor in that persons temporary absence.

Assignment Level II

Under direction, performs very difficult and responsible qualitative and quantitative chemical analyses as described under Assignment Level I above or supervises subordinate personnel performing the duties described above. In addition, performs tasks such as the following:

ASSOCIATE CHEMIST (continued)

Assignment Level II (continued)

Examples of Typical Tasks (continued)

Is responsible for the professional, technical and administrative work of a unit of a major chemical or biochemical laboratory or a chemical project or chemical and/or materials testing program.

Initiates and directs research projects and approves laboratory standards and techniques.

Is responsible for inspection of manufacturing plants to assure quality control of products.

Supervises the maintenance and servicing of field equipment.

Supervises and trains subordinates in carrying out examinations by use of instruments in various fields and evaluating data so provided.

Supervises a major laboratory or project involving the isolation, analysis and quantification of pollutants, toxic substances and chemical elements found in air and water.

May perform the duties of the supervisor in that person's temporary absence.

Assignment Level III

Under general direction, exercises primary technical and administrative responsibility for the operation of a large laboratory or group of laboratories engaged in the chemical analyses work described above under Assignment Level I and II. In addition, performs tasks such as the following:

ASSOCIATE CHEMIST (continued)

Assignment Level III (continued)

Examples of Typical Tasks (continued)

Directs and supervises all operations of a laboratory engaged in the chemical analysis and testing of evidence materials and body fluids from living and dead persons to detect drugs of abuse, diluents and their metabolites in cooperation with drug abuse detection and rehabilitation programs.

Develops procedures to detect new drugs as they are introduced.

Detects drugs or poisons in tissues obtained from autopsies which may include the use of atomic absorption, radio-immunoassays, and spectrophotometric techniques.

Studies and approves procedures and specifications submitted by private research laboratories for the testing and chemical analysis of air produced by a wide variety of emitters in the City of New York.

Performs chemical sampling; conducts testing for pollutants and analyses of ambient air. Engages in confirmatory testing of tests on the pollutants conducted by private research laboratories and analyzes their results; recommends courses of action based on test results.

Directs the chemical and bacteriological analyses of domestic and industrial wastewaters, including analyses for the control of treatment processes.

Operates and calibrates many types of laboratory equipment and instruments used in the analysis of substances, such as microscopes, balances, chromatographic, detectors, monitors and others; establishes time priorities, test objectives, degree of accuracy and precision required; reviews reports of analyses for technical adequacy, correlation of test data and proper interpretation of findings; and designates methods to be used and advises as to whether departure from standardized methods appears to be warranted.

Initiates and directs research in the proposed use of new materials or in the improvement or development of new methods of analyses.

ASSOCIATE CHEMIST (continued)

Assignment Level III (continued)

Examples of Typical Tasks (continued)

Initiates or appraises and forwards requisitions for supplies, machines and equipment required for the laboratory, and prepares the annual budget request for the laboratory. Assists in the preparation or revision of specifications; and consults with buyers, manufacturers, contractors, vendors and engineers.

Assists in the planning and layout and selection of equipment for new laboratories or alterations to existing laboratories.

Performs chemical investigations and experiments.

Prepares for and testifies regarding findings in legal and court proceedings.

May perform the duties of the supervisor in that person's temporary absence.

Qualification Requirements

1. A baccalaureate degree from an accredited college, including or supplemented by 16 semester credits in chemistry and 8 semester credits in any combination of the following areas: chemistry, pharmacology, forensic science, environmental science, toxicology or other natural science, and two years of full-time satisfactory experience performing chemical or physical analyses in a laboratory; or
2. A satisfactory combination of education and/or experience that is equivalent to "1" above. Education may be substituted for experience on the basis that 30 graduate semester credits from an accredited college in any of the above mentioned areas is equivalent to one year of experience. However, all candidates must have a baccalaureate degree from an accredited college with the specialized credits as described in "1" above.

Direct Lines of Promotion

From: Assistant Chemist (21810)

To: Assistant Director of Laboratory
(M21540)