

NEW YORK CITY HEALTH AND HOSPITALS CORPORATION  
HUMAN RESOURCES  
**POSITION DESCRIPTION**

Issued	10/29/93	Reissued
Revision	5/19/93	
Position Title	Title Code	

ASSOCIATE CHEMIST

Level I	963010
Level II	963020
Level III	963030

**General Statement of Duties and Responsibilities**

This class of positions encompasses professional and/or supervisory responsibilities of various complexities involved in the performance of work in chemistry. 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 work in chemistry and biochemistry.

**Major Duties**

1. Performs and/or supervises the performance of chemical analyses and chemical or physical tests on blood, urine and other body fluids, air, water, narcotic drugs, construction materials, documents, food, paints and allied products, insecticides, combustibles, fuels, and other substances, as required.
2. Prepares reports on results of analyses.
3. Prepares solutions, reagents; standardizes and utilizes quality control procedures.
4. Devises tests and installs new methods and procedures.
5. Tests, calibrates and makes minor repairs to instrumentation and equipment utilized in chemical work.
6. May prepare for court testimony and testify in court as an expert in defense of findings.
7. May supervise and train subordinates.
8. In the temporary absence of supervisor, may perform the duties of that position.

**Assignment Level II**

Under direction, performs very difficult or supervisory work in chemistry and biochemistry.

**Major Duties**

1. 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.

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**Assignment Level II****Major Duties (continued)**

2. Initiates and directs research projects and approves laboratory standards and techniques.
3. Performs very difficult and responsible qualitative and quantitative analyses.
4. Is responsible for inspection of manufacturing plants to assure quality control of products.
5. Supervises the maintenance and servicing of field equipment.
6. Supervises and trains subordinates in carrying out examinations by use of instruments in various fields and evaluating data so provided.
7. Supervises the isolation, extraction, analysis, purification and identification of toxic substances including narcotics derived from medicinals, body fluids and tissues, and the performance of chemical analyses and chemical or physical tests on blood, urine and other body fluids, air, water, narcotic drugs, construction materials, documents, food, paints and allied products, insecticides, combustibles, fuels, and other substances, as required.
8. Supervises a major laboratory or project involving the isolation, analysis and quantification of pollutants, toxic substances and chemical elements found in air and water.
9. In the temporary absence of supervisor, may perform the duties of that position.

**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 chemical analyses of, and testing for, a wide variety of materials and substances.

**Major Duties**

1. 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.
2. Develops procedures to detect new drugs as they are introduced.
3. Detects drugs or poisons in tissues obtained from autopsies which may include the use of atomic absorption, radio-immunoassays, and spectrophotometric techniques.

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Assignment Level III

Major Duties (continued)

4. 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.
5. Engages in confirmatory testing of tests done and analyzes results obtained by private research laboratories on the pollutants found through the results of testing; recommends courses of action based on results of tests.
6. Performs chemical sampling; does testing for pollutants and analyses of ambient air.
7. Directs the chemical and bacteriological analyses of domestic and industrial waste waters, including analyses for the control of treatment processes.
8. Operates and calibrates many types of laboratory equipment and instruments used in the analysis of substances pertinent to the area of investigation, such as; microscopes, balances, chromatographs, detectors, monitors and others; establishes time priorities, test objectives, degree of accuracy and precision required, and reviews reports of analyses for technical adequacy, correlation of test data and proper interpretation of findings. Designates methods to be used and advises as to whether departure from standardized methods appears to be warranted.
9. Initiates and directs research in the proposed use of new materials or in the improvement or development of new methods of analyses.
10. Initiates or appraises and forwards requisitions for supplies, machines and equipment required for the laboratory, and prepares the annual budget request for the laboratory.
11. Assists in the preparation or revision of specifications.
12. Consults with buyers, manufacturers, contractors, vendors and engineers.
13. Assists in the planning and layout and selection of equipment for new laboratories or alterations to existing laboratories.
14. Performs chemical investigations and experiments.
15. May represent the City in court and provide expert testimony on pertinent laboratory findings.

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Assignment Level III

Major Duties (continued)

16. In the temporary absence of supervisor, may perform the duties of that position.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college, including or supplemented by 24 credits in chemistry, chemical engineering, or forensic science, and three years of satisfactory full-time experience in chemical work; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have the 24 credits as described above.

**Direct Lines of Promotion**

From: Assistant Chemist (218100)

To: None