State of Washington
Washington State Patrol
invites applications for the position of:

State Toxicologist / Division Commander

**SALARY:** $140,000.00 - $175,000.00 Annually

**OPENING DATE:** 08/01/21

**CLOSING DATE:** Continuous

**DESCRIPTION:**

This position has the option of being based out of our Seattle or Federal Way Toxicology Laboratories

Application review will be ongoing, therefore applicants are encouraged to submit their application materials as soon as possible.

The first review of applications will be August 9, 2021.

About the Agency:
The [Washington State Patrol](#) is a nationally accredited law enforcement agency made up of dedicated professionals who work hard to improve the quality of life of our citizens and prevent the unnecessary loss of life on a daily basis.

**DUTIES:**

**About the Toxicology Laboratory Division:**
The Washington State Patrol (WSP) makes a difference every day, enhancing the safety and security of our state by providing the best in public safety services. The Toxicology Laboratory is a Division within the Forensic Laboratory Services Bureau of the WSP, that provides statewide forensic toxicology services (alcohol and drug testing in biological specimens) for law enforcement, prosecuting attorneys, medical examiners and coroners as outlined in RCW 43.43.670, RCW 46.61.506 and WAC 448-14; and assists with statewide breath alcohol calibration services as outlined in RCW 46.61.506 and WAC 448-16. These services provide critical services for criminal investigations and death investigations.

**About the Position:**
This position directs and oversees the budget, personnel, technical and quality operations of the Toxicology Laboratory Division. The Division has a staff of approximately 40 personnel and an annual budget of roughly $7M. The mission of the WSP is to provide public safety to all citizens where they live, work, travel and play. This position supports that mission by directing and overseeing the expert forensic analysis of toxicology-related evidence from alleged criminal, death and miscellaneous investigations.

This is an exempt, at-will position (special deputy per RCW 43.43.020) reporting to the Director of the Forensic Laboratory Services Bureau (FLSB).

**Duties:**
This position acts as both the [Washington State Toxicologist](#) and the Toxicology Laboratory Division (TLD) Commander.

**The State Toxicologist:**
Serves as the principal advisor to the Washington State Patrol, partner agencies, and external customers on all matters relating to forensic toxicology services
Determines the toxicology needs for internal and external customers statewide and directs the appropriate resources to ensure those needs are met effectively and efficiently
Ensures compliance with legal and technical requirements mandated by RCW 43.43.670, RCW 46.61.506, WAC 448-14 and WAC 448-16
Directs and approves the overall testing policies and procedures pertaining to the analysis of breath, blood and other biological specimens for alcohol and/or drugs
Approves the evidentiary breath alcohol instrument for use in Washington State
Approves and authorizes training programs and the certification of personnel; issues permits to qualified and competent personnel; revokes or terminates permits, when necessary
Directs, reviews and approves method development and method validation of toxicology testing methods
Reviews, revises, and implements changes to pertinent RCW’s and WAC’s, when necessary

The Toxicology Laboratory Division Commander:
Serves as Appointing Authority for the Division responsible for the overall staffing, budget, accreditation, fiscal policy, legislative requests, policy development, training, technical assistance and human resources for the Division
Supervises the Toxicology Laboratory Manager and Quality Assurance Manager
Sets goals, objectives, and strategic direction for the Division
Ensures Division personnel understand and adhere to established policies and procedures of the TLD, FLSB, and WSP
Establishes effective vertical and horizontal coordination and lines of communication among agency divisions, districts, and sections
Has a working knowledge of ISO 17025:2017 and ABFT accreditation requirements, and the TLD quality management system
Ensures the success of the work-unit through effective leadership, proper training of personnel, effective management of resources, as well as providing a safe working environment
Is responsible for addressing operational, personnel and customer issues
Works to ensure the volume and priorities of work are appropriate for the needs of the assigned staff
Represents the needs of the Division to agency leadership
Oversees implementation of training plans, verifies that trainees adhere to established training timelines, and verifies that training is conducted to the highest standards
Seeks feedback from appropriate subject matter experts regarding technical issues
Addresses performance issues and resolves conflicts within working unit as needed
Prepares regular reports of unit activities for management and agency review; presents reports to agency and external partners; presents at FIC and SAF meetings
Directs and oversees grant and contract management for TLD
Provides expert court testimony where required
May act as the FLSB Director in the absence

QUALIFICATIONS:

Required Education, Experience, and Competencies:
Master’s degree or higher in a natural science, forensic science or closely related field, including 20 semester hours or 30 quarter hours of chemistry coursework.
Minimum of seven years of experience in forensic toxicology, preferably in an accredited forensic science laboratory performing complex casework and testifying as an expert witness
Minimum of three years of experience supervising or managing technical staff.
General knowledge of human resource issues, fiscal policies, legislative processes, training and adult learning, accreditation, audits and inspections.
Demonstrated strong scientific foundation and understanding of forensic toxicology.
Demonstrated exceptional standard of personal ethics, integrity, and honesty.
The ability and desire to work cooperatively in a team setting. Respects others and acts professionally, accepts and gives constructive criticism appropriately, counsels and advises, and is an active listener.

Ability to keep subordinates and management informed by sharing information. Actively partners with peers to provide them with information, techniques, instruction, feedback and encouragement to maximize their success on the job.

Strong writing and editing skills; able to produce written materials that are concise, easy to read, and effective in communicating the desired message.

Ability to verbally communicate well with diverse individuals and groups of people, including those with a technical background and lay individuals.

Adaptable to changing needs, conditions and work responsibilities. Adapts approach, goals and methods to achieve successful solutions and results in dynamic situations. Effectively influence others to achieve understanding, acceptance, and commitment to act in support of ideas, programs or causes.

Organizational and planning skills; ability to handle multiple priorities and projects.

Ensure a safe work environment as mandated by the applicable federal, state, agency and FLSB regulations. Understand and follow applicable laws, regulations, standards, and other policies and procedures to establish and/or maintain a safe work environment.

Desired Education, Experience, and Competencies:

- Doctorate degree in forensic toxicology, chemistry, or closely related field
- Ten or more years of experience in forensic toxicology, preferably in an accredited forensic science laboratory performing complex casework and testifying as an expert witness.
- Five or more years of experience supervising or managing technical staff.
- Method development/validation experience in forensic toxicology.
- Knowledge of evidentiary breath alcohol testing programs.

Conditions of employment:

- Must complete Board certification in forensic toxicology or chemistry, or be able to attain such certification within 2 years of hiring.
- Must pass a background investigation and a polygraph test.
- Must have a valid Washington State driver’s license or ability to obtain one within three months of hire.
- Must be willing to travel within the state for business purposes.

SUPPLEMENTAL INFORMATION:

Why work for the Washington State Patrol?

- An opportunity to be part of a team of dedicated professionals responsible for providing safety and security to the citizens of the State of Washington
- Career growth opportunities
- A culture of respect, commitment and trust
- Opportunities to impact your community
- Employment opportunities that recognize military veterans and/or military spouse per Governor Executive Order 19-01
- Work/Life balance opportunities which may include:
  - Infants at Work
  - Telework
  - Alternate Work Schedules
- Qualification for the Public Loan Forgiveness Program

Apply today and join us in providing "Service with Humility"!

The act of submitting application materials electronically is considered affirmation that the information is complete and truthful. The agency will verify this information and any untruthful or misleading answers will be cause for rejection of potential employment.
How to Apply:
To be considered you must apply online at www.careers.wa.gov (Click on the APPLY button above). You must complete the entire application to be considered.

Veterans' Preference:
Applicants wishing to claim veterans' preference MUST attach a copy of their DD-214 (Member 4 copy), NGB 22, or signed verification of service letter from the United States Department of Veterans Affairs to their application. Please black out any personally identifiable data such as social security numbers. Veterans' preference will not be applied unless the required documentation is attached to your application.

For additional information on veterans' preference and guidance on how to determine if you are eligible, click here.

We thank you and are grateful for your service.
Selection Process:
The hiring authority reserves the right and may exercise the option to make a hiring decision at any time. It will be to the applicant's advantage to submit application materials as soon as possible.

The candidate evaluation and selection process will include a preliminary screening of application materials for qualifications, clarity and completeness. The applicants who meet or exceed the required qualifications and possess the most competitive background in directly related experience, knowledge, and training may be invited for interviews and testing by one or more panels.

Polygraph & Background Investigation:
Prior to hire, a polygraph examination and background investigation including criminal record history will be conducted.

Applicants are required to sign a release of information and will not have access to any investigative materials, files, or results. The Washington State Patrol has strict standards relating, but not limited to, personal and employment characteristics, arrests, convictions, and illegal drug usage, etc. During the polygraph examination, candidates are required to sign an assessment sheet and participate in an oral interview process to verify responses to the Personal History and Background Questionnaire and a Pre-Employment Interview. Untruthful or misleading answers or omissions will be cause for rejection of potential employment.

Transcripts:
Education verification is part of the selection process. If selected as a top candidate, all position required or applicant specified education must be verified. If a High School diploma or equivalent is required but the applicant indicates a degree has been earned, the accredited degree will be accepted in place of the High School diploma or equivalent. Please do not send these transcripts at the time of application. If you are selected as a top candidate you will be contacted by the Human Resource Division and asked to provide official transcripts at the appropriate time.

Union Notice:
This position is in a collective bargaining unit.

Other Information:
Persons with a disability, who need assistance in the application or assessment process, or those needing this announcement in an alternative format, may call (360) 704-2317. Applicants that are deaf or hard of hearing may call through the Washington Relay Service 7-1-1 or 1-800-833-6384.

The Washington State Patrol actively supports Diversity, Equity, Inclusion in the workplace, and is an Equal Opportunity Employer. The WSP strives to create and foster an inclusive culture inspiring everyone to be their authentic selves, speak openly, and be courageous. The WSP continues to focus on equitable hiring, training, and promotional practices and policies through innovative recruitment and retention solutions. Partnering with our communities helps the WSP provide the best in public safety services now and into the future.

Questions?
State Toxicologist / Division Commander Supplemental Questionnaire

* 1. Have you ever worked for the Washington State Patrol (WSP)?
   - Yes
   - No

2. If you answered "yes" to question #1, what month/year were you last employed with WSP?

3. If you answered "yes" to question #1, what district/division were you assigned to prior to separation from WSP?

* 4. +WSP-PBE01 - The Washington State Patrol has strict hiring standards for all employees within our agency. Carefully review questions 5 - 23 and respond honestly. If you are selected to move forward in the hiring process, you will be required to respond to these questions during a polygraph test. UNTRUTHFUL RESPONSES WILL RESULT IN YOUR PERMANENT DISQUALIFICATION FOR EMPLOYMENT WITH OUR AGENCY. "POSSESSION" is defined as having actual physical control of any illegal (non-prescribed) drug for personal use with the intent to commit a crime. "USE" is defined as trying, testing, or experimenting - which includes but is not limited to - tasting, smoking, injecting, absorbing, sniffing, or inhaling. Note: Marijuana cannot be regarded as legal until federal law regards it as legal. Do you understand the importance of answering these questions honestly AND that untruthful responses will permanently disqualify you from employment with our agency?
   - Yes
   - No

* 5. +WSP-PBE02 - For the questions related to past drug use, definitions of illegal Schedule 1-5 drugs are listed here for your reference: Schedule I (RCW 69.50.204) - Examples could include: Codeine, Heroin, Morphine, Ecstasy, LSD, Peyote, GHB, Methaqualone, Marijuana/Cannabis, etc. Schedule II (RCW 69.50.206) - Examples could include: Opium, Cocaine, Codeine, Hydrocodone, Oxycodeone, Methadone, Methamphetamine, Amphetamine, Depressants, Hallucinogenic substances, etc. Schedule III (RCW 69.50.208) - Examples could include: Stimulants, Depressants, Hallucinogens, Ketamine, Anabolic steroids, Hallucinogenic substances, etc. Schedule IV (RCW 69.50.210) - Examples could include: Barbital, Diazepam, Fludiazepam, Halazepam, Lorazepam, Phenobarbital, etc. Schedule V (RCW 69.50.212). Have you possessed or used any non-prescribed Schedule 1-5 drugs (except for Marijuana/Hashish) over five (5) times? This also applies to synthetic versions of these drugs.
   - Yes
   - No

* 6. +WSP-PBE03 - Have you possessed or used any non-prescribed Schedule 1-5 drugs (except for Marijuana/Hashish) in the last three (3) years? This also applies to synthetic versions of these drugs.
   - Yes
   - No

* 7. +WSP-PBE04 - Have you possessed or used Marijuana/Hashish in the past one (1) year?
Note: Marijuana cannot be regarded as legal until federal law regards it as legal.

☐ Yes
☐ No

* 8. +WSP-PBE05 - Have you ever possessed or used non-prescribed Opiates?
   ☐ Yes
   ☐ No

* 9. +WSP-PBE06 - Have you ever possessed or used Heroin?
   ☐ Yes
   ☐ No

* 10. +WSP-PBE07 - Have you ever injected any non-prescribed illegal drugs?
   ☐ Yes
   ☐ No

* 11. +WSP-PBE08 - Have you ever trafficked, sold, offered to sell, or transported for sale any illegal drugs?
   ☐ Yes
   ☐ No

* 12. +WSP-PBE09 - Have you ever possessed or used any non-prescribed Schedule 1-5 drugs (except Marijuana/Hashish) after submitting any law enforcement application?
   ☐ Yes
   ☐ No

* 13. +WSP-PBE10 - Have you ever used or illegally possessed any non-prescribed Schedule 1-5 drugs while employed by a law enforcement agency (this includes military law enforcement)?
   ☐ Yes
   ☐ No

* 14. +WSP-PBE11 - Have you intentionally inhaled (huffed) any aerosol or substance (nitrous oxide, whippets, paint, glue, DXM, etc.) in the last three (3) years?
   ☐ Yes
   ☐ No

* 15. +WSP-PBE12 - For the following questions, the term "conviction" refers to any disposition adverse to you. A decision not to prosecute, a dismissal, or acquittal will not be considered a conviction for the purpose of these questions; however, a dismissal received after a period of probation, suspension, or deferral of prosecution or sentence will be considered a conviction for the purposes of these questions. Have you ever been convicted of a felony?
   ☐ Yes
   ☐ No

* 16. +WSP-PBE13 - Have you ever been convicted of a misdemeanor involving DUI?
   ☐ Yes
   ☐ No

* 17. +WSP-PBE14 - Have you ever been convicted of a misdemeanor involving the use or possession of firearms in the commission of a crime, crimes of violence (i.e., domestic violence, assault, sex crimes, etc.), or controlled substances?
   ☐ Yes
   ☐ No

* 18. +WSP-PBE15 - Have you been convicted of a misdemeanor in the last three (3) years?
   ☐ Yes
   ☐ No

* 19. +WSP-PBE16 - Have you been convicted of a misdemeanor (other than those listed in PBE13) OVER the age of 21?
* 20. +WSP-PBE17 - Have you ever been convicted of a misdemeanor UNDER the age of 21?
  - [ ] Yes
  - [ ] No

* 21. +WSP-PBE18 - Have you been convicted of more than two (2) major moving violations (Reckless Driving, Negligent Driving 2nd Degree, etc.) in the last ten years?
  - [ ] Yes
  - [ ] No

* 22. +WSP-PBE19 - Have you ever been convicted of a crime or had a charge reduced or dismissed for any reason?
  - [ ] Yes
  - [ ] No

* 23. +WSP-PBE20 - If you answered Yes to one or more questions listed in #5 through #22, you MUST provide detailed information (including dates) for each situation. NOT PROVIDING AN EXPLANATION FOR EACH YES ANSWER WILL DISQUALIFY YOU FROM FURTHER CONSIDERATION FOR THIS POSITION. If you marked No to each of these questions please type 'Does not apply'.

* 24. Are you legally authorized to work in the United States?
  - [ ] Yes
  - [ ] No

* 25. +WSP - Will you now or in the future require 'sponsorship for an immigration-related employment benefit'? For purposes of this question "sponsorship for an immigration-related employment benefit" means "an H-1B visa petition, an O-1 visa petition, an E-3 visa petition, TN status and 'job flexibility benefits' (also known as 1-140 portability or Adjustment of Status portability) for long-delayed adjustment of status applications that have been pending for 180 days or longer." (please contact us at the email address on the bottom of this job posting if you are uncertain whether you may need immigration sponsorship or desire clarification.)
  - [ ] Yes
  - [ ] No

* 26. Do you have a Master's degree or higher in a natural science, forensic science or closely related field, including 20 semester hours or 30 quarter hours of chemistry coursework?
  - [ ] Yes
  - [ ] No

* 27. Do you have AT LEAST seven years of experience in forensic toxicology, preferably in an accredited forensic science laboratory performing complex casework and testifying as an expert witness?
  - [ ] Yes
  - [ ] No

* 28. In reference to the above question, please explain where your experience was gained, including organization name and dates of service. If you do not have this experience, please type 'DNA'

* 29. Which of the following best describes your experience supervising or managing technical staff?
  - [ ] I have LESS THAN 3 years of this type of experience.
  - [ ] I have AT LEAST 3 years of this type of experience.
  - [ ] I have at least 4 years of this type of experience.
I have at least 5 years of this type of experience.
I have 5 or more years of this type of experience.

* 30. In reference to the above question, please explain where your experience was gained, including organization name and dates of service. If you do not have this experience, please type ‘DNA’

* 31. Which of the following describes your working knowledge of human resource issues, fiscal policies, legislative processes, training and adult learning, accreditation, audits and inspections.
- Beginner (little or no knowledge or experience)
- Developing (familiar with concepts, but less than two years of working experience)
- Skilled (solid knowledge, more than two years of professional experience)
- Expert (exceptional knowledge, recognized as expert in all areas, more than five years of professional experience)

* 32. Which of the following best describes your years of experience professionally writing and editing:
- I have LESS THAN 24 months of this type of experience.
- I have AT LEAST 3 years of this type of experience.
- I have at least 4 years of this type of experience.
- I have at least 5 years of this type of experience.
- I have 5 or more years of this type of experience.

* 33. Please describe your professional experience communicating effectively to all levels of an organization, including external stakeholders, in person and in writing. If you do not have this experience, please write "DNA"

* 34. Do you have a Doctorate degree in forensic toxicology, chemistry, or closely related field
- Yes
- No

* 35. Which of the following best describes your experience working in an environment where you had to remain organized while managing multiple priorities with competing deadlines.
- I have LESS THAN 24 months of this type of experience.
- I have AT LEAST 3 years of this type of experience.
- I have at least 4 years of this type of experience.
- I have at least 5 years of this type of experience.
- I have 5 or more years of this type of experience.

* 36. Which best describes your experience working in an environment where you had to remain organized and accurate while completing multiple tasks and dealing with frequent interruptions?
- I have LESS THAN 12 months of this type of experience.
- I have AT LEAST 2 years of this type of experience.
- I have at least 3 years of this type of experience.
- I have at least 4 years of this type of experience.
- I have 5 or more years of this type of experience.

* 37. Which of the following best describes your experience with standard office procedures and handling complex clerical tasks?
- I have LESS THAN 24 months of this type of experience.
- I have AT LEAST 3 years of this type of experience.
- I have at least 4 years of this type of experience.
- I have at least 5 years of this type of experience.
- I have 5 or more years of this type of experience.

* 38. Describe how you will contribute to WSP's values of diversity, equity, and inclusion and
promote a collaborative work environment.

* 39. Do you have a valid Washington State driver's license or ability to obtain one within three months of hire?

☐ Yes
☐ No

* Required Question