

[City of Houston](#) > [Human Resources Dept.](#) > [Employment](#) > [Home Page](#)

Employment



<p>Job Title: CRIME LABORATORY MANAGER (Toxicology)</p> <p>Closing Date/Time: Continuous</p> <p>Salary: \$2,100.00 - \$4,505.00 Biweekly \$54,600.00 - \$117,130.00 Annually</p> <p>Job Type: Full-Time</p> <p>Location: 1200 Travis, Texas</p>
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DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS Questions	Benefits	Supplemental
<p>PN#08803</p> <p>HOUSTON POLICE CRIME LAB N/A 1200 TRAVIS, 26TH FLOOR* MONDAY – FRIDAY, 8:00 A.M. – 4:00 P.M.* *Subject to change</p> <p>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS Manages and monitors Criminalists and technical personnel, work assignments and job performance in the Toxicology Unit. Trains and develops Criminalists, Laboratory Technicians and support personnel. Develops and revises standard operating procedures, goals and objectives, techniques, policies and reports. Prepares monthly operational reports on assigned program. Coordinates the preparation, implementation and monitoring of the budget and expenditures. Employee's work is measured as to its effectiveness, accuracy, thoroughness and acceptability. Provides technical assistance to police officers, assistant district attorneys, other law enforcement agencies and civic groups.</p> <p>WORKING CONDITIONS There are occasional exposures to significant levels of heat, cold, moisture and air pollution. The position may involve exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.</p> <p>MINIMUM REQUIREMENTS:</p> <p>MINIMUM EDUCATIONAL REQUIREMENTS Bachelor's degree in Chemistry, Criminalistics, Biology, Physics or a closely related field with a minimum of 30 hours of Chemistry.</p> <p>MINIMUM EXPERIENCE REQUIREMENTS Five years of experience in a forensic laboratory as a criminalist are required. Requires a thorough</p>		

understanding of both theoretical and practical aspects of an analytical, technical or professional discipline.

MINIMUM LICENSE REQUIREMENTS

Must have a valid Texas Class "C" driver's license and be in compliance with the City of Houston's policy on driving. (AP 2-2).

PREFERENCES:

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Graduate level- Masters preferably PhD in science or related field.

GENERAL INFORMATION:

SELECTION/SKILLS TESTS REQUIRED

None.

SAFETY IMPACT POSITION Yes

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test. If recommended individual selected must pass a background check and polygraph exam.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification.

Pay Grade 29

APPLICATION PROCEDURES

Only online applications will be accepted for this City of Houston job and must be received by the Human Resources Department during posting opening and closing dates shown. Applications must be submitted online at: www.houstontx.gov.

For application status inquiries or special accommodations, please call (713) 308-9000. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471.

All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer