

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### ASSOCIATE CHEMIST

##### DEFINITION:

Under direction, to supervise the work of a major section of a State-certified laboratory; to perform difficult professional organic and inorganic chemical analyses and research; and to perform related work.

##### \* EXAMPLES OF DUTIES:

- Supervises professional and technical staff in a State certified chemistry laboratory engaged in the physical and chemical analyses of potable water, wastewater, industrial waste, and ocean samples;
- Evaluates new chemical analysis procedures and tests;
- Develops and monitors quality assurance procedures;
- Designs experiments and standardizes analytical techniques and procedures;
- Writes and modifies complex application programs for computer software systems;
- Operates and trains subordinates on complex analytical equipment such as microcomputers, gas chromatograph/mass spectrophotometers, gas chromatographs, atomic absorption spectrophotometers, and ultraviolet/visible spectrophotometers;
- Prepares technical reports;
- Selects, assigns, trains and rates the work of subordinate professional and technical staff;
- Maintains technical records;
- Sets priorities and schedules work to be performed by the section;
- Makes recommendations on section personnel or capital outlay needs;
- Confers with equipment and supply vendors;
- Develops training programs;
- Monitors work to ensure compliance with regulatory guidelines.

##### MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree in Chemistry, Physical Chemistry, Analytical Chemistry, or a closely related field, **AND** two years of experience in a water or wastewater laboratory performing instrumental, gravimetric, and volumetric analyses and interpretations. One year of the required experience must be as an Assistant Chemist with the City of San Diego. Additional experience performing chemical analysis of samples, instrumentation work, chemical calculations, and the evaluation of chemical equations may be substituted for each year of education lacked.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.