



Career Service Authority
Chief Medical Examiner/Coroner

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GENERAL STATEMENT OF CLASS DUTIES

Directs the operations and activities of the Office of Medical Examiner in the investigation and evaluation of deaths within the city that fall under the jurisdiction of the coroner, provides leadership, direction, and planning for the office, and develops and executes policies, procedures, and performance criteria for office operations.

DISTINGUISHING CHARACTERISTICS

This class directs the operations and activities of the Office of Medical Examiner in the investigation and evaluation of deaths within the city that fall under the jurisdiction of the coroner, provides leadership, direction, and planning for the office, and develops and executes policies, procedures, and performance criteria for office operations. This class is distinguished from Forensic Pathologist that assists in the operations and activities of the Office of Medical Examiner including the investigation and evaluation of deaths within the city that fall under the jurisdiction of the coroner, planning for the office, and the development and execution of policies, procedures, and performance criteria for office operations.

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of stated vision and objectives for the division or agency.

Work assignment is unstructured and employee is responsible for implementing and managing a variety of objectives, resources, and strategies to achieve the goals of the division or agency. Duties performed include operational and organizational planning, developing standards, schedules, priorities, guidelines, processes, measurement (evaluation) systems, implementation of production, performance management standards, and allocating resources.

Employee is responsible for implementing operational goals and objectives and for the management of a range of complex divisions and/or city wide responsibilities and overall functions in which several projects and programs may be in progress with simultaneous, multiple resource involvement. Develops solutions to organizational and operational problems; responsible for organizational management (development, staffing, and conflict); and allocating resources.

Level of Supervision Received and Quality Review:

Under executive direction, the employee is delegated personal responsibilities and authorities over a department division, agency, or department. Agency manager or director, the Mayor, cabinet member, or a commission or board may review work for soundness of judgment and conclusion.

Interpersonal Communications and Purpose:

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion, judgment, and knowledge are required. Contacts where the exchange of information, support, influence, and cooperation may have a very significant impact on the division, programs, and/or policies of the organization.

Level of Supervision Exercised:

Supervises the staff of the Office of Medical Examiner including physicians who practice the recognized medical specialty of forensic pathology.

ESSENTIAL DUTIES

Directs, plans, organizes, and evaluates the activities of the Medical Examiner's Office, establishes the overall goals for the office, develops long range and short term planning objectives, and oversees the development of policies, procedures, guidelines, and standards to ensure compliance with local, state, and federal directives and regulations,

Establishes standards for conducting forensic autopsies and other forensic work, responds to homicide and other death scenes as necessary, confers with medical and investigative personnel to make determinations as to the cause and manner of death, and performs postmortem examinations according to established division protocol to determine the cause and manner of death.

Maintains a comprehensive quality assurance and improvement program and utilizes the continuous quality improvement process to assess and enhance standards of quality in office operations.

Collaborates with law enforcement and attorneys including defense council when preparing court cases and gives testimony regarding postmortem findings and expert opinions in trials and other legal forums.

Acts as a liaison to the public and the media, issues official public statements, and meets with families of deceased persons to discuss autopsy findings and the results of the investigation.

Directs and plans programs for the training and education of office interns, medical students, and residents and participates in presenting training programs to law enforcement personnel, fire investigators, attorneys, and medical personnel regarding death investigation and coroner law.

Prepares staffing plans and submits requests to higher level managers to meet organizational, functional, and/or operational requirements.

Manages and directs subordinate staff, sets priorities, provides general guidance and instruction on expected outcomes, and delegates and reviews work.

Responds to personnel issues and confers with higher-level managers/executives, city human resources staff, and/or legal advisors to determine appropriate decisions/actions.

Initiates and implements hiring procedures, oversees and/or conducts interviews, and approves subordinate staffs' candidate selection decisions/recommendations.

Develops and/or coordinates training programs for subordinate supervisors and staff.

Supports and models sound human resource management practices within the organization.

Sets performance standards/objectives within functional or operational area(s).

Establishes and/or approves individual performance plans, provides coaching and feedback, and conducts performance reviews.

Provides guidance and advice to subordinate supervisors regarding human resource matters.

Participates in a wide range of public health activities including state and local death review processes.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Strategic Thinking – Formulates effective strategies consistent with the business and competitive strategy of the organization in a global economy, examines policy issues and strategic planning with a long term perspective, determines objectives and sets priorities, and anticipates potential threats or opportunities.

Oral Communication – Clearly communicates and explains agency/department policies and work assignments to staff and others and communicates information about the assigned functional and/or operational area's activities to peers, higher-level managers, internal and external customers, and local stakeholder groups.

Written Communication – Composes, reviews, edits, and issues a variety of written materials for diverse audiences and communicates purpose in a succinct and organized manner, appropriate for context, time, and place. Written materials affect a local assigned functional and/or operational area(s), a program(s), or segment thereof or limited population of customers.

Interpersonal Skills – Establishes and maintains constructive and cooperative interpersonal relationships with staff, peers, higher-level managers, staff from other organizations, internal and external customers, and local stakeholder groups to accomplish section's mission. Adapts approach to different people and situations.

Conflict Management – Minimizes confrontations, disagreements, complaints, and grievances and resolves them in a constructive manner. Works with staff, higher-level managers, peers, administrative staff from other organizations, internal and external customers, and local stakeholder groups to generate areas of agreement and joint action.

Decisiveness – Commits to action, even in uncertain situations, by making sound and timely decisions necessary to carry out programs, ideas, systems, or policies that affect a local functional and/or operational area, program segment, or limited population of customers.

Problem Solving – Uses logic to identify and solve problems involving part of an organization. Considers various choices, competing viewpoints, and alternatives. Solutions primarily affect a local functional and/or operational area(s), program segment(s), or limited population of customers.

Flexibility – Is open to new ideas, adapts to changing work situations and priorities by modifying existing plans and work methods that affect the area, internal and external customers, and local stakeholder groups, and remains calm under pressure.

Self-Direction – Sets goals, takes initiative in implementing ideas, systems, or policies that affect an area, manages time efficiently, encourages feedback, and invests in self-development.

Stress Tolerance – Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergency situations, dangerous situations).

Leadership – Initiates and sustains action to accomplish the goals of an area by guiding and motivating others and gaining the confidence and active support of subordinates, peers, administrative staff from other organizations, internal and external customers, and local stakeholder groups. Achieves voluntary commitment to shared values and goals and adapts leadership style to different situations.

Influencing/Negotiating – Uses persuasion to change the decisions, opinions, attitudes, and behaviors of staff, higher-level managers, peers, internal and external customers, and local stakeholder groups. Brings opposing groups and/or individuals together in order to reconcile differences and accomplish organizational goals that affect a functional and/or operational area or a program segment.

Planning and Evaluating – Establishes goals and objectives of a functional and/or operational area and identifies required resources and develops plans for carrying out the work in a timely manner. Monitors and evaluates progress to ensure that program(s) and policies are being implemented and adjusted as necessary to accomplish the organization's mission. Impact is limited to an operational or functional area, program(s), or limited population of customers.

Human Resource Management – Works with human resource staff to implement human resource policies to ensure accomplishment of organizational goals through effective recruitment, selection, training, performance appraisal, recognition, and corrective/disciplinary action, maintains effective employee relations, and complies with government/citywide regulations and policies.

Managing Diverse Workforce – Implements diversity policies for an area, supports opportunities to recruit, develop, and retain a diverse workforce, and promotes teamwork, acceptance, and productivity among persons exhibiting cultural, ethnic, gender, and other individual differences.

Team Building – Encourages and facilitates cooperation and open communication, promotes team work at all levels, cooperates with staff, higher-level managers, peers, administrative staff from other organizations, internal and external customers, and stakeholders to accomplish organization's goals.

Internal Controls/Integrity – Follows guidelines to implement and maintain accounting and administrative controls within an agency/department. Exhibits personal integrity, promotes ethical conduct by employees, and abides by the City's Code of Ethics.

Technical Competence – Is knowledgeable about the subject matter, procedures, requirements, regulations, and policies related to the area of responsibility. Provides expert advice to staff, higher-level managers, peers, administrative staff from other organizations, internal and external customers, and local stakeholder groups.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information, and makes correct inferences or draws accurate conclusions.

Creative Thinking – Uses imagination to develop new insights into situations, applies innovative solutions to problems, and designs new methods where established method and procedures are inapplicable or are unavailable.

Education and Training – Knowledge of teaching, training, research, making presentations, lecturing, testing, and other instructional methods.

External Awareness – Identifies and understands economic, political, and social trends that affect a program/project.

Law and Government – Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Organizational Awareness – Knows the organization's mission and functions and how its social, political, and technological systems work and operates effectively including the policies, procedures, rules, and regulations of the organization.

Information Management – Identifies a need for and knows where or how to gather information and organizes and maintains information or information management systems.

Technology Application – Uses machines, tools, instruments, and/or equipment effectively and uses computer applications to analyze and communicate information in the appropriate format.

Integrity/Honesty – Displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, chooses an ethical course of action, and is trustworthy.

Vision – Understands where the organization is headed and how to make a contribution, takes a long-term view, and recognizes opportunities to help the organization accomplish its objectives or move toward the vision.

Research – Knowledge of the scientific principles, method, and processes used to conduct a systematic and objective inquiry including study design, collection, analysis, and interpretation of data, and the reporting of results.

Quality Management – Knowledge of the principles, methods, and tools of quality assurance, quality control, and reliability used to ensure that a project, system, or product fulfills requirement and standards.

Customer Service – Works with customers to assess needs, provide assistance, resolve problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Reading – Understands and interprets written material including technical materials, rules, regulations, instructions, reports, chart, graphs, or tables and applies what is learned from written material to specific situations.

Budget – Knowledge of budgeting principles and practices sufficient to be able to administer a budget to accomplish program objectives.

Physical Demands:

Balancing: Maintaining body equilibrium to prevent falling over.
Eye/Hand/Foot Coordination: Performing work through using two or more.
Feeling: Perceiving attributes of objects by means of skin receptors.
Fingering: Picking, pinching, or otherwise working with fingers.
Handling: Seizing, holding, grasping, or otherwise working with hand(s).
Hearing: Perceiving the nature of sounds by the ear.
Reaching: Extending the hand(s) and arm(s) in any direction.
Repetitive Motions: Making frequent movements with a part of the body.
Sitting: Remaining in the normal seated position.
Standing: Remaining on one's feet in an upright position.
Talking: Expressing or exchanging ideas by means of spoken words.
Lifting: Raising or lowering an object.
Accommodation: Ability to adjust vision to bring objects into focus.
Depth Perception: Ability to judge distance and space relationships.
Far Acuity: Ability to see clearly at 20 feet or more.
Field of Vision: Ability to see peripherally.
Near Acuity: Ability to see clearly at 20 inches or less.

Working Environment:

Hazards: conditions where there is danger to life, body, and/or health.
Contact with deceased persons under a wide variety of circumstances.
Exposed to infection from disease-bearing specimens.
Exposed to infections and contagious disease.
Exposed to risk of blood borne diseases.
Exposed to unpleasant elements (accidents, injuries, and illness).
Exposure to hazardous chemicals.
Occasional pressure due to multiple calls and inquiries.
Occasionally exposed to radiation hazards.
Subject to long irregular hours.
Subject to many interruptions.
Subject to varying and unpredictable situations including grieving and potentially unstable individuals.

Education Requirement:

Graduation from an approved school of medicine plus completion of post-graduate training approved by the American Board of Pathology.

Experience Requirement:

Five years of full time experience in the practice of forensic pathology.

Education/Experience Equivalency:

A combination of appropriate education and experience may be substituted for completion of approved post-graduate training in forensic pathology.

Licensure and/or Certification:

Possession of a license to practice medicine in the State of Colorado at the time of appointment (or eligibility for licensure with the application process initiated) and board certification in Anatomic/Forensic Pathology or Anatomic/Clinical/Forensic Pathology is required at the time of application.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 11/16/2006

REVISED DATE:

ESTABLISHED BY: Patricia Anderson

CLASS HISTORY This is a new class.