



Career Service Authority

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Forensic Autopsy Technician Supervisor

GENERAL STATEMENT OF CLASS DUTIES

This is supervisory work in a teaching, medical examiner facility, supervising a shift of forensic autopsy technicians, autopsy laboratory interns and medical students operating medical and diagnostic imaging equipment (x-ray: body and dental) to assist with forensic autopsies, diagnose disease or trauma and collect evidence.

DISTINGUISHING CHARACTERISTICS

The Forensic Autopsy Technician Supervisor is assigned supervisory duties over a shift of Forensic Autopsy Technicians and related medical examiner staff.

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of stated objectives for the section, unit, function or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability and problem solving. Employee is responsible for simultaneous coordination and supervision of several functions, programs or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy and conformance to policy.

Interpersonal Communications and Purpose:

Contacts of a non-prescribed nature involving the negotiation and resolution on non-routine problems encountered and where exceptional degrees of discretion and judgment and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised:

Supervises two or more employees who do not supervise.

ESSENTIAL DUTIES

Assigns autopsy technicians and examination areas based on specific conditions, criminal/civil issues and exam type. Ensures readiness of radiographic equipment, operating equipment, medical and dental supplies, and mechanical lifts.

Monitors the work of forensic autopsy technicians to observe operating skills, radiological skills and evidence collection.

Trains new hires and evaluates students receiving college credits for internship.

Verifies release of decedents and evidence upon the completion of radiographic and pathological exam.

Develops the performance evaluation program for functions within the unit, monitors and documents employee performance, provides ongoing feedback regarding levels of performance and formally evaluates employees in relation to performance.

Examines and approves radiographic film for quality.

Develops and implements staff training and development plans to provide cross-training for employees, specific job-related training and other approaches to provide opportunities for staff flexibility and development, including updates to the Autopsy Technician Manual.

Plans, schedules, coordinates and assigns work and establishes goals and priorities for subordinate employees.

Resolves unit operational problems and handles concerns related to preparation of the body, the mortuary's ability to comply with family wishes, and decedent personal effects.

Implements safety standards and develops procedures to ensure compliance for pathology and radiographic unit.

Implements and interprets policies and procedures developed by higher level managers or supervisors. Assists in developing, recommending and coordinating the implementation of new procedures for the assigned function or unit.

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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:

Physical Strength Exerts maximum muscle force to lift, push, pull, or carry objects; performs moderate laboring work.

Integrity/Honesty Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

Written Communication Expresses facts and ideas in writing in a succinct and organized manner.

Oral Communication Expresses ideas and facts to individuals or groups effectively; makes clear and convincing oral presentations; listens to others; facilitates an open exchange of ideas.

Self-Direction Demonstrates belief in own abilities and ideas; is self-motivated and results-oriented; recognizes own strengths and weaknesses; seeks feedback from others and opportunities for self-learning and development.

Problem Solving Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgements.

Interpersonal Skills Considers and responds appropriately to the needs, feelings, and capabilities of others; adjusts approaches to suit different people and situations.

Flexibility Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with pressure and ambiguity.

Ability to work productively and efficiently with human remains and with the diagnostic tools and surgical instruments necessary to assist with medicolegal death investigation.

Knowledge of lab techniques and lab safety sufficient to be able to collect and preserve evidence and work safely with chemical, biological, microbiological, pathogenic and other potential hazards.

Knowledge of safety sufficient to be able to lift properly, use automated lift equipment safely and work safely with chemical, biological, microbiological, and radiological hazards.

Knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates' performance evaluation programs.

Knowledge of training techniques sufficient to be able to train others in work skills, instrument use and radiographic film quality.

Skill in reading, interpreting and applying organizational policy and procedures and other written guidelines to work functions, and to work independently.

Physical Demands:

Lifting: raises or lowers an object of more than 50 pounds.

Standing: remaining on one's feet in an upright position.

Sitting: remaining in the normal seated position.

Walking: moving about on foot.

Carrying: transporting an object, usually by hand, arm or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Pulling: exerting force on an object so that it is moving to the person.

Pushing: exerting force on an object so that the object moves away.

Lifting: raising or lowering an object from one level to another.

Crouching: bending body downward and forward by bending legs.

Reaching: extending the hand(s) and arms(s) in any direction.

Repetitive motions: Making frequent movements with a part of the body.
Eye/Hand/Foot Coordination: performing work through using two or more.
Handling: seizing, holding, grasping or otherwise working with hand(s).
Fingering: picking, pinching or otherwise working with fingers.
Feeling: perceiving attributes of objects by means of skin receptors.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.

Working Environment:

Wet: Frequent contact with water or other liquid.
Hazards: Conditions where there is danger to life, body and/or health.
Atmospheric conditions: Conditions that effect the skin or respiratory system.
Exposed to infections and contagious diseases.
Exposed to hazardous chemicals.
Exposed to chemical and specimen odors.
Regularly exposed to risk of bloodborne diseases.
Exposed to unpleasant elements (accidents, injuries and illness).
Handles emergency or crisis situations.
Occasional pressure due to multiple calls and inquiries.
Occasionally subjected to irregular hours.
Subject to burns and cuts.
Subject to injury from moving parts of equipment.
Subject to many interruptions.

Education Requirement:

Graduation from high school or possession of a GED Certificate plus successful completion of one year of study with at least 6 semester hours in courses such as biology, human anatomy, physiology, zoology or criminal justice, that included laboratory work.

Experience Requirement:

Two years of experience as a full performance autopsy technician performing postmortem autopsies.

Education/Experience Equivalency:

Two years of experience as an autopsy assistant, surgical assistant or laboratory assistant that provided a knowledge of human anatomy, skill in identifying or using surgical instruments and knowledge of aseptic techniques will substitute for the 6 semester hours of required education.

Licensure and/or Certification:

Written verification at the time of application of satisfactory passage of the ARRT limited scope diagnostic imaging exam (x-ray) or such exam designated by the State Board of Medical Examiners. Completion of a Career Service Authority supervisory training course prior to completion of the probationary period.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 08/01/2002

REVISED BY: Don Braden

CLASS HISTORY Replaces Autopsy Technician Supervisor, drafted 9/16/95.