



## Career Service Authority

### Forensic Pathologist

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#### **GENERAL STATEMENT OF CLASS DUTIES**

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.

#### **DISTINGUISHING CHARACTERISTICS**

This class 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. This class is distinguished from the Chief Medical Examiner/Coroner that directs the operations and activities of the Office of Medical Examiner in the investigation and medical evaluation of all deaths within the city, provides leadership, direction, and planning for the office, and develops and executes policies, procedures, and performance criteria for office operations.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally in the form of stated objectives only, with issues and factors largely undefined, requiring the employee to exercise creativity and ingenuity in devising criteria, techniques, strategy, and methodologies for approaching assigned functions or projects.

Duties performed involve concepts, theories, and concrete factors to be evaluated and weighed, requiring a high degree of analytical ability, independent judgment, and decision-making.

Work assignment is generally unstructured and employee is responsible for organizing complex, varied, and simultaneous coordination 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 remedial nature involving the resolution of problems and where some degree of discretion and judgment are required in carrying out a major program and/or function of the organization.

***Level of Supervision Exercised:***

By position, performs lead work.

**ESSENTIAL DUTIES**

Reviews deaths reported to the Office of the Medical Examiner as required by Colorado Statute and determines which cases will require an autopsy or visual examination.

Performs medicolegal autopsies in accordance with accepted standards in the recognized medical specialty of forensic pathology.

Orders and interprets necessary diagnostic tests to aid in the diagnosis of disease and non-natural pathology, understands the effects of postmortem interval on laboratory test results, and determines the cause and manner of death.

Shares on-call responsibilities with other staff physicians, responds to homicide or other suspicious death scenes as requested by the Medical Examiner investigator, and consults on the release of organs and tissue for recovery by procurement agencies.

Gives testimony as to the cause of death and renders expert opinions in a variety of legal forums, both criminal and civil.

Collects evidence and preserves it using accepted chain of custody procedures, documents findings at autopsy including pertinent traumatic injuries in the form of a written report, and photographs pertinent findings and traumatic injuries.

Consults with medical experts as necessary to aid in the determination of the cause of death.

Meets and/or confers with attorneys, law enforcement, and health professionals to discuss the autopsy findings and investigation.

Meets and/or speaks with families to discuss the results of the autopsy and the particulars of the death investigation and communicates with the media and other interested parties about the autopsy report.

Assists in the education and training of medical students, residents, interns, and others in the function of the Medical Examiner/Coroner and in forensic pathology.

Assists in the planning and participation of research activities that the office collaborates on.

Assists the Chief Medical Examiner in assessing the quality of services provided, helps ensure that staff and visitors conform with office and department safety policies at scenes and in the autopsy room, and assists in the development of office safety policies and in the development of office emergency preparedness plans.

Assists in the collaboration with local, regional, and state law enforcement, investigative, legal, and medical agencies including public health.

Performs other related duties as assigned.

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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:***

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

**Writing** – Recognizes and uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner, and produces written information which may include technical material that is appropriate for the intended audience.

**Self-Management** – Sets well-defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

**Interpersonal Skills** – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

**Oral Communication** – Expresses information to individuals or groups effectively taking into account the audience and nature of the information, makes clear and convincing oral presentations, listens to others, attends to nonverbal cues, and responds appropriately.

**Problem Solving** – Identifies problems, determines accuracy and relevance information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

**Decision Making** – Makes sound, well-informed, and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish program goals, and causes change.

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

**Teamwork** – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

**Diversity** – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

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

**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.

**Technical Competence** – Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

**Influencing/Negotiating** – Persuades others to accept recommendations, cooperate, or change their behavior, works with others towards an agreement, and negotiates to find mutually acceptable solutions.

**Conflict Management** – Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

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

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

### ***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 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:***

None

***Education/Experience Equivalency:***

A combination of appropriate education and experience may be substituted for completion of approved postgraduate 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 or Anatomic/Clinical Pathology is required at the time of application. Must be eligible to sit for the Forensic Pathology Boards at the time of appointment. Must pass the Forensic pathology boards within 18 months of employment.

**CLASS DETAIL**

***FLSA CODE:*** Exempt

***ESTABLISHED DATE:*** 11/16/2006

***REVISED DATE:***

***ESTRABLISHED BY:*** Patricia Anderson

***CLASS HISTORY*** This is a new class.