



Office of Human Resources  
Chief Medical Examiner and Coroner - CO2726

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### General Statement of 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.

### 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.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

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.

Actively participate on the Department's emergency preparedness and response team(s) to support meeting the Department's public health and environmental responsibilities outlined in the City's Emergency Operations Plan.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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.

## Competencies

Thinking Strategically - Thinks strategically and promotes best practices and leading-edge ideas.

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Persuading and Political Influence - Gains clear agreement and commitment from others by persuading, convincing and negotiating. Makes effective use of political processes to influence others.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

## Knowledge & Skills

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.

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.

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

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

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

### **Level of Supervision Exercised**

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

### **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 (5) years of experience at the type and level of functional or operational management, which must have included management of subordinate supervisors.

### **Education & Experience Equivalency**

No substitution of experience for education is permitted.

### **Licensure & 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.

It is a condition of employment that the Denver Police Forensics & Evidence Division form for consent for collection of a DNA sample be completed at the time of hire.

Licenses and certifications must be kept current as a condition of employment.

### **Working Environment**

Hazards: conditions where there is danger to life, body, and/or health.

Contact with deceased persons under a wide variety of circumstances.

Potential exposure to infection from disease-bearing specimens.

Potential exposure to infections and contagious disease.

Potential exposure to risk of blood borne diseases.

Potential exposure to unpleasant elements (accidents, injuries, and illness).

Potential exposure to hazardous chemicals.

Occasional pressure due to multiple calls and inquiries.

Occasionally Potential exposure to radiation hazards.

Subject to long irregular hours.

Subject to many interruptions.

Subject to varying and unpredictable situations including grieving and potentially unstable individuals.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Accommodation: Ability to bring objects into focus.

Balancing: Maintaining equilibrium.

Depth Perception: Ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Standing: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

**Background Check Requirement**

Criminal Check

Education Check

Employment Verification

Licensure/Certification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: EX-27**

**FLSA Code: Y**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date: 7/1/2024**

**Revised By: CW**

**Class History: 01/01/2019 - Updated pay grade per pay survey market changes; 06/11/2019 - Updated working environment verbiage; 11/27/2022 - Revised pay grade as a result of CN1746; 7/1/24 – Revised Experience Requirement.**