



Office of Human Resources
Forensic Autopsy Technician Supervisor - CE2689

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General Statement of Duties

Performs supervisory duties in a teaching medical examiner facility, supervises forensic autopsy technicians, autopsy laboratory interns, and medical students operating medical and diagnostic imaging equipment to assist with forensic autopsies, diagnose disease or trauma and preparing a body for an autopsy, fingerprinting, taking photographs, and collecting other evidence.

Distinguishing Characteristics

This classification is part of the Forensic Autopsy Technician class series. This series consists of the Forensic Autopsy Technician who performs technical work for the Office of the Medical Examiner assisting pathologists with forensic autopsies for the diagnosis of disease or trauma; performs limited scope diagnostic imaging examinations; preparing a body for an autopsy, fingerprinting, and taking photographs, and collecting other evidence. This classification is responsible to supervise Forensic Autopsy Technicians and other technical and support staff in the Office of the Medical Examiner.

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.

Creates and maintains appropriate manual and computer-based records

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.

Examines and approves radiographic image 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.

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.

Reviews, develops or modifies work plans, methods and procedures, determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments; encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems and mediates conflicts encountered during daily operations and determines appropriate solutions; promotes teamwork. Encourages regular communication, informs staff of relevant business issues and their impact on 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.

Ensures quality, effectiveness, and efficiency of unit activities and safety measures.

Documents causes for disciplinary action and initiates letters of reprimand and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

By position, participates in planning and managing budget systems; prepares and presents budget recommendations to higher management; operates within budget parameters; adjusts work plans/activities because of budget changes.

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

Decisiveness - Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.

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

Influencing - Collaborates with, persuades and influences others.

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

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

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 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.

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

Level of Supervision Exercised

Supervises two or more employees who do not supervise.

Education Requirement

Bachelor's Degree in Criminal Justice, Law Enforcement, Psychology, Social Sciences, Biology, or a related field.

Experience Requirement

Two (2) years of experience as a full performance autopsy technician performing postmortem autopsies.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

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.

Working Environment

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.

Potential exposure to chemicals, gas and low-level radiation.

Potential exposure to cold temperatures, cold enough to cause bodily discomfort.

Potential exposure to conditions that affect the skin or respiratory system.

Potential exposure to hazardous body fluids and bio-wastes.

Potential exposure to hazardous conditions where there is danger to life, body, and/or health.

Potential exposure to hazardous/toxic chemicals.

Potential exposure to hazards from electrical/mechanical/power equipment.

Potential exposure to housekeeping/cleaning agents/chemicals.

Potential exposure to infection from disease-bearing specimens.

Potential exposure to infections and contagious diseases.

Potential exposure to odorous chemicals and specimens.

Potential exposure to risk of blood-borne diseases.

Potential exposure to toxic chemicals.

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

Potential exposure to unpleasant unit elements.

Handles absentee replacement on short notice.

Handles emergency or crisis situations.

Noise: sufficient noise to cause distraction.

Occasional pressure due to multiple calls and inquiries.
Personal Safety: aware of surroundings, people, and events.
Pressure due to multiple calls and inquiries.
Subject to cuts from microtome knives.
Subject to electrical and radiant energy hazards.
Subject to hazards of flammable or explosive gases.
Subject to long, irregular hours.
Subject to many interruptions.
Subject to pressure for multiple calls, inquiries, and interruptions.
Subject to varying and unpredictable situations.
Temperature Changes: variations in temperature from hot to cold.
Wet: frequent contact with water or other liquid.
Wet: frequent contact with water, liquid, chemicals, or sanitary sewage.

Level of Physical Demand

4-Heavy (50-100 lbs.)

Physical Demands

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

Agility: Ability to move quickly and easily.
Balancing: Maintaining equilibrium.
Carrying: Transporting or moving an object.
Climbing: Ascending or descending an object or ladder.
Color vision: Ability to distinguish and identify different colors.
Crouching: Positioning body downward and forward.
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.
Fine Dexterity: Sufficient coordination to operate a vehicle and manipulate objects.
Fingering: Picking and pinching, through use of fingers or otherwise.
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
Hazards: Conditions where there is danger to life, body and/or health.
Hearing/Talking: Perceiving and comprehending the nature and direction of sounds/ability to communicate ideas.
Hearing: Perceiving and comprehending the nature and direction of sounds.
Lifting: Moving objects weighing no more than 100 pounds from one level to another.
Neck Flexion: Perceiving objects located above or below.
Oral Comprehension: Ability to discern the meaning of oral speech.
Physical Strength: Exerts force to transport objects of 100 pounds or more.
Pulling: Exerting force upon an object so that it is moving to the person.
Pushing: Exerting force upon an object so that it moves away from the person.
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.
Stooping: Positioning oneself low to the ground.
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.
Walking: Ability to move or traverse from one location to another.

Background Check Requirement

Criminal Check
Education Verification
Employment Verification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-10
FLSA Code: Y
Established Date: 9/21/2018
Established By: LS
Revised Date: 03/27/2022
Revised By: BM
Class History:
Revised pay grade.