



DANE COUNTY
invites applications for the position of:

Chief of Investigations

SALARY: \$38.81 - \$50.15 Hourly

OPENING DATE: 05/24/19

CLOSING DATE: 06/14/19 04:30 PM

DESCRIPTION:

The Dane County Medical Examiner's department is recruiting for a full-time Chief of Investigations.

Starting hourly wage of \$38.81 with further increases to \$50.15 per hour, plus excellent benefits including fully paid dental insurance premiums and HMO health insurance plan for full time employees, along with contributions towards POS health insurance plan, retirement, and short/long term disability. Additional benefits available include long term care, vision coverage, flex spending account and deferred compensation programs paid in full by the employee. New in 2018, Dane County will provide 6 weeks of paid parental leave for birth or adoption of a child.

EQUITY, DEFINITION AND EXAMPLES OF DUTIES:

COMMITMENT TO EQUITY & INCLUSION

As an employer, we strive to provide a work environment where diversity and differing opinions are valued, creativity is encouraged, continuous learning and improvement are fostered, teamwork and open/honest communication are encouraged, and meeting customer needs through quality service is a shared goal. All employees must be able to demonstrate multicultural competence – the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways. Applicants from traditionally underrepresented populations including women, racial and ethnic minorities, and persons with disabilities are especially encouraged to apply.

DEFINITION

The Chief of Investigations is responsible for assisting the Deputy Director of Operations, and the Director of Operations of the Dane County Medical Examiner's Office with the day to day investigative responsibilities of the Medicolegal Investigative (MLI) staff in Dane County and all partner Counties. This includes participation in training of MLI staff and maintaining accuracy of the various Case Management Systems. This position has close oversight of MLI staff and their work product. The Chief of Investigations is also responsible for coordination of vehicle and equipment maintenance with guidance from the Deputy Director of Operations and the Director of Operations. The Chief of Investigations must understand the importance of relationships with partner agencies to include numerous law enforcement agencies, funeral homes, medical facilities and representatives from partner counties.

EXAMPLES OF DUTIES

Medicolegal investigator (MLI) training, oversight and guidance in Dane and all partner Counties, to potentially include hiring interviews, evaluations, and counseling/disciplinary actions; Assist with case review, closure, and open records requests; Verify compliance with policies and verify quality assurance and control in the investigative process; Scheduling of MLI staff as well as drivers; Filling investigative duties as needed including scene response and cremation investigations; Assist MLI staff with simultaneous calls for service; Assist MLI staff with calls regarding complicated cases; Take calls from MLI staff to clear Hospice and <24 hour calls; Assist in the development of policies and procedures for the office in compliance with national standards; Oversee the prescription medication policy of the office; Assist with MLI recruitment process as needed; Participate in background investigation process; Assist with staff oversight in partner counties, to include training, providing guidance to Lead MLI staff; Assist

with the development of new policies and procedures specifically related to investigative operations; This position includes travel and overnight stays in partner counties to assist with the duties outlined above, to include scene response with training new investigators; Assist with maintaining accuracy in Case Management Systems in multiple partner counties; Assist with maintenance and care of Medical Examiner equipment and vehicles (including D-FIRST assets).

EDUCATION, EXPERIENCE & SPECIAL REQUIREMENTS:

Training and experience equivalent to five or more years of full-time death investigation or major criminal investigations. A strong grasp of Wisconsin state statutes and Administrative rules that apply to Medical Examiner duties, final disposition, and the appropriate use of personal protection equipment. A strong understanding of the importance of partnerships between the Medical Examiner's office and outside partners.

Residence in Dane County. Possession of or ability to obtain a valid WI drivers license upon appointment. Ability to use common death investigation equipment. Ability to be on call in a rotation with other management staff. Proficiency in the use of Microsoft programs to include Word, Excel, Access and Outlook in addition to acclimate to the Case Management system currently in use at Dane County. Experience in the area of training new staff in current death investigation techniques. Preference given to candidates with experience in the area of training new staff in current death investigation techniques, prior supervisory experience or ABMDI Certification.

PHYSICAL DEMANDS:

Ability to see and hear within normal ranges with or without adaptive devices; ability to lift, bend, and stoop; ability to use hand, arm, and wrist motion; and ability to pull, push, stand and sit. Significant travel to and from partner Counties is also required.

SPECIAL REQUIREMENTS:

The Chief of Investigations will have significant on-call responsibilities in a supportive role to MLI staff and physician staff. (Must carry a cell phone); availability to work evenings, weekends and holidays as needed.

BACKGROUND CHECK STATEMENT: Some positions may require a criminal background check which can include fingerprinting due to the nature of the job's responsibilities. Wisconsin's Fair Employment Law, s. 111.31 – 111.395, Wis. Stats., prohibits discrimination because of an arrest or conviction record. However, Dane County may disqualify an applicant if the position's responsibilities are substantially related to the applicant's criminal history (e.g., the nature of the crime and its relationship to the position, whether hiring, transferring or promoting an applicant would pose an unreasonable risk to the business, its employees, customers and vendors, etc.) Management reserves the right to make employment contingent upon successful completion of the background check.

KNOWLEDGE, SKILLS & ABILITIES:

Considerable knowledge of Chapter 979 of the Wisconsin State statutes concerning the investigation of death; considerable knowledge of causes and manners of death and their manifestation with regard to the body, scene and history; considerable knowledge of investigative techniques, principles, and practices used in the research of cause and manner of death; considerable knowledge of the morphological aspects of the causes of death with special attention to autopsy; working knowledge of medical terminology and medicine as it pertains to death and varying forms of trauma; knowledge of effective personnel practices and techniques; possess effective oral and written communication skills; ability to communicate with survivors of the decedent; ability to establish and maintain effective working relationships with other public agencies and the general public; ability to interpret a death scene, identify items of evidence and assess the condition of the body; ability to take proper photographs of scene, body and evidence for documentation; ability to physically remove a body from the scene of death and supervise the transport of the body to the morgue insuring the preservation of any trace evidence; ability to secure facts through investigation and inspections and to analyze and interpret these facts effectively; ability to prepare and present accurate, objective, and thorough reports; ability to respond to calls in a timely manner. Knowledge of modern principles, methods and practices related to leadership and public administration; skill in communicating effectively, both orally and in writing; skill in establishing and maintaining effective working relationships with other employees, ability to plan, organize, prioritize, coordinate, assign and evaluate the work of subordinate staff.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/countyofdane>

Position #2019-00288
 CHIEF OF INVESTIGATIONS
 DH

210 Martin Luther King Jr Blvd, Room 418
 Madison, WI 53703
 (608) 266-4125

Chief of Investigations Supplemental Questionnaire

- * 1. THIS QUESTION WILL BE GRADED FOR FINAL GRADE AND RANK. This position requires considerable knowledge of death investigation. Ultimately, the investigators for Dane County and all partner counties (currently including Rock, Brown, Door, and Oconto Counties of Wisconsin) will look to you for guidance. Please describe your experience in investigation, particularly in regards to determination of cause and manner of death? Please describe your familiarity with medical language and documentation? Are you ABMDI certified?

- * 2. THIS QUESTION WILL BE GRADED FOR FINAL GRADE AND RANK. This is a management position. Please describe your experience as a supervisor? How many employees have you supervised at one time?

- * 3. THIS QUESTION WILL BE GRADED FOR FINAL GRADE AND RANK. As the Chief of Investigations, your ability to develop and maintain excellent working relationships with other agencies and the public is critical. Please describe your experience in inter-agency relations. Are you involved in or do you have experience with any task forces or other inter-agency committees?

- * Required Question