

VENTURA COUNTY, HEALTH CARE AGENCY INVITES APPLICATIONS FOR:



**Medical Examiner Investigator
I/II/Senior
0337HCA-19AA (NW)**

An Equal Opportunity Employer

SALARY RANGE (approximate)

\$27.30 - \$46.02 Hour \$4,732.00 - \$7,976.80 Monthly \$56,784.00 - \$95,721.60 Annually

POSITION INFORMATION

Under direction, investigates deaths reported to the Medical Examiner and performs related work as required.

Distinguishing Characteristics:

Each successive level in the Medical Examiner Investigator series is distinguished by the scope of independence and responsibility. The level of the position within the series is commensurate with the complexity of the assigned tasks.

Medical Examiner Investigator I is the entry level classification in this job series. Incumbents perform routine investigations and related work under the supervision of the Chief Medical Examiner.

Medical Examiner Investigator II is the journey level of the Medical Examiner Investigator series and works under the supervision of the Chief Medical Examiner. Incumbents perform routine and complex investigations with a thorough working knowledge of Medical Examiner investigative practices including anatomy, physiology and medical terminology.

Senior Medical Examiner Investigator is the advanced journey and/or lead level of the Medical Examiner Investigator series and works under the supervision of the Chief Medical Examiner. This level performs the most complex investigations with a thorough working knowledge of Medical Examiner investigative practices including anatomy, physiology, and medical terminology. While a Senior Medical Examiner Investigator may perform lead worker functions when assisting in the training of lower-level Medical Examiner Investigators, this classification does not have supervisory responsibility or authority.

This series is distinguished from other investigative series in that incumbents perform work related to deaths requiring determination of identity, protection of property, and notification of surviving relatives.

This position conducts investigations of death which requires knowledge of medical terminology, medical record review, forensic medicine, basic pathology of death, and the ability to notify next of kin of a family member's death. Therefore, the ideal candidate will:

- Have knowledge of both investigative practices and forensic medicine;
- Be able to handle the physical and emotional demands of visiting scenes of death and trauma including working with dead bodies;
- Be able to work hours in addition to their regular work schedule including on-call, call-back, weekends and holidays;

- Have the interpersonal skills required to interact effectively with grieving family members; and
- Be able to work independently.

APPROXIMATE SALARIES

Medical Examiner Investigator I: \$27.30 - \$37.72 / hour

Medical Examiner Investigator II: \$28.49 - \$39.67 / hour

Sr. Medical Examiner Investigator: \$34.33 - \$46.02 / hour

EDUCATIONAL INCENTIVE: Some positions may be eligible for educational incentive. This incentive may be 2.5%, 3.5%, or 5% for incumbents in eligible positions based on completion of an Associate's, Bachelor's, or Master's degree that is not required for the classification.

BILINGUAL INCENTIVE: Some positions may be eligible for bilingual incentive depending on the applicable memorandum of agreement and the needs of the department. In order to qualify for this incentive, incumbents in eligible positions must take and pass the applicable bilingual fluency examination with a score of seventy percent (70%) or higher.

AGENCY/DEPARTMENT: Health Care Agency – Medical Examiner's Office

Medical Examiner Investigator I, II, and Senior are represented by the Specialized Peace Officers Association of Ventura County (SPOAVC) and are eligible for overtime compensation.

The eligible list established from this recruitment may be used to fill current and future Regular (including Temporary and Fixed-Term), Intermittent, and Extra-Help vacancies within the Health Care Agency. There is currently one (1) Regular vacancy and one (1) temporary position to fill behind a leave of absence.

NOTE: If appointed at the lower level, incumbent may be promoted to the higher level without further exam upon meeting the minimum requirements, demonstrating satisfactory performance, and in accordance with the business needs of the department.

TENTATIVE SCHEDULE

OPENING DATE: 4/9/19

CLOSING DATE: 4/22/19 (Previously: Continuous and may close at any time; therefore, the schedule for the remainder of the process will depend upon when we receive a sufficient number of qualified applications to meet business needs.)

Examples Of Duties:

Duties may include but are not limited to the following:

Medical Examiner Investigator I:

- Receives reports of deaths from physicians and other medical workers, police, funeral directors, family or other persons. Determines if case is within legal jurisdiction of the Medical Examiner. Prepares written documentation of reported deaths;
- Conducts investigations of deaths including interviewing, compiling reports, visiting scenes of death or injury, and collecting evidence;
- Secures physical scientific and pathological evidence at death scenes;
- Takes death scene photographs;
- Transports or coordinates transport of dead body from scene of death;
- Verifies identity of decedent and notifies next of kin;
- Controls death scene investigation; cooperates with law enforcement agencies in criminal cases;

- Takes inventory of decedent's property and coordination for property protection;
- Prepares reports of investigative findings; prepares death certificates, property forms, release forms, evidence inventories and related documents;
- Notifies Public Health Department, Cal OSHA, law enforcement agencies or other agencies as required;
- Testifies in depositions and court relating to investigative findings;
- Provides public information to news media;
- Provides related basic clerical functions as required including; answering phones, assisting with preparation of departmental statistical and research data collection;
- Senior and II levels assist in the training of lower tiered Medical Examiner Investigators
- Transfers care of remains to funeral home or crematorium per next of kin; and
- Performs other related duties as required.

In addition to the the above duties, the **Medical Examiner Investigator II** may perform these additional duties:

- Assists in the training of Medical Examiner Investigator I employees.

In addition to the the above duties, the **Senior Medical Examiner Investigator** may perform these additional duties:

- May lead, assign, and evaluate the daily work of lower-level Medical Examiner Investigators. May review investigative work and reports for quality assurance purposes; recommend or make changes to improve work product/flow; and assist the Chief Medical Examiner in preparing work performance evaluations and determining work unit priorities by making suggestions and recommendations;
- Receives reports of deaths from physicians and other medical workers, police, funeral directors, family or other persons. Determines if case is within legal jurisdiction of the Medical Examiner. Prepares written documentation of reported deaths;
- Releases body to family or legal representative;
- Assists in coordination of routine office, morgue and laboratory policies and procedures and provide related basic clerical functions as required including: assisting with preparation of departmental statistical and research data collection and reporting;
- Provides investigator back-up including case review and transfer;
- Assists in the training of Medical Examiner Investigator I and II employees.

TYPICAL QUALIFICATIONS

These are entrance requirements to the examination process and assure neither continuance in the process nor placement on an eligible list.

EDUCATION, TRAINING, and EXPERIENCE

Medical Examiner Investigator I:

A combination of investigative training or experience in the areas of law enforcement, or forensic medicine that has led to the acquisition of the required knowledge, skills and abilities.

High School diploma or GED required for all levels.

Medical Examiner Investigator II:

Any combination of investigative training, medical training and/or experience in the areas of law enforcement, or forensic medicine that has led to the acquisition of the required

knowledge, skills and abilities.

The required knowledge, skills and abilities may typically be obtained with at least two (2) years of experience comparable to a Medical Examiner Investigator I leading to the ability to investigate both routine and complex cases and assist in the training of new investigators.

Senior Medical Examiner Investigator:

A combination of investigative training and experience in the areas of law enforcement, or forensic medicine that has led to the acquisition of the required knowledge, skills and abilities.

The required knowledge, skills and abilities may be obtained with a minimum of two (2) years of Coroner or Medical Examiner Investigator experience comparable to a Medical Examiner Investigator II.

NECESSARY SPECIAL REQUIREMENTS

- Must possess and maintain a valid California driver license.
- All Senior and level II Medical Examiner Investigators hired after November 4, 2018, must possess and maintain the Registry certification (basic) from the American Board of Medicolegal Death Investigation (ABMDI).
- This classification is considered a California Peace Officer's position and candidates are required to pass an extensive background check, including a psychological examination that shall preclude any applicant with a felony conviction.
- Incumbents rotate standby duties and therefore must reside in the county OR close enough to respond to a scene in a timely manner.
- Schedule may include day shifts on weekends and holidays, night on-call and night call-back as required.
- Must be willing and able to work in a fast paced team-oriented environment.
- Must be willing and able to obtain continuing education and training, as available, as directed in order to maintain high standards in learning and implementing new investigative methods
- Assignments will include both indoor and outdoor environments in unpleasant, stressful and emotional surroundings.

DESIRED

- Associate's or Bachelor's degree and/or American Board of Medicolegal Death Investigation (ABMDI) certification;
- Experience with investigative practices and forensic medicine.
- Experience in law enforcement and/or Licensed Paramedic/EMT.

Knowledge, Skills, and Abilities

Knowledge of: investigative principles and techniques; rules of evidence; toxicology physiology anatomy, medical terminology and basic pathology of death; legal provisions regarding death investigation in California; and department policy and procedures.

Skill in: interpersonal and public relations (including working with bereaved family members); effective oral and written communications.

Ability to: work effectively without direct supervision in unpleasant or stressful conditions; compose accurate reports; testify in court; enter and retrieve information from computer; establish and maintain effective working relationships with law enforcement, mortician, medical, media and co-working personnel; climb steep and/or rough terrain, and lift/carry

and push/pull heavy weights; and meet the minimum State of California standards for Peace Officers within 90 days of employment.

Senior level:

Ability to: lead the work of lower-level Medical Examiner Investigators;

RECRUITMENT PROCESS

FINAL FILING DATE: Your application must be received by County of Ventura Human Resources in Ventura, California, no later than 5:00 p.m. on Monday, April 22, 2019.

To apply on-line, please refer to our web site at www.ventura.org/jobs. A paper application can be obtained by calling (805) 654-5129. Our address is: County of Ventura, Human Resources Division, 800 South Victoria Avenue, L-1970, Ventura, CA 93009.

NOTE: If presently permanently employed in another "merit" or "civil service" public agency/entity in the same or substantively similar position as is advertised, and if appointed to that position by successful performance in a "merit" or "civil service" style examination, then appointment by "Lateral Transfer" may be possible. If interested, please click [here](#) for additional information.

Note to Applicants: It is essential that you complete all sections of your application and supplemental questionnaire thoroughly and accurately to demonstrate your qualifications. A resume and/or other related documents may be attached to supplement the information in your application and supplemental questionnaire; however, it/they may not be submitted in lieu of the application.

SUPPLEMENTAL QUESTIONNAIRE – qualifying: All applicants are required to complete and submit the questionnaire for this examination AT THE TIME OF FILING. The supplemental questionnaire may be used throughout the examination process to assist in determining each applicant's qualifications and acceptability for the position. Failure to complete and submit the questionnaire will result in the application being removed from consideration.

APPLICATION EVALUATION – qualifying: All applications will be reviewed to determine whether or not the stated requirements are met. Those individuals meeting the stated requirements will be invited to continue to the next step in the screening and selection process.

NOTE: If there is a high number of qualified applicants, a comparative screening will be conducted to determine which of the applicants will be selected for invitation to the oral examination. Applications will be evaluated and ranked according to criteria that most closely meets the needs of the department, so it is essential that applicants provide as much detail as possible and answer all parts of the application and supplemental questions.

ORAL EXAMINATION – 100%: A job-related oral examination will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. Candidates must earn a score of seventy percent (70%) or higher to qualify for placement on the eligible list.

If there are three (3) or fewer qualified applicants, an oral examination will not be conducted. Instead, a score will be assigned to each application based on established criteria. Such score will be considered the final score for placement on the eligible list.

Applicants successfully completing the examination process may be placed on an eligible list

for a period of one (1) year.

BACKGROUND INVESTIGATION: A thorough pre-employment, post offer background investigation which may include inquiry into past employment, education, criminal background information, and driving record may be required for this position.

For further information about this recruitment, please contact Nathan Wood by e-mail at nathan.wood@ventura.org or by telephone at (805) 677-5232.

Medical Examiner Investigator I/II/Senior Supplemental Questionnaire

Please respond to the following questions. Your responses will give us additional information about your experience and background related to this position, and will be used in the selection process. Please be as concise and specific as possible; clarity of expression and ability to follow instructions will be considered in the evaluation process.

1. Are you willing and able to climb steep and/or rough terrain, and lift/carry and push/pull heavy weights?
 Yes
 No
2. Are you willing and able to work weekends, holidays, and nights including on-call and call-back (in addition to your regular working hours)?
 Yes
 No
3. Are you willing and able to work in indoor/outdoor environments in unpleasant, stressful, or emotional surroundings?
 Yes
 No
4. Do you possess a current valid American Board Medicolegal Death Investigation (ABMDI) certification? If yes, you MUST include your date of licensure and a current valid license number in the Certificates and Licenses section of your application. If no, I understand that I only can qualify at the ME Investigator I level.
 Yes
 No
5. Are you willing and able to obtain continuing education and training?
 Yes
 No
6. Describe your experience or training in medicine, including forensics, toxicology, physiology, anatomy, medical terminology and/or basic pathology of death, and law enforcement investigative principles and techniques. In your response include your title(s), the name of the employer(s) in which you acquired the experience and a description of your responsibilities. This experience MUST be included in the Work Experience section of your application for you to receive credit for it. If you do not have this type of experience, please write, "No experience."

7. Describe your experience visiting scenes of death, trauma or injury and what your role was. This experience MUST be included in the Work Experience section of your application for you to receive credit for it. If you do not have this type of experience, please write, "No experience."

8. Describe your experience with identifying next of kin, death notification, and interacting with grieving family members. In your response include your title(s), the name of the employer(s) in which you acquired the experience and a description of your responsibilities. This experience MUST be included in the Work Experience section of your application for you to receive credit for it. If you do not have this type of experience, please write, "No experience."

9. Are you willing to work on a temporary basis?

Yes

No

10. Level candidate qualified for.

MEI I

MEI II

Sr MEI