DEPUTY CHIEF MEDICAL EXAMINER

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SALARY

$270,000.00 - $330,000.00 Annually

OPENING DATE: 02/07/22

CLOSING DATE: Continuous

THE POSITION

UNCLASSIFIED POSITION IN THE MEDICAL EXAMINER DEPARTMENT
(GEORGIA MEDICAL LICENSE REQUIRED)

Fulton County Government COVID-19 Notice
Participation in the County's COVID-19 Vaccination Program is a condition of employment with Fulton County. All Fulton County employees are required to either be immunized by vaccination against COVID-19 or be tested weekly for the detection of COVID-19.

MINIMUM QUALIFICATIONS:
Doctorate Degree in Medicine; supplemented by five years of professional experience as an Associate Medical Examiner to include three years of supervisory experience.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. Must possess and maintain a valid Georgia medical license and certification in Anatomic and Forensic Pathology from the American Board of Pathology.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all county or departmental policies, practices, and procedures necessary to function effectively in the position.

EXAMINATION:
The examination will consist of an evaluation of education and experience, accomplished by analysis of the application. Application must document that the applicant possesses the minimum knowledge, skills, education and experience as listed. If selected, an official, accredited college transcript is required, at time of employment, for all degrees/coursework used to qualify for this position.

ALL APPLICATIONS MUST BE COMPLETED IN FULL BEFORE THEY ARE SUBMITTED. PLEASE REVIEW ALL APPLICATIONS FOR ACCURACY AND MAKE ALL CORRECTIONS BEFORE SUBMITTAL BECAUSE ERRORS CAN RESULT IN NOT MEETING THE MINIMUM QUALIFICATIONS. ADDITIONAL INFORMATION WILL NOT BE ACCEPTED AFTER APPLICATIONS ARE RECEIVED BY THE PERSONNEL DEPARTMENT.

Purpose of Classification:
The purpose of this classification is to perform examinations of human bodies in order to determine the cause and manner of death, including determining jurisdiction, performing autopsies, and reviewing laboratory work and investigative reports. This classification is distinguished from Associate Medical Examiner in that incumbents in this class assist with department management and act as Chief Medical Examiner in the absence of the same.

Essential Functions:
The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: develops and oversees employee work schedules to ensure adequate coverage and control; compiles and reviews timesheets; approves/processes employee concerns and problems and counsels or disciplines as appropriate; assists with or completes employee performance appraisals; directs work; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and assists with the revision of procedure manuals as appropriate.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Assists in developing, implementing, and updating department policies and procedures; assists with developing work methods and practices, policies, standard operating procedures and training programs; monitors implementation of departmental rules and regulations; updates departmental guidelines according to federal, state, or local legislation; conducts training programs.

Performs post-mortem examinations: performs and assists in autopsies, external examinations, views, etc.; interprets x-rays; correlates wound pathways and trajectories in order to recover projectiles; orders and interprets laboratory tests and reports; prepares examination reports.

Determines jurisdiction and approach to case: reviews investigative reports; reviews photographs and other evidence; makes determinations regarding jurisdiction; determines examinations to be performed.

Certifies deaths: reviews autopsy and laboratory findings; determines cause and manner of death; completes death certificates.
Provides follow-up consultation and court testimony: discusses findings with family; submits findings to medical personnel and law enforcement; discusses case with attorneys; provides court testimony regarding findings as needed; provides information to news media in accordance with established rules and regulations.

Teaches and trains pathology residents, forensic pathology fellows and medical students: provides information, guidance and direction; answers questions; assists with complex/problem situations, and provides technical expertise; prepares student evaluations; trains and instructs department staff; and coordinates annual tuberculosis testing.

Performs related duties: participates in in-house inspections and quality assurance activities; maintains quality assurance records; presents data to committees; serves on Child Fatality Review committee; conducts or participates in research projects; and submits conference attendance records for Continuing Medical Education credit.

Maintains a comprehensive, current knowledge and awareness of applicable laws, regulations, policies and procedures: maintains an awareness of new procedures, trends and advances in the profession; reads professional literature; participates in continuing education activities; attends meetings, workshops and seminars as appropriate.

Assists with developing and implementing Department’s budget: monitors expenditures and revenues to ensure compliance with approved budget; makes recommendations for new and replacement materials, equipment, and resources.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives and reviews various documentation, including investigative reports, medical records, toxicology reports and police reports; reviews, completes, processes, forwards or retains as appropriate; prepares or completes various forms, reports, correspondence, and other documentation, including autopsy reports, death certificates, annual reports, and student evaluations and portfolio reviews; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates or uses various instruments and equipment in order to complete work assignments: operates and maintains scalpels, scissors, forceps, microscope, and Dictaphone; operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, database, or other software; and operates general office or other equipment as necessary to complete essential functions.

Communicates with supervisor, other employees, students, attorneys and court personnel, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Additional Functions:
Acts as Chief Medical Examiner in absence of the same; conducts office conferences; conducts death certificate reviews; attends Department Head meetings; provides information to media; posts press releases to website; and prepares annual reports.

Performance Aptitudes:
Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.
**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

**Verbal Aptitude:** Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

**Mathematical Aptitude:** Requires the ability to perform moderately complex algebraic and geometric operations; ability to utilize principles of basic probability and statistical inference.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

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issued by the American Board of Pathology?
☐ Yes
☐ No

* 5. How much professional medical experience in a coroner or medical examiner's office do you have?
☐ 0 to 5 months
☐ 6 months to 1 year
☐ 13 months to 2 years
☐ 25 months to 3 years
☐ 37 months to 4 years
☐ 49 months to 5 years
☐ 61 months to 6 years
☐ 73 months to 7 years
☐ 85 months to 8 years
☐ 8+ years

* 6. How many years of supervisory experience do you possess?
☐ 0 to 5 months
☐ 6 months less than 1 year
☐ 1 year less than 2 years
☐ 2 years less than 3 years
☐ 3 years less than 4 years
☐ 4 years or more

* 7. Has your license to practice medicine ever been suspended or revoked?
☐ Yes
☐ No

* Required Question