



# City & County of San Francisco Chief Medical Examiner



*The City and County of San Francisco is conducting a national search for the position of Chief Medical Examiner. This executive position is a career opportunity in a Medical Examiner's Office with a unique and stimulating investigative workload.*

## City and County of San Francisco

San Francisco is one of the most livable, culturally diverse, and internationally recognized American cities. Built on a 47 square-mile peninsula, its unique terrain is bordered on three sides by the Pacific Ocean and the San Francisco Bay. Exquisitely restored Victorians and modern high-rises crest its seven major hills and widely diverse lifestyles flourish side by side. Home to major universities, a vibrant arts scene, and world champion sports teams, San Francisco is a perfect spot to revel in the beauty and bounty of Northern California.

As one of a few municipalities nationally that is both a city and county, San Francisco operates departments typical of both levels: a large hospital and public health system; human services; and police, fire, and sheriff's departments. Other unique functions include an international airport, water and power utilities, and public transportation.

The Mayor appoints most City and County officials, prepares the budget, and oversees City departments. London N. Breed was elected in June 2018 to serve as Mayor. The eleven-member Board of Supervisors passes legislation, approves budgets, and sets tax and compensation rates. The Office of the Chief Medical Examiner (OCME) reports directly to the City Administrator, Naomi M. Kelly, who oversees twenty-five departments and programs. The responsibilities of these departments differ dramatically, but all strive to provide excellent service to or on behalf of San Francisco residents.

### Office of the Chief Medical Examiner

The overall mission of the OCME is to provide accurate, timely, compassionate, and professional death investigative services for the residents of the City and County of San Francisco. By law, the Office is first and foremost responsible for the investigation and certification of a variety of deaths of legal or public health interest.

The OCME moved into a new, modern 46,000 square foot facility at the end of 2017 which enables staff to more effectively and efficiently carry out their mandated duties as an essential first responder and critical partner in San Francisco's criminal justice system. The building features a state-of-the-art autopsy suite and forensic laboratory.

In Fiscal Year 2017 – 2018, 2,755 deaths were reported to the OCME. Of those deaths, 1,120 were investigated by the OCME. Examinations are often stimulating and complex given the uniqueness of the Office's urban jurisdiction. Because of its work, the OCME plays an important role in supplying data, information, and education to local and national stakeholders.

The Forensic Laboratory Division of the OCME serves as the testing center for postmortem specimens from cases investigated by the OCME, as well as human performance testing in living individuals (primarily related to driving under the influence and drug-facilitated sexual assaults). The Forensic Laboratory Division analyzed 1,474 cases last fiscal year.

The Office has a budget of \$10.7 million and an authorized staff of 39 professionals, four of which are Assistant Medical Examiners. The Office is a 24/7 operation with an in-house toxicology lab and staff, including a Forensic Laboratory Director. The four functional divisions that comprise the Office of the Chief Medical Examiner are:

- Medico-Legal Investigation
- Field Investigation
- Forensic Laboratory
- Administration

# The Position of Chief Medical Examiner

This executive level position is appointed by and serves at the pleasure of the City Administrator and Mayor. In addition to performing the duties of a forensic pathologist, the Chief Medical Examiner serves as department head and is responsible for the overall administrative and operational effectiveness of the OCME.

Specific duties of the position include:

- Oversees post-mortem pathological examinations and medical investigations required for cause of death determination, as well as analyses to determine the presence of drugs or other chemicals;
- Testifies in court as an expert witness and may personally perform the most difficult and important forensic activities;
- Oversees the proper execution of death certificates and the maintenance of all case records;
- Oversees relationships with law enforcement agencies and organ procurement agencies, and maintains relations with public and news media;
- Oversees the department's mass fatality planning and preparation;
- Provides leadership, oversight and accountability for overall department performance.

Key knowledge, skills, and experience required of the successful candidate include:

- Thorough knowledge of the overall operation of a Medical Examiner's Office;
- Demonstrated experience in leadership, motivation, and implementing organizational change;
- Demonstrated ability to effectively perform management activities, including goal setting, budget management, and human resource management;
- Demonstrated experience collaborating with key stakeholders, such as public officials, members of the community, and the media to advance the OCME's agenda and operational strategies;
- Knowledge of or ability to become knowledgeable of local, State of California, and Federal ordinances, regulations, and laws governing death investigations;
- Thorough knowledge of investigative procedures for determining causes and manner of death, as well as modern forensic pathology methods and techniques;
- Thorough knowledge of the principles, practices, instruments, and methods used in the collection and processing of post-mortem evidence.

## The Ideal Candidate

The ideal Chief Medical Examiner will have a unique blend of forensic pathology expertise, people skills, and management acumen. The success of the Chief Medical Examiner will depend on an ability to convey and implement an outstanding vision of the department's future and to provide sound departmental management and leadership. Candidates must also thrive in a fast-paced environment with a personal style that embraces a collaborative approach to decision-making and problem solving. Successful candidates will have the ability to create and lead teams, organize and prioritize the work of others, and build collaborative relationships.

Top candidates for consideration will have had prior senior management experience in an organization that promotes best practices and has a proven track record of implementing operational change. In particular, a candidate must have a demonstrated ability to improve operational efficiency while maintaining investigative integrity, to integrate new technology and systems and plan for their continual refinement, and to meet national standards and local expectations of excellent performance.

In summary, the successful candidate will have the ability to lead and manage a complex, fast-paced Medical Examiner's Office and will have consistently demonstrated the highest of ethical and professional standards.



## Qualifying Experience and Education

**Education and Experience:** Graduation from an accredited school of medicine or osteopathy and senior management experience in a Medical Examiner's Office of similar size, scope and complexity.

**Licensure/Certification:** An applicant must possess (or have the ability to possess) a license to practice medicine in the State of California, as well as a State of California Department of Public Health X-ray Supervisor and Operator Certificate or Permit (or the ability to obtain one within 6 months of hire date). Applicants must also have certifications from the American Board of Pathology in 1) Anatomic and Clinical Pathology or Anatomic Pathology, and 2) Forensic Pathology.

**POST Background Required:** The selected candidate will be required to successfully pass a qualifying medical, psychological, and extensive background screening procedure to be arranged and coordinated by the City and County of San Francisco and consistent with California POST regulations.

## Compensation and Benefits

The annual salary range is up to \$370,000. The starting salary will depend on qualifications, salary history, and career accomplishments. In addition to competitive salaries, the City offers flexible benefit plans with pre-tax elections that include: medical and dental insurance; retirement plan; deferred compensation plan; long-term disability plan; life insurance; paid management training program; 11 paid holidays per year; 5 floating holidays; 10 to 20 vacation days depending on years of service; and 5 days of paid executive leave per year.

For more information on benefits, please visit the website at <https://sfdhr.org/benefits-overview> and Executive Benefit Summary at <https://sfdhr.org/MEA-Miscellaneous-Benefit-Summary>.

## Application and Selection Process

To be considered for the position, submit a cover letter with current salary and resume to Kingsley Yee at [kingsley.yee@sfdpw.org](mailto:kingsley.yee@sfdpw.org). Mr. Yee can be reached by phone at (415) 554-4823.

Confidential inquiries are welcomed. ***This recruitment is open until filled.*** The first review of resumes will take place on August 5, 2019. All education and credentials will be verified and detailed verifications and background checks conducted. ***Candidates should be aware that this is a confidential process.***

Resumes will be screened in relation to the criteria outlined in this brochure. Preliminary interviews will be held with qualified candidates, and candidates deemed most qualified will be referred to the City Administrator.

**The City and County of San Francisco is an Equal Opportunity Employer.**

