



CLASSIFICATION NO. 519  
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FLSA: Exempt  
EEO: 3

## **MEDICOLEGAL DEATH INVESTIGATOR, CHIEF**

### **CLASS CHARACTERISTICS**

Under general direction, to plan, organize, supervise and manage the activities, programs, and staff of the County's Medical Examiner's Office; to participate in program planning and evaluation (as described in ORS Chapter 146); to oversee and as needed conduct the investigation of deaths occurring under violent, questionable or unexplained circumstances (as described in ORS Chapter 146); to oversee contracted County Medical Examiner position and services; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Medical Examiner's Office within the Office of Disaster Management investigates and certifies the cause and manner of deaths occurring under violent, questionable or unexplained circumstances requiring investigation as prescribed in ORS Chapter 146. The activities of this Office are conducted in cooperation with the District Attorney's Office, County law enforcement agencies and private organizations, and are subject to the review and direction of the State Medical Examiner's Office.

The Medicolegal Death Investigator, Chief develops, implements and manages the Medical Examiner's Office programs, and reports to the Director of Disaster Management. The Medicolegal Death Investigator, Chief is responsible for the investigation of deaths within the County as required by ORS Chapter 146 and is the primary contact for the State Medical Examiner, the County District Attorney's Office, local law enforcement, and others as needed regarding all cases. The activities of the County Medical Examiner's Office are conducted in cooperation with the District Attorney's Office, County law enforcement agencies and private organizations, and are subject to the review and direction of the Oregon State Medical Examiner's Office.

The Medicolegal Death Investigator, Chief differs from the Medicolegal Death Investigator Supervisor which supervises Medicolegal Death Investigators and day-to-day operations, and performs program activities to support the Medicolegal Death Investigator, Chief. It also differs from the Medicolegal Death Investigator which conducts investigations of deaths and prepares detailed reports relating to deceased persons.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Develops, implements and manages the Medical Examiner's Office programs as prescribed by Federal and State statutes, rules, and regulations; determines, implements, manages, monitors and evaluates goals, policies, procedures, and objectives to ensure program effectiveness in meeting established objectives; oversees work activities and projects; ensures operating practices, procedures and policies are in compliance with rules and regulations.
2. As assigned, acts on behalf of the Director of the Office of Disaster Management in their absence; as needed, serves as Disaster Management Duty Officer and in an Emergency Operations Center (EOC) role.
3. Oversees, supervises and manages staff within the Medical Examiner's Office; supervises administrative and supervisory staff; oversees contracted staff; manages and oversees hiring and supervision of Medicolegal Death Investigator staff; evaluates work performance through analysis of reports and discussion of investigations to provide quality service to citizens and County staff; reviews case investigations for completeness and accuracy; conducts and/or facilitates staff training and development programs; prepares and conducts performance evaluations; responds to and resolves disputes, grievances, and safety concerns; recommends and administers progressive discipline; promotes cooperative team efforts among staff and with other County departments.
4. Compiles and analyzes data concerning deaths to identify trends in causes and manner of death; partners with County multi-disciplinary teams to review statistics on causes and manner of deaths to improve the cooperation of partners to reduce specific causes and manner of death.
5. Conducts in-service training for police, fire and EMS personnel and presentations for private sector partners; responds to questions and requests for information from the media and the public.
6. Oversees, conducts, and participates in budget preparation and contract administration; directs the monitoring and control of expenditures; authorizes and/or purchases equipment and materials specific to the operation of the Medical Examiner's Office.
7. Conducts public relations and outreach activities; designs, develops and maintains community partnerships aimed at improved office efficiency; participates in regional and state organizations, commissions, task forces and committees to promote and coordinate increased efficiency and cooperation; monitors effectiveness of public/private partnership relations.
8. As needed, supervises or conducts all aspects of death investigations; provides on-call response to death investigations; makes death notifications to family members of the deceased; interviews witnesses and relatives of the deceased; recommends further criminal or pathological investigations as indicated; communicates findings at death scene along with history and circumstances of death to the pathologist; testifies in criminal and civil proceedings relating to the investigation findings.

## **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Effective methods of medical and criminal investigation; rules of evidence; state statutes regulating death investigations; medical and anatomical terminology;

principles and practices of supervision and training; participative management theories; public relations techniques; budgetary and fiscal monitoring techniques; recordkeeping and reporting techniques.

Working knowledge of: Statistical calculations and gathering methods; disaster management functions.

Skill to: Determine and obtain evidence required in order to enforce the medical investigation law; obtain information from lay and expert witnesses concerning matters of an intimate nature and serious consequence; prioritize multiple, critical tasks occurring simultaneously; effectively use independent judgement in conditions of competing priorities; communicate effectively, both orally and in writing, especially in high stress and emotional situations; safely handle medical equipment and instruments, bio-hazards, and chemicals; direct staff in continuous efforts to improve quality productivity and effectiveness; incorporate team participation in decision making; prepare clear and concise reports; implement and maintain cost containment procedures; establish and maintain effective working relationships with medical, law enforcement, and County personnel, and the public.

### **WORKING CONDITIONS**

Duties in the field require occasional to frequent sitting, standing, stepping, walking, squatting, kneeling, bending, twisting, balancing, reaching forward and overhead, climbing and fine motor control. The ability to lift and carry 50 pounds, push 50 pounds and pull 75 pounds. Duties also involve exposure to confined spaces, slippery and/or uneven surfaces, dust, chemicals, adverse weather conditions, environmental, biological, and/or health hazards, and unpleasant elements at death scenes.

Must be willing to work scheduled 24-hour standby/on-call shifts. Requires on-call availability beyond assigned shifts.

Must be available for 24-hour on-call rotation for the disaster management program, and be available for either on or off scene, in the event of Emergency Operations Center activation.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

#### **Licenses/Certifications:**

The following licensure/certifications are required at the time of hire.

- Registered by The American Board of Medicolegal Death Investigators (ABMDI).

## **PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass an extensive background investigation including national fingerprint records check.

Must pass a pre-employment drug test.

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Driving is required for County business to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 6/25