



Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: September 30, 2010

Re: **Notice of Proposed Classification Actions –Final Notice No.12 FY 2010/2011 (copy attached)**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective September 30, 2010.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
Micki Callahan, DHR
Martin Gran, DHR
Cathy Abela DHR
Carmela Villasica, DHR
Linda Cosico, DHR
Christina Fong, DHR
Rich David, DHR
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Debra Nebreda, CON
Tinhha Luong, CON
Clare Leung, MTA
RAS Team Leader(s)
DHR Support Services
E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 12
Fiscal Year: 2010/2011
Posted Date: September 23, 2010

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Final job specifications attached.)

Item #	DEPT/DIV	Class/Title
1	ADM	2577 Medical Examiner's Investigator I

Item #	DEPT/DIV	Class/Title
2	ADM	2578 Medical Examiner's Investigator II

Item #	DEPT/DIV	Class/Title
3	ADM	2579 Medical Examiner's Investigator III

For additional information regarding the above proposed action, please contact Cathy Abela at (415) 557-4933 or email her at Cathy.Abela@sfgov.org.

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at: <http://sfdhr.org/index.aspx?page=109>

cc: All Employee Organizations
All Departmental Personnel Officers
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Christina Fong, DHR
Carmela Villasica, DHR
Linda Cosico, DHR
RAS Team Leader(s)
DHR Support Services
Martin Gran, DHR
Steve Ponder, DHR
Cathy Abela, DHR
Clare Leung, MTA
Suzanne Wong, MTA
File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: MEDICAL EXAMINER'S INVESTIGATOR I
Job Code: 2577**

INTRODUCTION

Under general supervision, assists with investigations / autopsies / administrative tasks coming under the jurisdiction of the Office of the Chief Medical Examiner; and performs related duties as required.

DISTINGUISHING FEATURES

The Medical Examiner's Investigator I is the entry-level classification in this job series. Incumbents assist in the performance of death investigations and autopsies. Positions in this job class received on-the-job training in autopsy and investigative fields. Assignments to positions in this class are of average difficulty or complexity.

SUPERVISION EXERCISED: None

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Respond to death scenes coming under the jurisdiction of the Chief Medical Examiner; assist in the removal of the body from the scene.
2. Assist forensic pathologist with forensic examinations including evidence collection, labeling, photography, specimen collection and autopsy of the deceased persons.
3. Assist Investigator in gathering forensic evidence and medical information; assist with examination of the body of deceased person and recording any pertinent evidence; assist with the examination of the surrounding vicinity and records findings; assists with the maintenance of chain of custody.
4. Assist in the collection and preservation of clothing, physical and biologic evidence for forensic analysis, including but not limited to gunshot residue collection, fingernail clippings, sexual assault specimen collection, forensic toxicology, clinical chemistry, serology, and microbiologic testing; package and prepare evidence and specimens for storage or transport within a legal chain of custody; ensure proper biohazard waste disposal regulations according to protocol.
5. Assist in recording of valuables and property removed from the death scene or autopsies for safekeeping; assist in preparing detailed reports of investigation; assist in maintaining required records; assist in preparing clear and concise history of facts surrounding the death and/or medical history.
6. Assist in enforcing and interpreting investigative/ autopsy policies and procedures.
7. Assist in coordinating and conducting field investigations with other law enforcement

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agencies, the District Attorney, attorneys, interview witnesses, physicians, police officers, hospitals, family members and others to obtain facts concerning the death; assist in establishing the identification of deceased persons, and work with investigators from other agencies.

8. Assist in locating and notifying next of kin; represent the department in contacts with hospitals, funeral directors, law enforcement agencies, and others.
9. Assist in cleaning and maintaining autopsy suite, scale room, hallway parking lot and lobby areas; order and stock necessary supplies and equipment for proper function of the facility and vehicles in a manner that ensures a safe worksite, free of biohazards.
10. Assist other forensic consultants in forensic examinations, such as dental or anthropology examinations.
11. Assist in the identification of deceased persons, including those that are badly decomposed; take fingerprints from cadavers.
12. May testify in courtroom proceedings as necessary.
13. Keep vehicle mileage records and Limited Quantity Hauling Log.
14. Prepare daily indigent, amended and other electronic and printed death certificates; assist with filing of death records.
15. Register the storage position of all deceased persons and inventory those cases stored; confirm the identity and legal release of all deceased persons in accordance with departmental policies.
16. Perform other duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Autopsy; standard procedures for gathering, preserving and presenting data and physical evidence; interview methods and techniques; state and local laws governing the operations of the Medical Examiner, i.e., Government, Penal, Health and Safety Codes, Estate administration law, etc.; and methods and procedures utilized in working with potentially hazardous biological and/or chemical materials.

Ability to: Assist with investigations and examine remains of the deceased under unpleasant conditions with possible exposure to toxic chemicals and other biohazards; promote, establish and maintain cooperative working relationships with a variety of individuals and groups; gather, analyze, evaluate and preserve evidence; interact courteously, fairly and effectively with individuals and groups from a variety of cultural and socioeconomic backgrounds; and remain calm under emergency and emotional situations; write reports and correspondence in a clear, concise, well-organized and effective manner; speak clearly and concisely, and listen and elicit information to effectively interview witnesses and others

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related to cases; perform strenuous physical activities including lifting and moving dead bodies; credibly testify in court hearings; and operate a motor vehicle.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

1. Possession of a BA/BS Degree in Biology, Criminal Justice, Psychology, Forensic Science or closely related field; **OR**
2. Possession of a current valid embalmer's license issued by the California State Board of Funeral Directors and Embalmers; **OR**
3. Diplomat Certification issued by the American Board of Medico-legal Death Investigators; **OR**
4. One year of verifiable experience in medical, nursing, medical examiner, coroner or investigative field. This experience must include working with deceased persons and/or their families.

Substitution: Additional qualifying experience can be substituted for education on a year-for-year basis.

Additional Requirements:

- Must be willing and able to work under adverse and/or hazardous conditions, involving frequent exposure to sudden, unexpected and sometimes violent deaths, decomposed bodies, bodies with extensive physical injuries; biohazards, unpleasant odors or conditions.
- Must be willing and able to work 24 hours rotating shifts, including weekends and holidays.
- Must be able to type 25 wpm within six months of employment.
- Willing and able to lift dead bodies weighing 175 pounds using acceptable removal techniques.
- Willing and able to complete a pulmonary function test and be fitted for an N-95 respirator.
- Willing and able to wear Personal Protective Equipment and respirators.
- Ability to comply with departmental policies regarding blood borne pathogens, radiation safety, biohazards and chemical exposure prevention, and other departmental policies and procedures.
- Must be able to comply with case confidentiality requirements of the department.

Candidates must pass the following:

- Review of Judicial and Driving Records (Fingerprinting);
- Employment, Character and Background Investigation;

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- Medical Examination including pulmonary function test; AND
- Physical ability to lift dead bodies weighing 175 pounds to remove them from the scene of death using acceptable removal techniques.

LICENSE AND CERTIFICATION

Possession and maintenance of a valid California Driver's License within 30 days of hire.

PROMOTIVE LINES

To: 2578 Medical Examiner's Investigator II

ORIGINATION DATE: 5/24/06

AMENDED DATE: 9/30/10

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: MEDICAL EXAMINER'S INVESTIGATOR II
Job Code: 2578**

INTRODUCTION

Under direction, conducts all types of investigations coming under the jurisdiction of the Office of the Chief Medical Examiner; functions as a lead worker in field investigations; trains assistant level investigators and other staff; and performs related duties as required.

DISTINGUISHING FEATURES

The Medical Examiner's Investigator II is the journey level classification in this job series. Incumbents perform all types of investigations with a thorough working knowledge of Medical Examiner's investigative practices.

SUPERVISION EXERCISED: Supervises 2577 Medical Examiner's Investigator I

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Respond to death scenes coming under the jurisdiction of the Chief Medical Examiner, including difficult, sensitive and/or complex cases; remove and/or authorize removal of body from the scene.
2. Conduct field investigations; interview witnesses, physicians, police officers, family members and others to obtain facts concerning the death; establish identification of deceased person; notify medical examiner on-call, and work with investigators from other agencies.
3. Gather forensic evidence and medical information; examine the body of deceased person and records any pertinent evidence; examine the surrounding vicinity and records findings; maintain chain of evidence.
4. Take charge and record valuables and property removed from death scene for safekeeping.
5. Prepare and complete detailed reports of investigation and other official activities; maintain required records; prepare clear and concise history of facts surrounding the death and/or medical history; compile special statistical reports.
6. Enforce and interpret investigative policies and procedures and assist in developing or revising methods and policies regarding investigative/ autopsy matters.
7. Coordinate investigations with other law enforcement agencies, the District Attorney, attorneys, physicians, hospitals, and others.
8. Locate and notify next of kin; represent the department in contacts with hospitals, funeral directors, law enforcement agencies, and others.
9. Assist in the development and implementation of training programs for investigative/ autopsy staff.

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10. Maintain a clean work environment; keep vehicles and equipment in a safe and clean condition.
11. Testify in court proceedings as necessary.
12. Performs other duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: investigative practices and procedures; standard procedures for gathering, preserving and presenting data and physical evidence; interview methods and techniques, included those needed to interview difficult, emotionally stressed or hostile individuals; basic human anatomy, physiology and forensic pathology terminology; state and local laws governing the operations of the Medical Examiner, i.e., Government, Penal, Health and Safety Codes, Estate administration law, etc.; methods and procedures utilized in working with potentially hazardous biological and/or chemical materials.

Ability to: conduct investigations and examine remains of the deceased under unpleasant conditions with possible exposure to toxic chemicals and other biohazards; promote, establish and maintain cooperative working relationships with a variety of individuals and groups; gather, analyze, evaluate and preserve evidence; interact courteously, fairly and effectively with individuals and groups from a variety of cultural and socioeconomic backgrounds; and remain calm under emergency and emotional situations; write reports and correspondence in a clear, concise, well-organized and effective manner; speak clearly and concisely, and listen and elicit information to effectively interview witnesses and others related to cases; perform strenuous physical activities including lifting and moving dead bodies; ability to credibly testify in court hearings; operate a motor vehicle; and use computers and applicable software programs.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

1. Possession of a BA/BS Degree in Biology, Criminal Justice, Forensic Science, Psychology, or closely related field; **OR**
2. Possession of a current valid embalmer's license issued by the California State Board of Funeral Directors and Embalmers; **OR**
3. Diplomat Certification issued by the American Board of Medico-legal Death Investigator;
AND

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4. Two (2) years of verifiable experience in medical, nursing, medical examiner, coroner or investigative field. This experience must include working with deceased persons and their families. **OR** One (1) year of experience in class 2577 Medical Examiner's Investigator I;

Substitution: Additional qualifying experience can be substituted for up to two years of the required education.

Additional Requirements:

- Must be willing and able to work under adverse or hazardous conditions, involving frequent exposure to sudden, unexpected and sometimes violent deaths, decomposed bodies, bodies with extensive physical injuries; biohazards, unpleasant odors or conditions
- Must be willing and able to work 24 hours rotating shifts, including weekends and holidays.
- Must be able to type 25 wpm within six months of employment.
- Willing and able to lift dead bodies weighing 175 pounds using acceptable removal techniques.
- Willing and able to complete a pulmonary function test and be fitted for an N-95 respirator.
- Willing and able to wear Personal Protective Equipment and respirators.
- Ability to comply with departmental policies regarding blood-borne pathogens, radiation safety, biohazard and chemical exposure prevention, and other departmental policies and procedures.
- Ability to comply with case confidentiality requirements of the department.
- Ability to pass review of Judicial and Driving Records (Fingerprinting)
- Ability to pass employment, character and background investigation, including polygraph examination and psychological examination.
- Basic knowledge of human anatomy, physiology, and forensic pathology terminology.
- Knowledge of investigative practices and procedures.

Candidates must pass the following:

- Review of Judicial and Driving Records (Fingerprinting);
- Employment, Character and P.O.S.T Background Investigation;
- Polygraph and Psychological Examination;
- Medical Examination including pulmonary function test and drug screen; AND
- Physical ability to lift dead bodies weighing 175 pounds to remove them from the scene of death using acceptable removal techniques.

LICENSE AND CERTIFICATION

1. Possession and maintenance of a valid California Driver's License within 30 days of hire;
AND
2. Must possess a certificate or successfully complete a basic P.C. 832 course (Peace

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Officer Firearms and Arrest Procedures) within one year of employment AND

3. Must possess a certificate or successful completion of P.O.S.T. Basic Coroners Academy/Death Investigation Course within one year of employment. AND
4. Must possess a Diplomat Certification issued by the American Board of Medico legal Death Investigators within one year of employment.

PROMOTIVE LINES

To: 2579 Medical Examiner's Investigator III

From: 2577 Medical Examiner's Investigator I

ORIGINATION DATE: 5/24/06

AMENDED DATE: 9/30/10

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN

**CITY AND COUNTY OF SAN FRANCISCO
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**Title: MEDICAL EXAMINER'S INVESTIGATOR III
Job Code: 2579**

INTRODUCTION

Under general direction, plans and supervises the work of assigned staff; directs and/or conducts the more complex investigations coming under the jurisdiction of the Office of the Chief Medical Examiner; and performs related duties as required.

DISTINGUISHING FEATURES

The Medical Examiner's Investigator III is the senior level classification in this job series. Incumbents supervise the work of assigned staff; oversee and/or directly conduct the more difficult and sensitive investigations with a thorough working knowledge of Medical Examiner's investigative practices.

SUPERVISION EXERCISED: Supervises 2578 Medical Examiner's Investigator II and 2577 Medical Examiner's Investigator I

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Plan, assign, train, direct, supervise and evaluate the work of investigative/autopsy unit staff in the investigations of deaths; prepare shift assignments and vacation schedules; evaluate performance and counsel employees; complete performance plans and appraisals; make recommendations on personnel issues and disciplinary concerns; monitor overtime expenditure; available on call 24/7 and be able to respond to the office within 30 minutes.
2. Directs and/or conducts the more complicated investigations, notify Medical Examiner on-call, and work with witnesses, physicians, police officers, family members and others to obtain facts concerning the death; oversee identification of deceased person; notify and work with investigators from other agencies; remove and/or authorize removal of body from the scene.
3. Gather forensic evidence and medical information; examine the body of deceased person and records any pertinent evidence; examine the surrounding vicinity and records findings; respond to scenes and assist with field death investigations including body removal; maintain chain of custody; compile special statistical reports.
4. Take charge and record valuables and property removed from death scene for safekeeping; assist with release of property and general inquiries from the public and outside agencies
5. Enforce and interpret investigative policies and procedures and assist in developing or revising methods and policies regarding investigative matters.
6. Prepare and complete detailed reports of investigation and other official activities; review investigative reports and images of all reported cases, and report them at daily morning

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**Title: MEDICAL EXAMINER'S INVESTIGATOR III
Job Code: 2579**

meetings; work with records on California EDRS; maintain required records; prepare clear and concise history of facts surrounding the death and/or medical history; compile special statistical reports and accept subpoenas and other legal documents.

7. Conduct P.O.S.T. background investigations; maintain P.O.S.T. training and DMV reports on assigned staff; oversee compliance with regulations and training on law enforcement investigative systems, such as CLETS, Accurint, etc.

8. Perform complete investigations on unidentified individuals and ensure retention and reporting in accordance with state law; search to locate and notify next of kin; assist with Indigent Dead Program; represent the department in contacts with hospitals, funeral directors, law enforcement agencies, and others.

9. Develop and implement training programs for investigative/ autopsy staff; oversee schedules for P.O.S.T. training for investigative staff.

10. Supervise cleaning and maintenance of vehicle, equipment and work areas; oversee investigative/ autopsy supply requests.

11. Testify in court proceedings as necessary.

12. Performs other duties as required.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: autopsy and investigative practices and procedures; standard procedures for gathering, preserving and presenting data and physical evidence; interview methods and techniques, included those needed to interview difficult, emotionally stressed or hostile individuals; basic human anatomy, physiology and forensic pathology terminology; state and local laws governing the operations of the Medical Examiner, i.e., Government, Penal, Health and Safety Codes, Estate administration law, etc.; methods and procedures utilized in working with potentially hazardous biological and/or chemical materials.

Ability to: plan, assign, train, supervise, evaluate the activities of assigned staff; conduct field investigations and examine remains of the deceased under unpleasant conditions with possible exposure to toxic chemicals and other biohazards; promote, establish and maintain cooperative working relationships with a variety of individuals and groups; gather, analyze, evaluate and preserve evidence; interact courteously, fairly and effectively with individuals and groups from a variety of cultural and socioeconomic backgrounds; and remain calm under emergency and emotional situations; write reports and correspondence in a clear, concise, well-organized and effective manner; speak clearly and concisely, and listen and elicit information to effectively interview witnesses and others related to cases; ability to credibly testify in court; perform strenuous physical activities including lifting and moving dead bodies; operate a motor vehicle; and use computers and applicable software programs.

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**Title: MEDICAL EXAMINER'S INVESTIGATOR III
Job Code: 2579**

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

1. Possession of a BA/BS Degree in Biology, Criminal Justice, Forensic Science, Psychology, or closely related field; OR
2. Possession of a current valid embalmer's license issued by the California State Board of Funeral Directors and Embalmers; AND
3. Diplomat Certification issued by the American Board of Medico-legal Death Investigator; AND
4. Three years of verifiable experience in medical, nursing, medical examiner, coroner or death investigative field. This experience must include working with deceased persons and their families. OR Two (2) years of experience in class 2578 Medical Examiner's Investigator II

Substitution: Additional qualifying experience can be substituted for up to two years of the required education.

Additional Requirements:

- Must be willing and able to work under adverse or hazardous conditions, involving frequent exposure to sudden, unexpected and sometimes violent deaths, decomposed bodies, bodies with extensive physical injuries; biohazards, unpleasant odors or conditions.
- Must be willing and able to work 24 hours rotating shifts, including weekends and holidays.
- Must be able to type 25 wpm within six months of employment.
- Willing and able to lift dead bodies weighing 175 pounds using acceptable removal techniques.
- Willing and able to complete a pulmonary function test and be fitted for an N-95 respirator.
- Willing and able to wear Personal Protective Equipment and respirators.
- Ability to comply with departmental policies regarding blood-borne pathogens, radiation safety, biohazard and chemical exposure prevention, and other departmental policies and procedures.
- Ability to comply with case confidentiality requirements of the department.
- Ability to pass review of Judicial and Driving Records (Fingerprinting)

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Job Code: 2579**

- Ability to pass employment, character and background investigation, including polygraph examination and psychological examination.
- Basic knowledge of human anatomy, physiology, and forensic pathology terminology.
- Knowledge of investigative practices and procedures.

Candidates must pass the following:

- Review of Judicial and Driving Records (Fingerprinting);
- Employment, Character and P.O.S.T Background Investigation;
- Polygraph and Psychological Examination;
- Medical Examination including pulmonary function test and drug screen;; AND
- Physical Examination. Physical ability to lift dead bodies weighing 175 pounds to remove them from the scene of death using acceptable removal techniques.

LICENSE AND CERTIFICATION

1. Possession and maintenance of a valid California Driver's License within 30 days of hire; AND
2. Must possess a certificate or successfully complete a Diplomat Certification issued by the American Board of Medico-legal Death Investigator; AND
3. Must either possess a certificate or successfully complete an advanced P.C. 832 course (Peace Officer Firearms and Arrest Procedures) within one year of employment. AND
4. Must possess a certificate or successfully complete P.O.S.T. Basic Coroners Academy/Death Investigation Course within one year of employment.

PROMOTIVE LINES

From: 2578 Medical Examiner's Investigator II

ORIGINATION DATE: 5/24/06

AMENDED DATE: 9/30/10

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN