



Gavin Newsom  
Mayor

Micki Callahan  
Human Resources Director

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

Date: October 27, 2010

Re: **Notice of Proposed Classification Actions –Final Notice No. 16 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 October 27, 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  
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  
Maria Newport, SFERS  
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:** 16  
**Fiscal Year:** 2010/2011  
**Posted Date:** October 20, 2010

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

<b>Item #</b>	<b>DEPT/DIV</b>	<b>Class/Title</b>
1	ADM	2579 Medical Examiner's Investigator III

**For additional information regarding the above proposed action, please contact Carmela Villasica at (415) 557-4928 or email her at [Carmela.Villasica@sfgov.org](mailto:Carmela.Villasica@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  
Maria Newport, SFERS  
Clare Leung, MTA  
Suzanne Wong, MTA  
File

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

**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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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.

**CITY AND COUNTY OF SAN FRANCISCO  
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**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)

**CITY AND COUNTY OF SAN FRANCISCO  
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- 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 within one (1) year of employment; 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; 10/27/10

**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