

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

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

Posting No: 01
Fiscal Year: 2021/2022
Posted Date: 07/28/2021
Reposted Date: N/A

ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached)

Item #	Job Code	Title
1	2524	Senior Morgue Attendant

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Operations
Carol Isen, DHR
Sandra Eng, CSC
Sue Hwang, SFERS
Theresa Kao, Controller/ Budget Division
E-File

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

**Title: Senior Morgue Attendant
Job Code: 2524**

DEFINITION

Under general supervision, performs or supervises morgue attendants in the handling and preparation of bodies of deceased persons for post-mortem examination and burial; performs autopsies and specimen grossing on select tissue types.

DISTINGUISHING FEATURES

This is the senior-level position in the Morgue Attendant series. It is distinguished from the 2520 Morgue Attendant in that it has supervisory responsibilities, and incumbents perform work that is more difficult than that performed by incumbents in the 2520 position.

SUPERVISION EXERCISED

Supervises subordinates in the Morgue.

EXAMPLES OF 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. Supervises several morgue attendants in the in decedent transport and record keeping, preparation of bodies of deceased persons for post-mortem examinations and burial.
2. Prepares for post-mortem examination by setting up necessary equipment, instruments and solutions; prepares body for all aspects of procedure including removal of casts, bandages and medical devices; independently performs and trains residents in the proper procedures for body evisceration including but not limited to the removal of organs, spinal cord and brain; obtains tissue, blood samples and other fluids from bodies for toxicological examinations; performs any autopsy related duties as directed by the medical staff including organ dissection and post-mortem testing as needed.
3. Transports specimens from the operating room and other hospital clinics and performs specimen grossing as requested on select tissue types.
4. Checks morgue and other work spaces for cleanliness and adequacy of service supplies; checks for appropriate decedent storage temperatures and ventilation. Assures all equipment is functioning properly and unit procedures are updated according to clinical and institutional needs.
5. Correlates all information to be furnished to proper authorities; transmits all required information to personnel assigned to subsequent shifts; prepares daily reports for death registry office.
6. Performs the duties of a morgue attendant in cleaning and maintaining morgue and autopsy room, cleaning and sterilizing equipment, dispose of tissue and chemical waste, preparing bodies for examination and burial and preparers all required documentation associate with these tasks.
7. Receives animal specimens and prepares them for examination, performs specimen dissection, and prepares tissue for testing at a reference laboratory.

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8. Performs decedent viewings for family members as requested.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: The procedures involved in assisting a physician in post-mortem examinations; - techniques involved in handling and preparation of bodies for post-mortem examination or burial; hospital methods and procedures; and the care of surgical instruments and equipment.

Ability or Skill to: Use post-mortem techniques and procedures as necessary; supervise and check the work of subordinates.

MINIMUM QUALIFICATIONS

These minimum qualifications establish 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.

Education:

Possession of an associate's degree (AA) or equivalent courses with a concentration in Biological Sciences and Anatomy from an accredited college or university.

Experience:

One (1) year of experience conducting autopsies or surgical grossing in a hospital or medical examiner setting.

License and Certification:

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 08/XX/21

AMENDED DATE:

REASON FOR AMENDMENT: *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMM, SFMTA, SFCCD, SFUSD