



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: Apr 18, 2018

Department: Business Services

Agenda Planning Date: Apr 12, 2018

Time required:

☐ Audio/Visual aids Recommendation to re-title and update classification specifications, class code #522 and 523.

Contact: Colleen Coons-Chaffins, Business Services Director

Phone: 503-373-4426

Department Head Signature:

TITLE

Consider recommendation to re-title and update classification specifications, class code# 522, Chief Deputy Medical Examiner, and #523, Deputy Medical Examiner.

Issue, Description & Background

Based on Oregon Revised Statute 146, Per House Bill 2322.

In the regular Legislative Assembly for 2017, House Bill 2322 was passed, effect January 1, 2018. This change reflects the common standard for positions titles within the United States.

"State Medical Examiner" title will no longer exist and will become "Medical-legal Death Investigator" or working title of "MDI" or "Investigator". The standard for the title "Medial Examiner" will always refer to a physician.

Business Services, Human Resources in conjunction the District Attorney's Office, updated specifications to reflect the statute change. Updates to classification specifications reflect current industry language, standards and county practices. The core functions of these positions have not changed from current practice. A market review was last performed 2017-February, therefore a market review was not conducted. No salary adjustments shall be made.

Financial Impacts:

Impacts to Department & External Agencies

Options for Consideration:

1. Approve recommendation; 2. Do not approve recommendation

Recommendation:

1. Class code# 522, Chief Deputy Medical Examiner, re-titled and update classification specifications to Chief Medical Legal Death Investigator.

2. Class code# 523, Deputy Medical Examiner, re-titled and update classification specifications to Medical Legal Death Investigator.

3. Approve recommendation.

List of attachments:

Personnel Findings and Recommendation Report

Presenter:

Colleen Coons-Chaffins



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Copies of completed paperwork sent to the following: (Include names and e-mail addresses.)

Copies to:

Jan Fritz, Deputy County Administrative Officer; jfritz@co.marion.or.us
Colleen Coons-Chaffins; Business Services Director; cchoonschaffins@co.marion.or.us
Jane Vetto, County Counsel; JVetto@co.marion.or.us
HR Processing; hrprocessing@co.marion.or.us
HR Comp & Class; HRCompClass@co.marion.or.us
HR Recruitment HRRecruitment@co.marion.or.us

DISTRICT ATTORNEY'S OFFICE

Walt Beglau, District Attorney; WBeglau@co.marion.or.us
Vanessa Coggins, Administrative Services Manager; VCoggins@co.marion.or.us



MARION COUNTY HUMAN RESOURCES

Personnel Findings and Recommendation Report

Date: Apr 9, 2018

To: Jan Fritz, Personnel Officer

From: Colleen Coons-Chaffins, Business Services Director

Re: Recommendation to re-title and update classification specifications, class code #522 and 523.

Background Information: Consider recommendation to re-title and update classification specifications, class code# 522, Chief Deputy Medical Examiner, and #523, Deputy Medical Examiner.

Discussion: Based on Oregon Revised Statute 146, Per House Bill 2322.

In the regular Legislative Assembly for 2017, House Bill 2322 was passed, effect January 1, 2018. This change reflects the common standard for positions titles within the United States.

"State Medical Examiner" title will no longer exist and will become "Medical-legal Death Investigator" or working title of "MDI" or "Investigator". The standard for the title "Medial Examiner" will always refer to a physician.

Business Services, Human Resources in conjunction the District Attorney's Office, updated specifications to reflect the statute change. Updates to classification specifications reflect current industry language, standards and county practices. The core functions of these positions have not changed from current practice. A market review was last performed 2017-February, therefore a market review was not conducted. No salary adjustments shall be made.

- Recommendation:**
1. Class code# 522, Chief Deputy Medical Examiner, re-titled and update classification specifications to Chief Medical Legal Death Investigator.
 2. Class code# 523, Deputy Medical Examiner, re-titled and update classification specifications to Medical Legal Death Investigator.
 3. Approve recommendation.

I concur with the findings of the Human Resources Department and approve the actions detailed above.


Jan Fritz, Personnel Officer


Date

Copies to:

*Copy of completed paperwork sent to the following:
(Include names and e-mail addresses.)*

Jan Fritz, Deputy County Administrative Officer; jfritz@co.marion.or.us
Colleen Coons-Chaffins; ccoonschaffins@co.marion.or.us
Jane Vetto, County Counsel; JVetto@co.marion.or.us
HRProcessing@co.marion.or.us; HRCompClass@co.marion.or.us

DISTRICT ATTORNEY'S OFFICE

Walt Beglau, District Attorney; WBeglau@co.marion.or.us
Vanessa Coggins, Administrative Services Manager; VCoggins@co.marion.or.us



Chief Medical Legal Death Investigator

Classification #522

FLSA: Exempt

EEOC: 01

GENERAL STATEMENT OF DUTIES

Supervises and investigates deaths occurring under violent, questionable, or unexplained circumstances, according to ORS 146.085; gathers factual data relating to deceased persons; prepares detailed reports; performs other investigative duties as time permits; does related work as required.

SUPERVISION RECEIVED

Works under the supervision of the County District Attorney and in consultation with the County Medical Examiner and/or State Medical Examiner or designated representative as set forth in ORS 146.085, who set goals, assign work and reviews performance for quality and quantity of work completed.

SUPERVISION EXERCISED

Exercises full supervision over assigned personnel engaged in various activities related to the investigation of deaths in accordance with State and County laws and regulations. Participates in the selection of new personnel, provides for training, coordinates workload, reviews assignments, evaluates performance, responds to complaints, and recommends personnel transactions.

EXAMPLES OF DUTIES (Duties may include, but are not limited to the following)

1. Assists in developing, implementing, and administering program policies and procedures.
2. Coordinates 24 hour staffing coverage for death investigations.
3. Reviews all case investigations by Medical Legal Death Investigator for completion and accuracy. Maintains complete case files on all medical examiner cases. Maintains and updates all annual and special statistical data and reports.
4. Assists the Superintendent of State Police in the identification of dead and missing persons as stipulated in ORS 146.174 - 146.189; may assist other authorities in the investigation of certain injuries as stipulated in ORS 146.710 - 146.780.
5. Examines bodies and environs at the scenes of death. In consultation with the County Medical Examiner and/or State Medical Examiner or designated representative pronounces death and determines time of death, determines the cause and manner of death, and determines whether death resulted from homicide, suicide, accident or natural causes.
6. Takes charge of the death scene, as required by law; preserves evidence; obtains medical history and other information relevant to the death; prepares reports related to pathology and legal aspects of investigations made.
7. Participates as a member of the Homicide Assault Response Team (HART) and the Child Abuse and Fatality Review Team (CART).
8. Monitors the effectiveness of the on-call funeral homes.

9. Arranges for transportation of bodies to funeral home; arranges for, and assists with, post-mortem examinations (autopsies), toxicological and other special (dental, X-ray, laboratory, etc.) examinations; answers telephone inquiries; and prepares detailed reports of investigations.
10. May be required to appear in court to testify regarding death investigations.
11. May be on call for up to five working days per week; provides back up to staff during absences; and serves occasionally as Deputy Recorder in Vital Statistics.

EXPERIENCE AND TRAINING

1. Bachelor's Degree with major course work in science and pre-medical classes; AND
2. Five (5) years of experience in any or all of the following areas of training: police, nurse, physician assistant, EMT, medical legal death investigator; AND
3. One (1) year of experience as a coroner, deputy coroner, or medical legal death investigator (may be concurrent with #2 above); AND
4. One (1) year experience in supervision (may be concurrent with above experience); OR
5. Any satisfactory equivalent combination of education, training, and/or experience relevant to the position.

SPECIAL REQUIREMENTS

- Must have completed, or complete within 12 months of hire, the Medical Legal Death Investigator Training Program; AND
- Must possess, or obtain within 30 days of hire, a valid Oregon driver's license. Must possess, at time of hire, and maintain an acceptable driver's record. AND
- Must pass a criminal history background investigation; however, conviction of a crime may not necessarily disqualify an individual for this classification. AND
- Job offer to a successful candidate will be contingent upon passing a pre-employment physical examination by a County appointed medical doctor. AND
- Final candidate must be able to pass a drug-screening test.

KNOWLEDGE, SKILLS AND ABILITY

Extensive knowledge of: effective methods of medical and criminal investigation and the basic rules of legal evidence; and medical and anatomical terms.

Ability to: obtain information from lay and expert witnesses concerning matters of an intimate nature and serious consequence; determine and obtain evidence required in order to enforce the medical investigation law; prepare clear and concise reports and to maintain adequate records; withdraw blood and bodily specimens; communicate effectively in both oral and written form; effectively supervise personnel; establish and maintain collaborative and effective working relationships with district attorney staff, local physicians, local and state pathologists, funeral home personnel, and the public; lift deceased individuals; traverse mountainous and rough terrain in order to carry out death investigations; and work in inclement weather .

Skill in: operating a computer; coaching employees for optimum performance.

ADOPTED 01/78

REVISED 02/80; 01/82; 08/91; 12/95; 03/96; 05/04; 07/16; 04/18 (retitle)

MR 05/04; 01/08; 10/13; 02/17



Medical Legal Death Investigator

Classification #523
FLSA: Non-Exempt
EEOC: 02

GENERAL STATEMENT OF DUTIES

Investigates deaths occurring under violent, questionable, or unexplained circumstances, according to ORS 146.085; gathers factual data relating to deceased persons; prepares detailed reports; performs other duties as required.

SUPERVISION RECEIVED

Works under the supervision of the Chief Medical Legal Death Investigator, who sets goals, assigns work and reviews performance for quality and quantity of work completed.

SUPERVISION EXERCISED

Supervision of others is not a function of positions in this classification.

EXAMPLES OF DUTIES (Duties may include, but are not limited to the following)

1. Examines bodies and environs at the scene of death; determines time of death; determines the cause and manner of death; determines whether death resulted from homicide, suicide, accident, or natural causes.
2. Takes medical charge of the death scene, as required by law preserves evidence; obtains medical history and other information relevant to the death; prepares reports related to pathology and legal aspects of completed investigations.
3. Orders removal of body upon completion of death scene; arranges for transportation of body to funeral home; arranges for and assists with post-mortem examinations (autopsies), toxicological, and other special (dental, X-ray, laboratory, etc.) examinations; answers telephone inquiries; and prepares detailed reports of investigations.
4. May be required to appear in court to testify regarding death investigations.
5. Responds to calls on a rotating basis with other professional office personnel to provide 24 hour/7 day coverage.
6. Subject to shift work, standby and callback.
7. Effectively interviews family members and witnesses; may notify next-of-kin of death.
8. Protects the privacy and security of health information as defined in state and federal laws.
9. Works in all types of environments and in all weather conditions.

EXPERIENCE AND TRAINING

1. Bachelor's Degree with major course work in science and pre-medical classes; AND Three (3) years of experience in any or all of the following areas of training: police, nurse, physician assistant, EMT, medical legal death investigator; OR
2. Any satisfactory equivalent combination of education, training, and/or experience relevant to the position.

SPECIAL REQUIREMENTS

- Must have completed, or complete within 12 months of hire, the Medical Legal Death Investigator Training Program; AND
- Must possess, or obtain within 30 days of hire, a valid Oregon driver's license. Must possess, at time of hire, and maintain an acceptable driver's record; AND
- Must pass a criminal history background investigation; however, conviction of a crime may not necessarily disqualify an individual for this classification; AND
- Job offer to a successful candidate will be contingent upon passing a pre-employment physical examination by a County appointed medical doctor; AND
- Final candidate must be able to pass a drug-screening test; AND
- Must become ABMDI certified within 2 years of hire date or presently certified; AND
- Must be able to work independently and follow directions. Work with families of diverse socio-economic and cultural backgrounds in a respectful and compassionate manner.

KNOWLEDGE, SKILLS AND ABILITY

Working knowledge of: effective methods of medical and criminal investigation and the basic rules of legal evidence; medical and anatomical terms. Must have a thorough knowledge of human anatomy and physiological functions of the human body: legal and medical terminology.

Ability to: obtain information from lay and expert witnesses concerning matters of an intimate nature and serious consequence; determine and obtain evidence required in order to enforce the medical investigation law; communicate effectively both orally and in writing; work cooperatively with the public medical and law enforcement personnel; prepare clear and concise reports and to maintain adequate records; withdraw blood and bodily specimens; establish and maintain collaborative and effective working relationships with district attorney staff, police agencies, local physicians, local and state pathologists, funeral home personnel, and the public; lift deceased individuals; traverse mountainous and rough terrain in order to carry out death investigations; and work in inclement weather. Ability to examine bodies in various states to included severe trauma and mutilation; all states of death to include decomposition. Ability to deal tactfully and effectively with persons in situations that are often highly stressful.

Skill in: operating a computer.

ADOPTED 07/91

REVISED 12/95; 03/96; 01/08; 01/09; 01/17; 10/17; 04/18 (retitle)

MR 01/08; 10/13; 02/17