

Market Range Detail - Forensic Services Supervisor

Effective Date

December 9, 2013

Market Range Title Description

PURPOSE STATEMENT

Positions in this market range title are responsible for oversight and daily supervision of the operations of the autopsy examination rooms in the Office of the Medical Examiner.

DISTINGUISHING CHARACTERISTICS

Positions in this market range title are distinguished from Forensic Technicians in that the former is responsible for the supervision and oversight of the work performed in autopsy examination rooms and the work

PRIMARY DUTIES

This job may include the following job duties and is not an all-inclusive list of all job duties that may be required. Employees will be required to perform other related duties as assigned.

- Coordinate, schedule and monitor the daily activities of Forensic Technicians to meet the needs of the Medical Examiner staff including ensuring the accuracy of operating skills, radiological skills and evidence collection.
- Supervise Forensic Technicians including assigning and directing work, providing training, establishing goals, evaluating performance, counseling and disciplining employees as needed, and preparing and approving work schedules. Responsible for interview and selection of new Forensic Technicians.
- Develops and modifies exam services policies, systems, work methods, procedures and standards.
- Assists department management in the development of departmental goals, providing input regarding departmental policies, recommending and implementing operational improvements.
- Prepare and maintain a budget for supplies and services used in examination work sites, monitoring the supply level and condition of equipment.
- Ensures that records of x-rays and evidentiary materials are properly maintained and secured per chain of custody requirements.
- Provides work instruction and assists employees with difficult and/or unusual assignments.
- Using surgical techniques, assists in autopsies by opening bodies, removing internal organs for pathologists' examination, closing bodies and performing all the duties of a Forensic Technician as needed.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$24.18	\$29.64	\$35.09

Likely Minimum Qualifications

- Bachelor's degree in Anatomy, Physiology or a related field which includes completed courses in anatomy & physiology .
- Three years experience assisting with post mortem examinations, one year of which included supervising staff in a medical or scientific setting.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

Working Titles

- Exam Services Supervisor

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.