King County

Invites Applications for the Position of:

Health Services Administrator I - Medical Examiner's Office

Apply online at http://www.kingcounty.gov/jobs

King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 07/15/19 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 07/29/19 11:59 PM (GMT -8:00)

SALARY: $49.00 - $62.12 Hourly

LOCATION: Harborview Medical Center - 908 Jefferson St, Seattle, WA

JOB TYPE: Career Service, Full Time, 40 hrs/week

DEPARTMENT: DPH - Public Health

JOB NUMBER: 2019AB10124

SUMMARY:

Are you interested in working in a cutting edge, nationally recognized Medical Examiner's Office? Do you have strong administrative experience in budgets and contracts, direct supervision and experience working across disciplines? Do you have experience working with stakeholders across jurisdictions in areas such as law enforcement, Prosecuting Attorney Offices, or Public Administration? Does working in the intersection of forensic science, epidemiology, public health issues such as the opiate crisis and homelessness, administration excite you? This position may be for you!

The ideal candidate will have strengths in building and promoting relationships with cultural humility, equitable respect, open-mindedness, and compassion to all racial, gender, and class lines. The focus of this position is to lead the administrative work of the Medical Examiner's Office in partnership with the Chief Medical Examiner to maintain the high standards of practice of forensic pathology, death investigation, and death certification consistent with the standards established by National Association of Medical Examiners and American Board of Medicolegal Death Investigators. The position develops and monitors a $4.5 million budget from a variety of sources including federal grants. This position will, provide leadership for all administrative functions including direct supervision responsibilities, coordinates facilities management, serves as a community liaison to families, vendors, stakeholders and organizations, leads planning for Line of Business development, maintains quality assurance activities as well as

identifying/analyzing metrics and strategic planning.

This career service position performs duties under direction and supervision of Prevention Division management in Public Health – Seattle & King County and the Chief Medical Examiner.

WHO MAY APPLY: This career service position is open to the general public.
Public Health- Seattle & King County values diverse perspectives and life experiences. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, and veterans.

WORK SCHEDULE: This position has a regular schedule of Monday through Friday with occasional evening or week-end work responsibilities for this 24/7 operation.

At Seattle/King County Public Health we strive to be accessible to those we serve. This position may require flexibility to accommodate different work schedules and work locations.

WORK LOCATION: This position will primarily work at 908 Jefferson St. Seattle, WA 98144. As needed, the position may be deployed to other Public Health Centers and sites throughout King County.

APPLICATION PROCESS: The following items are required to be considered for this vacancy:

- NEOGOV/Government Jobs on-line or paper application
- Supplemental Questions with complete, thorough answers. Answers that say "see resume" will be considered incomplete.

You may attach multiple documents if you wish:

- Copy and paste one or more documents into the text resume section of the application.
- Attach multiple documents/files in the resume/attachment section.

Your application may be rejected as incomplete if you if you do not include the standard information in the application. Include relevant information only on the resume or cover letter. If you reference "see resume" on your application it will be considered incomplete. You must completely fill out the application with your relevant education and work experience.

CONTACT: For questions about this recruitment, please email Angela Brown, Human Resource Analyst at abrown@kingcounty.gov.

JOB DUTIES:

Partner in leadership with the Chief Medical Examiner to:

- Develop, prioritize and implement program goals and objectives.
- Assure compliance with protocols and accreditation standards for KCMEO.
- Supervise and participate in the compilation of information reports and data analysis as needed.
- Coordinate and supervise the compilation of the annual report for the Medical Examiner's Office.

- Coordinate preparation of media releases for the department's communication office.

Provide management of supervisory functions:

- Promote and maintain safe, authentic and positive relationships by fostering trusting and dependable communication, management and work environments.
- Provide direct supervision of the staff in all MEO three sections (autopsy, investigative and administration).
- Supervise, monitor and evaluate the work of all leads working at KCME (autopsy, investigation and administration).
- Provide direction and serve as a mentor for staff; provide oversight or participate in hiring, disciplinary, and termination processes.
- Evaluate each supervisor and direct report staff member on an annual basis
- Promote growth and training opportunities for staff.
- Participate in the labor/management negotiations for the Medical Examiner's Office and assure adherence to union contracts.
- Provide for on-call management for night shift death investigators.

Provide oversight of all administrative functions within the section:

- Assure effective management of the daily operations of the MEO services (autopsy, investigations, and administrative).
- Assure scheduling of appropriate staffing on all shifts in MEO twenty-four hour operation.
- Coordinate or provide responses to the Department and the Division requests for information.
- Assure compliance with the RCW's governing the charge of the Medical Examiner's Office.
- Assure compliance within record keeping and HIPAA regulations.
- Act as or appoint records custodian for the office and assure compliance with applicable rules regarding release and retention of records.
- Coordinate with Public Health and County Risk Management to investigate and handle complaints from citizens involving MEO.
- Coordinate responses to media requests with communications team

Budget development and financial management:

- Develop and monitor overall program budgets; assure balanced budget of 4.5 million dollars.
- Authorize payments; assure appropriate financial management systems and billing procedures are in place.
- Provide monthly monitoring of all project budgets and review of all postings in the financial system.
- Provide billing on all revenue sources including the State and contract vendors.
- Oversee compliance with grant activities and reporting requirements.
- Respond to all audit inquiries.

Oversee grants and contracts management:

- Negotiate and supervise all contracts within KCME.
- Assure compliance and goals of each contract.
- Bill out all contracts within KCME.

Provide oversight of facility management:

- Assure program and employee needs are met through managing facilities and timely maintenance tasks
- Recommend and contract services for repairs and improvements on the facility
- Attend facility meetings at HMC and County as appropriate.
- Assure safe working environment for employees including but not limited to assuring negative airflow
- Lead planning for future facilities needs or emergency facility needs

Serve as community liaison (families, vendors, stakeholders and organizations):

- Build relationships with external partners and stakeholders including law enforcement, funeral directors, lawyers, hospice, medical personnel, hospital administration, organ donations, Department of Health, King County Executive Branch.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Demonstrated successful leadership competencies as listed above.
- Demonstrated successful experience of perseverance in high energy and demanding environments.
- Demonstrated successful experience in transparent decision making and communication.
- Demonstrated successful experience with developing staff with equity and respect.
- Demonstrated successful experience building relationships to work effectively across jurisdictions.
- Demonstrated knowledge and successful experience in financial management, budget development, monitoring and reporting.
- Demonstrated knowledge of organizing and managing agency operations, including administrative systems, policy and procedures, program development, legal and reporting compliance in a government or service agency setting.
- Demonstrated knowledge of local and federal regulations governing the workplace.
- Excellent supervisory skills with knowledge of conflict management, disciplinary personnel actions and labor relations.
- Skill in managing and developing work processes and work teams, setting priorities, problem-solving, and directing the work of a diverse, multidisciplinary and labor-represented staff.
- Demonstrated ability to develop and manage contracts for operations and grants.
- Knowledge and demonstrated experience with assuring and providing high quality customer service.
- Demonstrated ability in building effective teams and working effectively with others to build programs.
- Effective, respectful writing and oral communication skills.
- Ability to model behavior that demonstrates integrity and trust.

- Ability to work evenings and weekends if needed.

Desired Qualifications:

- Four of more years managing a large government or service agency, program or programs.
- Master's Degree in Public Administration, criminal justice, public health or similar field
- Experience working with or in a Medical Examiner's Office or Law Enforcement Agency

SUPPLEMENTAL INFORMATION:

- Applicants must be committed to working with diverse populations throughout King County to provide excellent customer service to a broad range of cultures, in accordance with the King County Equity and Social Justice Ordinance and the King County Strategic Plan. This position supports and advances King County's values for fair and culturally competent service delivery, innovative, effective and efficient application of resources, building a culture of performance, and expanding opportunities to seek input, listen and respond to industry and residents.
- The selection process may include but is not limited to: evaluation of application materials and supplemental questions, interviewing, and testing. For more information on our selection process, please refer to www.kingcounty.gov/depts/health/jobs/hiring
- Staff may be required to play an active role in the event of a public health emergency, which may include changes in responsibilities and working hours.

NECESSARY SPECIAL REQUIREMENTS:

- Must possess a current and valid Washington State Driver's License or be able to obtain one prior to starting work.
- The selected candidate will be required to pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law.
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time.

UNION AFFILIATION: This position is not represented by a labor union.

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.

Health Services Administrator I - Medical Examiner's Office Supplemental Questionnaire

* 1. Do you have experience with managing a large government or service agency?

❑Yes ❑No

* 2. If you answered "yes" to question #1, please describe your experience with managing a government or service agency. If you answered "no", please describe relatable, transferable skills and experience that would help you succeed in this role.

* 3. Do you have supervision and management experience?

❑Yes ❑No

* 4. If you answered "yes" to question #3, please describe your experience with management and supervision, number of staff supervised and managed. If you answered "no", please describe relatable, transferable skills and experience that would help you succeed in this role.

* 5. Do you have experience in equitable staff development?

❑Yes ❑No

* 6. If you answered "yes" to question #5, please describe your experience with developing and hiring staff through an equitable process. If you answered "no", please describe relatable, transferable skills and experience that would help you in developing and hiring staff equitably.

* 7. Do you have skills and experience with perseverance in a high energy, high demands environment that connected with multiple community partners?

❑Yes ❑No

* 8. If you answered "yes" to question #7, please describe your experience in high energy, demanding environment that connected with multiple community partners. Include employer, your role, valuable information learned through that experience. If you answered "no", please describe relatable, transferable skills and experience that would help you succeed in that situation.

* 9. Please describe your knowledge and experience to develop and analyze budgets and manage complex finances. Please include the employer, the role you held and any valuable information we should know.

* Required Question