

VENTURA COUNTY, MEDICAL EXAMINER'S OFFICE INVITES APPLICATIONS FOR:



**Medical Examiner Investigator
I/II/Senior
0337MEO-22AB (KCR)**

An Equal Opportunity Employer

SALARY RANGE (approximate)

\$33.17 - \$55.93 Hour \$5,749.28 - \$9,694.10 Monthly \$68,991.34 - \$116,329.25 Annually

This posting is for the Ventura County Medical Examiner's Office; vacancy location is throughout Ventura County.

POSITION INFORMATION



COUNTY of VENTURA
Medical Examiner's Office

WHAT WE OFFER

- **Educational Incentive** - An educational incentive of 2.5% for completion of an associate's degree, 3.5% for completion of a bachelor's degree, OR 5% for completion of a graduate's degree.
- **Bilingual Incentive** - Proficiency levels by exam are \$.65 per hour (Level I), \$.80 per hour (Level II), or \$1.10 per hour (Level III).
- **Reimbursement for Membership Fees** - Any employee employed full time in the classifications of Medical Examiner Investigator I, Medical Examiner Investigator II or Senior Medical Examiner Investigator shall be eligible for reimbursement of membership fees for the National Association of Medical Examiners not to exceed \$90.00 per fiscal year.
- **Annual Leave Accrual** – New regular, full-time employees shall accrue approximately 20 days of annual leave a year for the first 10,400 hours or 5 years of service; annual leave accruals increase at 5, 11, 12, 13, 14, and 15 years of service topping out at 30 days a year and a maximum of 600 hours of annual leave hours banked.
- **Annual Leave Redemption** – An employee may elect to "cash in" or redeem up to 80 hours of annual leave accrued in the same year after using 80 hours of vacation in the preceding 12 months. Those employees with more than 10,400 hours of continuous service may "cash in" up to 100 hours of annual leave.
- **Advanced Annual Leave Credit** - Full time regular employees will be advanced at hire of 43.064 hours which will be balanced at the completion of 560 hours of continuous service or termination if sooner.
- **Deferred Compensation** - Eligible to participate in the County's 401(k) Shared Savings Plan and/or the Section 457 Plan. This position is eligible for up to a 2.5% match on your 401(k) contributions.
- **Health Plans** – Full time employees are afforded a flexible credit allowance for purchasing medical, dental, and/or vision insurance from a group of authorized plans: Tier one for employee only is \$447 per biweekly pay period, tier two for employee plus one is \$522 per biweekly pay period and tier three for employee plus family is \$547 per biweekly pay period.

- **Flexible Spending Accounts** - Choice of participation in the Flexible Spending Accounts which increase spending power through reimbursement of pre-tax dollars for IRS approved dependent care and health care expenses.
- **Pension Plan** - Both the County and employees contribute to the County's Retirement Plan and to Social Security. If eligible, reciprocity may be established with other public retirement systems, such as PERS.
- **Holidays** - 11 paid days per year which includes a scheduled floating holiday.

VENTURA COUNTY

The County's 1,873 square miles include 1,846 square miles of land with 42 miles of coastline which is home to the following cities and points of interest: Camarillo, Fillmore, Moorpark, Ojai, Oxnard, Port Hueneme, Santa Paula, Simi Valley, Thousand Oaks, and Ventura as well as national protected areas such as parts of the Angeles National Forest, Channel Islands National Park, and the Santa Monica Mountains National Recreation Area.

Ventura County is a "general law" county, governed by a five-member, elected-by-district Board of Supervisors. The Supervisors appoint a County Executive Officer (CEO) to oversee the County budget, day-to-day operations, and to advise, assist, and act as an agent for the Board of Supervisors in all matters under the Board's jurisdiction. It focuses on serving its residents by promoting engagement, strategy, execution and accountability to include diversity, equity, and inclusion initiatives to ensure that all employees are treated with respect and without discrimination, and to improve culturally appropriate outcomes for community members.

THE DEPARTMENT

The general purpose of the Medical Examiner Office (MEO) is to investigate all deaths that are suspicious, unexpected, sudden and unattended. Investigations are conducted primarily to determine the cause and manner of death. Autopsies are done for the same purpose when indicated. The medical examiner findings are used to issue accurate death certificates, monitor certain types of deaths and the public health, serve as evidence in criminal and civil legal actions, assist with family genetic counseling; and provide information related to insurance settlements. These are just examples of the many uses.

It is the policy of the Medical Examiner to cooperate with family members, public agencies, private concerns, and other members of the public who have reasonable, legitimate interests in deaths requiring investigation. Such cooperation must, of necessity, be limited by the constraints of available staff, equipment, expertise and time.

THE POSITION

The Medical Examiner Investigators, under direction, investigate deaths reported to the Medical Examiner.

Each successive level in the Medical Examiner Investigator series is distinguished by the scope of independence and responsibility. The level of the position within the series is commensurate with the complexity of the assigned tasks.

Medical Examiner Investigator I is the entry level classification in this job series. Incumbents perform routine investigations and related work under supervision.

Medical Examiner Investigator II is the journey level of the Medical Examiner Investigator series. Incumbents perform routine and complex investigations with a thorough working knowledge of Medical Examiner investigative practices including anatomy, physiology and medical terminology.

Senior Medical Examiner Investigator is the advanced journey and/or lead level of the Medical Examiner Investigator series. This level performs the most complex investigations with a thorough working knowledge of Medical Examiner investigative practices including anatomy, physiology, and medical terminology. While a Senior Medical Examiner Investigator may perform lead worker functions when assisting in the training of lower-level Medical Examiner Investigators, this classification does not have supervisory responsibility or authority.

The Medical Examiner Investigator series incumbents conduct investigations of death which require knowledge of medical terminology, medical record review, forensic medicine, basic pathology of death, and the ability to notify next of kin of a family member's death.

APPROXIMATE SALARIES

Medical Examiner Investigator I: \$33.17 to \$45.83 per hour

Medical Examiner Investigator II: \$34.62 - \$48.21 per hour

Sr. Medical Examiner Investigator: \$41.72 - \$55.93 per hour

Medical Examiner Investigator I, II, and Senior are represented by the Specialized Peace Officers Association of Ventura County (SPOAVC) and are eligible for overtime compensation.

TENTATIVE SCHEDULE

OPENING DATE: November 2, 2022

CLOSING DATE: Continuous

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

Medical Examiner Investigator I:

- Receives reports of deaths from physicians and other medical workers, police, funeral directors, family or other persons. Determines if case is within legal jurisdiction of the Medical Examiner. Prepares written documentation of reported deaths;
- Conducts investigations of deaths including interviewing, compiling reports, visiting scenes of death or injury, and collecting evidence;
- Secures physical scientific and pathological evidence at death scenes;
- Takes death scene photographs;
- Transports or coordinates transport of dead body from scene of death;
- Verifies identity of decedent and notifies next of kin;
- Controls death scene investigation; cooperates with law enforcement agencies in criminal cases;
- Takes inventory of decedent's property and coordination for property protection;
- Prepares reports of investigative findings; prepares death certificates, property forms, release forms, evidence inventories and related documents;
- Notifies Public Health Department, Cal OSHA, law enforcement agencies or other agencies as required;
- Testifies in depositions and court relating to investigative findings;
- Provides public information to news media;
- Provides related basic clerical functions as required including; answering phones, assisting with preparation of departmental statistical and research data collection;
- Transfers care of remains to funeral home or crematorium per next of kin; and
- Performs other related duties as required.

In addition to the above duties, the **Medical Examiner Investigator II** may perform these additional duties:

- Assists in the training of Medical Examiner Investigator I employees.

In addition to the above duties, the **Senior Medical Examiner Investigator** may perform these additional duties:

- May lead, assign, and evaluate the daily work of lower-level Medical Examiner Investigators. May review investigative work and reports for quality assurance purposes; recommend or make changes to improve work product/flow; and assist the Chief Medical Examiner in preparing work performance evaluations and determining work unit priorities by making suggestions and recommendations;
- Receives reports of deaths from physicians and other medical workers, police, funeral directors, family or other persons. Determines if case is within legal jurisdiction of the

- Medical Examiner. Prepares written documentation of reported deaths;
- Releases body to family or legal representative;
 - Assists in coordination of routine office, morgue and laboratory policies and procedures and provide related basic clerical functions as required including: assisting with preparation of departmental statistical and research data collection and reporting;
 - Provides investigator back-up including case review and transfer;
 - Assists in the training of Medical Examiner Investigator I and II employees.

TYPICAL QUALIFICATIONS

These are entrance requirements to the examination process and assure neither continuance in the process nor placement on an eligible list.

EDUCATION, TRAINING, and EXPERIENCE

Medical Examiner Investigator I

A combination of investigative training or experience in the areas of law enforcement, or forensic medicine that has led to the acquisition of the required knowledge, skills and abilities.

CERTIFICATION REQUIREMENT

At the I level the American Board of Medicolegal Death Investigation (ABMDI) certification must be obtained within one (1) year of appointment.

Medical Examiner Investigator II

Any combination of investigative training and experience in the areas of law enforcement, or forensic medicine that has led to the acquisition of the required knowledge, skills and abilities.

The required knowledge, skills and abilities may typically be obtained with at least two (2) years of experience comparable to a Medical Examiner Investigator I leading to the ability to investigate both routine and complex cases and assist in the training of new investigators.

Senior Medical Examiner Investigator

A combination of investigative training and experience in the areas of law enforcement, or forensic medicine that has led to the acquisition of the required knowledge, skills and abilities.

The required knowledge, skills and abilities may be obtained with a minimum of two (2) years of Coroner or Medical Examiner Investigator experience comparable to a Medical Examiner Investigator II.

CERTIFICATION REQUIREMENT

All Senior and level II Medical Examiner Investigators must possess and maintain the Registry certification (basic) from the American Board of Medicolegal Death Investigation (ABMDI).

NECESSARY SPECIAL REQUIREMENTS

- Must possess and maintain a valid California driver license.
- High School diploma or GED required for all levels.
- This classification is considered a California Peace Officer's position and candidates are required to pass an extensive background check, including a psychological examination that shall preclude any applicant with a felony conviction.
- Incumbents rotate standby duties and therefore must reside in the county OR close enough to respond to a scene in a timely manner.
- Schedule may include day shifts on weekends and holidays, night on-call and night call-back as required.
- Must be willing and able to work in a fast paced team-oriented environment.
- Must be willing and able to obtain continuing education and training when available, as directed in order to maintain high standards in learning and implement new

- investigative methods.
- Assignments will include both indoor and outdoor environments in unpleasant, stressful and emotional surroundings.
 - Incumbents must be able to:
 - handle the physical and emotional demands of visiting scenes of death and trauma including working with dead bodies;
 - interact effectively with grieving family members; and
 - work independently.

DESIRED

- Associate's or Bachelor's degree, and
- Experience with forensic medicine.

RECRUITMENT PROCESS

FINAL FILING DATE

This is a continuous recruitment and may close at any time, therefore, apply as soon as possible if you are interested in it. Your application must be received by County of Ventura Human Resources no later than 5:00 p.m. on the closing date.

To apply on-line, please refer to our web site at www.ventura.org/jobs and search for the recruitment: Medical Examiner Investigator I/II/Senior.

ELIGIBLE LIST

Applicants successfully completing the examination process may be placed on an eligible list for a period of one (1) year.

The eligible list established from this recruitment may be used to fill current and future Regular (including Temporary and Fixed-Term), Intermittent, and Extra-Help vacancies within the Medical Examiner Office. There is currently one (1) Regular position and one (1) Temporary appointment to be filled. With the exception of the temporary duration of the appointment, persons who are temporarily appointed shall be treated in the same manner as Regular County employees and are eligible to receive benefits.

NOTE: If appointed at the lower level, incumbent may be promoted to the higher level without further exam upon meeting the minimum requirements, demonstrating satisfactory performance, and in accordance with the business needs of the department.

BACKGROUND INVESTIGATION

A thorough pre-employment, post offer background investigation which may include inquiry into past employment, education, criminal background information, and driving record may be required for this position.

For further information about this recruitment, please contact Katie Reynolds by e-mail at katie.reynolds@ventura.org or by telephone at (805) 654-2629.

EQUAL EMPLOYMENT OPPORTUNITY

The County of Ventura is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.