

Position Title	Supervisory Forensic Pathologist's Assistant
Location and Hiring Agency	Office of the Chief Medical Examiner 401 E Street SW Washington, DC 20024
Salary or salary range	Pay Plan, Series & Grade: MSS-301-13 Salary Range: \$95,652 - \$133,912 *Salary in this range will be based on applicable rules, regulations and guidelines.
Starting Date	TBD
Number of positions	1
Last day agency will accept applications	05/08/2022

Job duties

The Supervisory Forensic Pathologist's Assistant manages, plans, organizes, staffs, coordinates and evaluates the day to day responsibilities and activities of the Mortuary Unit. Plans and coordinates the activities and work of subordinate staff; sets priorities and prepares schedules for completion of work. Monitors staff compliance with established laws, procedures/protocols. Reviews and develops departmental SOP's, establishes and implements operational procedures and policies as necessary, coordinates administrative activities of the mortuary unit. Performs quality assurance monitoring, maintains records and prepares data for QA program. Supervises staff performance and provides technical and administrative direction of the work of forensic pathologists' assistants, autopsy assistants/mortuary technicians and forensic photographers, including development of rotation schedules, dissemination of assignments and recording and submittal of time and attendance. Creates performance plans for mortuary staff and evaluates staff performance. Critiques work of staff for completeness and insufficiencies; assists staff in improving upon deficiencies by providing additional training and initiating performance improvement plans when necessary.

The incumbent demonstrates in-depth knowledge of forensic autopsy pathology procedures. Provides direction in the completion of the more complex autopsy procedures and specimen/extraction and preservation activities. Trains and supervise forensic pathologists' assistants and forensic autopsy assistants. Assists in training of pathology residents and other visiting students. Supervises the maintenance of the autopsy suite, retention of autopsy specimens according to established SOP's and packaging of specimens for outside consultations. Directs staff to set up for various pathology conferences, ensures adequate x-rays are obtained - including dental. Establishes procedures for decedent's identification, collection of specimens for DNA analysis, and fingerprints. Ensures security of specimens and evidence collected at examination. Monitors operating costs and expenditures, productivity levels and procedure volumes for the mortuary unit. Monitors activity of mortuary PO's; reports and develops recommendations for adjustments to operating budget and submits to executive staff.

Education:

A Bachelor's or graduate/higher level degree in a major field of study, related to the medical field, health sciences or allied from an accrediting body recognized by the [U.S. Department of Education \(external link\)](#) at the time the degree was obtained and one (1) year of specialized experience equivalent to at least the next lower level. Specialized experience is experience which is directly related to the position which has equipped the individual with the knowledge, skills, and abilities to successfully perform the duties of the position.

GUIDELINES:

Mayor's Orders, instructions; and the Deputy Mayor's policy and priorities.

Relevant legislation and standards include documents and resources from the National Association Medical Examiners (NAME), International Organization of Standards (ISO), American Board of Forensic Toxicology (ABFT), American National Standards Institute (ANSI) – ANSI National Accreditation Board (ANAB), Clinical Laboratory Improvement Amendments (CLIA), Centers for Disease Control (CDC), National Institute for Standards and Technology (NIST), forensic community working groups, international standards relevant to forensic science, and other guidelines that pertain to a specific division.

These guidelines are presented in general terms and frequently outline major areas of program planning along with suggested approaches (such as surveys and audits, control of quality costs, and technical reviews). The Incumbent develops detailed approaches and methodologies; also, initiatives, extensive experience, and a broad knowledge of quality assurance principles and practices is utilized to develop new methods and recommend policy changes; and keeps abreast of new developments having potential application through review of study reports, industry specifications/standards, and textbooks, etc. Sound judgment is exercised when selecting, interpreting, or adapting available standards and guidelines to specific issues or subject. Many situations are not covered by the guidelines, and therefore, require interpretation and adaptation of many alternatives.

WORKING CONDITIONS/ENVIRONMENT

The work is mainly performed in a typical office setting and may occasionally perform work in the autopsy suite or laboratory.

PROMOTION POTENTIAL

No known promotion potential

Other Significant Facts

Tour of Duty: 8:15am to 4:45pm

Duration of Appointment: Career Service – Management Supervisory Service

Pay Plan, Series and Grade: MSS-301-13

Salary Range: \$95,652 - \$133,912; based on funding

Collective Bargaining Unit: This position is not covered under a collective bargaining agreement

Area of Consideration: Open to the public

This position is designated as essential (DPM Chapter 12) and will be required to report to work and remain in the event of inclement weather, a declared emergency or government closing.

Vaccination Requirement_

The Government of the District of Columbia values the safety of our employees, our residents, and our visitors. In support of these values, if you are selected for this job you must be fully vaccinated against COVID-19, except when vaccination is not medically advised or violates your sincerely held religious beliefs. If you are invited to join our team, you must submit proof that you are fully vaccinated against COVID-19 to your initial HR representative, or you must request an exemption from your representative. New employees must either provide proof of vaccination or be granted a medical or religious exemption before working with the Government of the District of Columbia.

Position Designation: This position has been designated as **security sensitive** therefore the incumbent of this position will be subject to enhanced suitability screening pursuant to Chapter 4 of DC Personnel Regulations, Suitability and as such, incumbents of this position shall be subject to criminal background checks, background investigations, and mandatory drug and alcohol testing, as applicable.

Residency Requirement: If the position you are applying for is in the Career, Management Supervisory, or Educational Service at an annual salary of one hundred fifty thousand dollars (\$150,000) or more, you must establish residency in the District of Columbia within one hundred eighty (180) days of the effective date of the appointment and continue to maintain residency within the District of Columbia throughout the duration of the appointment.

EEO Statement: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.

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