GENERAL SUMMARY
This is highly responsible supervisory and technical work in the Office of the Pierce County Medical Examiner. An employee in this classification is a first line supervisor responsible for planning and accomplishing a designated workload and for the quantity and quality of work performed.

SERIES CONCEPT
This is a single incumbent classification and is distinguished from the Forensic Autopsy Technician classification in that the Supervisor has overall responsibility for the quantity and quality of work performed. This position directly reports to the Operations Manager. This position directly supervises the forensic autopsy technician team and transport agent(s).

ESSENTIAL DUTIES & PRIMARY RESPONSIBILITIES
Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.

- Supervise and manage assigned staff work assignments, training, development, and performance management.
- Plan for and coordinate development of new and existing postmortem imaging practices and staffing including but not limited to computed tomography (CT) scanner installation and setup, routine use, maintenance, and troubleshooting. Evaluate staffing needs to operate the CT scanner.
- Oversees the implementation of new technologies applied to forensic autopsy examination.
- Evaluates, develops, and implements technical protocols and procedures for autopsy services, as appropriate. Provides ongoing training to forensic autopsy technicians and transport agent(s).
- Actively participate in quality improvement/quality assurance (QI/QA) of technical services; includes development and maintenance of QI/QA manual and related materials.
- Responsible for National Association of Medical Examiner’s (NAME) Accreditation activities as they relate to the postmortem exams and body handling, morgue capacity, etc.
- Approve on-call schedules for the technical unit.
- Take inventory, order supplies and equipment.
- Manage technical equipment maintenance and repairs, and coordinate facilities work requests.
- Manage projects in the technical work areas (autopsy suite, coolers, freezer, special procedures room, imaging suite, evidence areas).
- Develop, implement, and maintain guidelines, policies, and procedures.
- Exercise good judgement as to when to act independently and when to refer situations to higher authority.
- Maintain regular, predictable, and punctual attendance during regularly scheduled work hours at assigned worksite.

Other Job Functions

Date Created:
Date Last Revised: May 2020, February 2022
• Perform other job functions as assigned.

MINIMUM QUALIFICATIONS

Education and Experience
Two or more years of training in a medical related discipline or related scientific field and three years of experience assisting with autopsies and/or pathology laboratory work required. Two or more years of progressive leadership, supervision, and/or management responsibility required. Additional education or related experience may substitute for the recruiting requirements on a year for year basis.

Licenses or Certifications
A valid Washington State driver’s license or the ability to otherwise meet the travel requirements of the position is required.

OTHER JOB REQUIREMENTS
Must meet travel requirements and authorize and complete a background check prior to employment. Employees in this classification are subject to 24-hour availability and must be willing to work non-standard hours as required. Must authorize and complete a background check prior to employment. Satisfactory physical condition, as evidenced by a County-approved physical examination, is required as a condition of employment.

PREFERRED QUALIFICATIONS
Experience with management of other employees, to include performance and coaching with progressive discipline in a represented environment. Medical examiner/coroner, laboratory, healthcare, postmortem tissue and donor procurement, or radiation technology experience or certification is desired. Degree or certification in laboratory, radiology, healthcare, public health or related field or related experience is highly desired.

SUPERVISION
This position supervises the Forensic Autopsy Technician Lead, Forensic Autopsy Technicians, and Transport Agents.

COMPETENCIES
Knowledge of:
• Accreditation and certification requirements and standards.
• Autopsy room pathology procedures, protocols, and techniques.
• Procedures, regulations, and standards for the acquisition of human tissue specimens for research.
• Principles and practices of effective supervision.
• Postmortem examination methods.
• Internal and external human anatomy.
• State and local laws regarding deaths and human remains.
• Pathology laboratory practices and processes, including proper storage and preparation of specimens.
• Evidence collection, packing and processing.
• Cultural customs as it relates to postmortem examination.
• Chain of custody processes.
• Quality standards and requirements for autopsy photographs.
• Biological specimen disposition, maintenance and storage procedures and techniques.

Skill in:
• Working with a variety of individuals from diverse backgrounds.
• Use of independent judgment and effective decision-making and problem solving.
• Photography and camera settings, skill in advanced forensic photography desired.
• Respectful reconstruction of the decedent.
• Organization and prioritization.
• Inventory management.
• Records maintenance and organization.

Ability to:
• Maintain quality, safety, and/or infection control standards.
• Supervise, evaluate, and identify employee training needs and coach to improve professionally.
• Plan and establish goals and objectives.
• Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
• Troubleshoot issues related to technical unit and those that intersect with other units.
• Recognize items/case types with potential evidentiary value in the postmortem setting.
• Differentiate between postmortem and antemortem injuries.
• Locate and recover foreign material inside the body.
• Use various department databases and electronic equipment.
• Capture, focus and upload pictures.
• Maintain confidentiality of sensitive matters.
• Use basic and advanced postmortem imaging including x-ray machine and CT scanner.
• Detect trauma and foreign material on radiographs.
• Prepare quality fingerprints for identification purposes.
• Collect DNA samples.
• Testify accurately and with professional demeanor in Court.
• Explain clearly, verbally and in writing, information of a technical nature.
• Understand and follow written and verbal instructions.
WORKING ENVIRONMENT/CONDITIONS
The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<table>
<thead>
<tr>
<th>Exposures</th>
<th>Frequency Working in Designated Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals who are hostile or irate</td>
<td>Sometimes</td>
</tr>
<tr>
<td>Extreme cold (below 32 degrees)</td>
<td>Frequently or Often</td>
</tr>
<tr>
<td>Extreme heat (above 100 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Communicable diseases</td>
<td>Frequently or Often</td>
</tr>
<tr>
<td>Moving mechanical parts</td>
<td>Frequently or Often</td>
</tr>
<tr>
<td>Fumes or airborne/blood borne</td>
<td>Frequently or Often</td>
</tr>
<tr>
<td>Toxic or caustic chemicals or substances</td>
<td>Frequently or Often</td>
</tr>
<tr>
<td>Loud noises (85+ decibels such as heavy trucks, construction)</td>
<td>Frequently or Often</td>
</tr>
</tbody>
</table>

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a laboratory/morgue setting or in the office. Incumbents are exposed to disease, illness, and bio-hazardous materials on a regular basis while in the lab. Incumbent will utilize hazardous chemicals in the routine performance of their job duties. The position involves heavy physical demands, such as exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.