



An Employer that Embraces Diversity

INVITES APPLICATIONS FOR THE POSITION OF:

Medical Examiner Office Administrator 3

SALARY

\$80,405.31 - \$101,918.13 Annually

ISSUE DATE: 02/14/17

FINAL FILING DATE: Sun. 02/26/17 11:59 PM Pacific Time

THE POSITION

This position provides administrative support to the leadership of the Medical Examiner's Office (KCME). Work includes development and monitoring of budgets and contracts, supervision of staff, development and updating of policies and procedures and customer service.

The position performs duties under the direction and supervision of the Health Services Administrator of the Medical Examiner's Office.

Who may apply: This full-time Career Service position is open to all qualified candidates.

Work Location: This position will be located at the Harborview Medical Center in Downtown Seattle.

Work Schedule: This is a fulltime position with a Monday to Friday schedule. Occasional work on week-ends or evenings will be necessary. The ability to work non-standard and variable hours in the event of a mass fatality is required. This position is exempt from the Fair Labor Standards Act and is not eligible for overtime.

Contact: For more information about the application process, please contact Nic Horea at nicolae.horea@kingcounty.gov or 206-263-8736.

APPLICATION PROCESS:

- NEOGOV/Government Jobs on-line application with completed supplemental questions.
- A complete King County Job Application.
- Responses to the supplemental questions.

Your application may be rejected as incomplete if you do not include the relevant information in the online application and include the information only on the resume. Applications and/or Supplemental Questionnaires that state "see my resume" or "see my personnel file" are considered incomplete and will not be accepted. Cover letters and/or optional resumes are not accepted in lieu of a completed application.

King County is proud to be an Equal Employment Opportunity/Affirmative Action employer and we encourage people of color, women, veterans and people with disabilities to apply.

EXAMPLES OF DUTIES

Fiscal and contracts management; budget Preparation and Monitoring:

- Staff the development, preparation and justification of the KCME's biennial budget.
Represent the KCME in explaining and defending budget proposals in meetings with internal

contacts. (Prevention Leadership Team, DPH Central Finance).

- Responsible for preparing the quarterly financial forecast, analyzing expenditure data to explain variances from the planned budget.
- Responsible for proposing, submitting and tracking budget revisions through the year to reflect changes in staffing and line-item expenditures.
- Responsible for other budget and fiscal management activities such as cost projections, cost summaries, ad hoc reporting and analysis.
- Approves expenses in financial software systems.
- Review monthly expenses and revenues and prepare fiscal adjustments as necessary.

Contract Management:

- Responsible for preparing and entering contracts into DPH contract management system. Work with DPH Contracts, Real Estate Services staff and King County legal staff to develop, update and monitor contracts.

Administrative Support:

- Leads the development and writes policies and procedures to assure smooth day to day management of the programs and assure continued NAME accreditation.
- Serves as the program liaison to KCIT for operational computer matters.
- Serves as administrative liaison to Harborview Medical Center for safety and security.
- Serves as a liaison for contracted vendor services, such as answering service, equipment and destruction of confidential records.
- Responsible for the management, retention and destruction of confidential Medical Examiner records.
- Assists in the legislative review on bills related to the Medical Examiner's Office.
- Supports risk management assessments and matters of compliance.
- Provides supervisory support to the King County Office of Vital Statistics on an occasional basis.

Supervision:

- Hires, trains, coaches and mentors Administrative staff and Autopsy Technicians at the Medical Examiner's Office.
- Monitors the workload assignments of Administrative staff and Autopsy Technicians.
- Conducts performance appraisals, provides feedback and exercises discipline as needed.
- Identify in the team ways to encourage employee engagement.
- Assures policies and practices related to Equity and Social Justice are implemented in supervision.

Customer Service and Quality Assurance:

- Respond compassionately and clearly to family members and community.
- Support staff by assuring adequate training and support in providing excellent customer service.
- Ensure timely and appropriate responses to records requests.
- Assist in the process of returning decedent's personal property to their next of kin.

QUALIFICATIONS

- Excellent skills in excel, access, word, outlook, internet, PowerPoint, and SharePoint.
- Demonstrated skills in supervision in a large agency.
- Excellent oral and written communication skills.
- Commitment to principles of equity and social justice.
- Demonstrated ability to work in an emotionally charged environment, for example assisting grieving or angry customers.
- Ability to work in an environment containing decomposing bodies, human remains and biohazardous materials.
- Ability to independently learn and teach new software systems.
- Demonstrated ability to work on a multidisciplinary and diverse team.
- Demonstrated ability to maintain confidentiality of highly sensitive information and

compliance with HIPAA standards.

- Demonstrated skills and experience handling a number of projects or tasks simultaneously, meeting multiple deadlines and adjusting to changing priorities.
- Demonstrated knowledge of purchasing procedures and practices.
- Skills in facilitation and conflict resolution.
- Experience in business, finance or accounting.

Desirable Qualifications:

- Experience working in a Medical Examiner's Office or Coroner's Office.
- Experience and skills related to quality assurance and customer satisfaction.
- Experience using LEAN tools for continuous quality improvement.
- Knowledge of King County programs, funding sources, requirements and policies.

SUPPLEMENTAL INFORMATION

- This selection process may include but is not limited to: evaluation of application materials and supplemental questions, testing and interviewing. For more information on our selection process, please refer to <http://www.kingcounty.gov/health/about/hiring.htm>
- Public Health relies on office automation (Microsoft Office) and web-based enabled tools, therefore candidates must be proficient and comfortable with computer use to perform functions associated with on-going work.
- Regular and reliable attendance, effective communication skills, and development of effective working relationships are requirements of all Public Health positions.
- 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:

- The selected candidate must 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.
- The Prevention Division limits the use of scented personal products in order to protect fragrance sensitive employees. Adherence to this policy is a condition of employment.
- 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.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE
AT:
<http://www.kingcounty.gov/audience/employees/careers/jobs.aspx>

EXAM #17NH04852
MEDICAL EXAMINER OFFICE ADMINISTRATOR 3
NH

ALTERNATIVE FORMAT MAY BE OBTAINED BY
emailing PH.HR@kingcounty.gov or calling 206- 296-5077

Medical Examiner Office Administrator 3 Supplemental Questionnaire

- * 1. Please describe your experience in budgeting, forecasting, and managing expenditures in the public sector or for a large entity. If you do not have this experience, type N/A.

- * 2. Please describe your experience with supervision including how many direct reports you supervised. If you do not have this experience, type N/A.

- * 3. Please describe your experience managing facilities in the public sector or in a large entity. If you do not have this experience type N/A

- * 4. Please describe your experience managing and tracking contracts. If you do not have this experience type N/A.

- * Required Question