

**VENTURA COUNTY, HEALTH CARE AGENCY INVITES APPLICATIONS FOR:****Medical Examiner Investigator II  
0338HCA-18AA (LG)***An Equal Opportunity Employer***SALARY RANGE (approximate)**

\$27.79 - \$38.70 Hour \$4,816.81 - \$6,707.35 Monthly \$57,801.78 - \$80,488.22 Annually

**POSITION INFORMATION**

Under direction, investigate deaths reported to the Medical Examiner and performs related work as required.

This position conducts investigations of death which requires 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. Therefore, the ideal candidate will:

- Have knowledge of both investigative practices and forensic medicine;
- Be able to handle the physical and emotional demands of visiting scenes of death and trauma including working with dead bodies;
- Be able to work hours in addition to their regular work schedule including on-call, call-back, weekends and holidays;
- Have the interpersonal skills required to interact effectively with grieving family members; and
- Be able to work independently.

**EDUCATIONAL INCENTIVE:** Some positions may be eligible for educational incentive. This incentive may be 2.5%, 3.5%, or 5% for incumbents in eligible positions based on completion of an Associate's, Bachelor's, or Master's degree that is not required for the classification.

**BILINGUAL INCENTIVE:** Some positions may be eligible for bilingual incentive depending on the applicable memorandum of agreement and the needs of the department. In order to qualify for this incentive, incumbents in eligible positions must take and pass the applicable bilingual fluency examination with a score of seventy percent (70%) or higher.

**AGENCY/DEPARTMENT:** Health Care Agency / Medical Examiner

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

NOTE: This classification is within a bargaining unit that is subject to an agency shop arrangement which mandates a Regular employee to either join SPOAVC and pay dues as a member OR either pay a service fee to SPOAVC or direct that an amount equivalent to the service fee be distributed to a qualified charitable organization.

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's Office. There is currently one (1) Regular vacancy.

**TENTATIVE SCHEDULE**

**OPENING DATE:** April 04, 2018

**CLOSING DATE:** April 17, 2018

**APPLICATION REVIEW COMPLETE:** April 19, 2018

**ORAL EXAMINATION:** April 30, 2018

**CERTIFICATION OF NAMES:** Week of May 07, 2018

**SELECTION INTERVIEWS:** Week of May 14, 2018

**SELECTION NOTICES:** Week of May 21, 2018

### **Examples Of Duties:**

Duties may include but are not limited to the following:

- 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;
- Assists in the training of Medical Examiner Investigator I employees;
- Transfers care of remains to funeral home or crematorium per next of kin; and
- Performs other related duties as required.

### **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**

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 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.

High School diploma or GED required.

### **NECESSARY SPECIAL REQUIREMENTS**

- Must possess and maintain a valid California driver license.
- 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.
- Assignments will include both indoor and outdoor environments in unpleasant, stressful and emotional surroundings.

**DESIRED**

- Associate's or Bachelor's degree and/or American Board of Medicolegal Death Investigation (ABMDI) certification;
- Experience with investigative practices and forensic medicine.
- Experience in law enforcement and/or Licensed Paramedic/EMT.
- Must be willing to work in a fast paced team-oriented environment.
- Must be willing to obtain continuing education and training, as available, as directed in order to maintain high standards in learning and implementing new investigative methods.

**Knowledge, Skills, and Abilities**

Knowledge of: investigative principles and techniques; rules of evidence; toxicology physiology anatomy, medical terminology and basic pathology of death; legal provisions regarding death investigation in California; and department policy and procedures. Skills in: interpersonal and public relations (including working with bereaved family members); effective oral and written communications.

Ability to: work effectively without direct supervision in unpleasant or stressful conditions; compose accurate reports; testify in court; enter and retrieve information from computer; establish and maintain effective working relationships with law enforcement, mortician, medical, media and co-working personnel; climb steep and/or rough terrain, and lift/carry and push/pull heavy weights; and meet the minimum State of California standards for Peace Officers within 90 days of employment.

**RECRUITMENT PROCESS**

**FINAL FILING DATE:** Applications must be received by County of Ventura Human Resources no later than 5:00 p.m. on Tuesday, April 17, 2018.

To apply on-line, please refer to our web site at [www.ventura.org/jobs](http://www.ventura.org/jobs). A paper application can be obtained by calling (805) 654-5129. Our address is: County of Ventura, Human Resources Division, 800 South Victoria Avenue, L-1970, Ventura, CA 93009.

**Note to Applicants:** It is essential that you complete all sections of your application and supplemental questionnaire thoroughly and accurately to demonstrate your qualifications. A resume and/or other related documents may be attached to supplement the information in your application and supplemental questionnaire; however, it/they may not be submitted in lieu of the application.

**SUPPLEMENTAL QUESTIONNAIRE – qualifying:** All applicants are required to complete and submit the questionnaire for this examination AT THE TIME OF FILING. The supplemental questionnaire may be used throughout the examination process to assist in determining each applicant's qualifications and acceptability for the position. Failure to complete and submit the questionnaire will result in the application being removed from consideration.

**APPLICATION EVALUATION – qualifying:** All applications will be reviewed to determine whether or not the stated requirements are met. Those individuals meeting the stated requirements will be invited to continue to the next step in the screening and selection process.

**NOTE:** If there is a high number of qualified applicants, a comparative screening will be conducted to determine which of the applicants will be selected for invitation to the oral examination. Applications will be evaluated and ranked according to criteria that most closely meets the needs of the department, so it is essential that applicants provide as much detail as possible and answer all parts of the application and supplemental questions.

**ORAL EXAMINATION – 100%:** A job-related oral examination will be conducted to

evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. Candidates must earn a score of seventy percent (70%) or higher to qualify for placement on the eligible list.

If there are three (3) or fewer qualified applicants, an oral examination will not be conducted. Instead, a score will be assigned to each application based on established criteria. Such score will be considered the final score for placement on the eligible list.

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

**NOTE:** If presently permanently employed in another "merit" or "civil service" public agency/entity in the same or substantively similar position as is advertised, and if appointed to that position by successful performance in a "merit" or "civil service" style examination, then appointment by "Lateral Transfer" may be possible. If interested, please click [here](#) for additional information.

**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 Liz Gonzalez by e-mail at [Liz.Gonzalez@ventura.org](mailto:Liz.Gonzalez@ventura.org) or by telephone at (805) 677-5313.

## Medical Examiner Investigator II Supplemental Questionnaire

Please respond to the following questions. Your responses will give us additional information about your experience and background related to this position, and will be used in the selection process. Please be as concise and specific as possible; clarity of expression and ability to follow instructions will be considered in the evaluation process.

1. What is the highest level of education you have completed?
  - ☐ None
  - ☐ High School or GED
  - ☐ Associate's Degree
  - ☐ Bachelor's Degree
  - ☐ Master's Degree or higher
2. Are you willing and able to climb steep and/or rough terrain, and lift/carry and push/pull heavy weights?
  - ☐ Yes
  - ☐ No
3. Are you willing and able to work weekends, holidays, and nights including on-call and call-back (in addition to your regular working hours)?
  - ☐ Yes
  - ☐ No
4. Are you willing and able to work in indoor/outdoor environments in unpleasant, stressful, or emotional surroundings?
  - ☐ Yes
  - ☐ No
5. Do you possess a current valid American Board Medicolegal Death Investigation (ABMDI) certification? If yes, you MUST include your date of licensure and a current valid license number in the Certificates and Licenses section of your application.
  - ☐ Yes

☐ No

6. Describe your experience or training in the area of law enforcement investigative principles and techniques. In your response include your title(s), the name of the employer(s) in which you acquired the experience and a description of your responsibilities. This experience **MUST** be included in the Work Experience section of your application for you to receive credit for it. If you do not have this type of experience, please write, "No experience."
  
7. Describe your experience or training in forensic medicine including toxicology, physiology, anatomy, medical terminology and/or basic pathology of death. In your response include your title(s), the name of the employer(s) in which you acquired the experience and a description of your responsibilities. This experience **MUST** be included in the Work Experience section of your application for you to receive credit for it. If you do not have this type of experience, please write, "No experience."
  
8. Describe your experience visiting scenes of death, trauma or injury and what your role was. This experience **MUST** be included in the Work Experience section of your application for you to receive credit for it. If you do not have this type of experience, please write, "No experience."
  
9. Describe your experience with identifying next of kin, death notification, and interacting with grieving family members. In your response include your title(s), the name of the employer(s) in which you acquired the experience and a description of your responsibilities. This experience **MUST** be included in the Work Experience section of your application for you to receive credit for it. If you do not have this type of experience, please write, "No experience."