

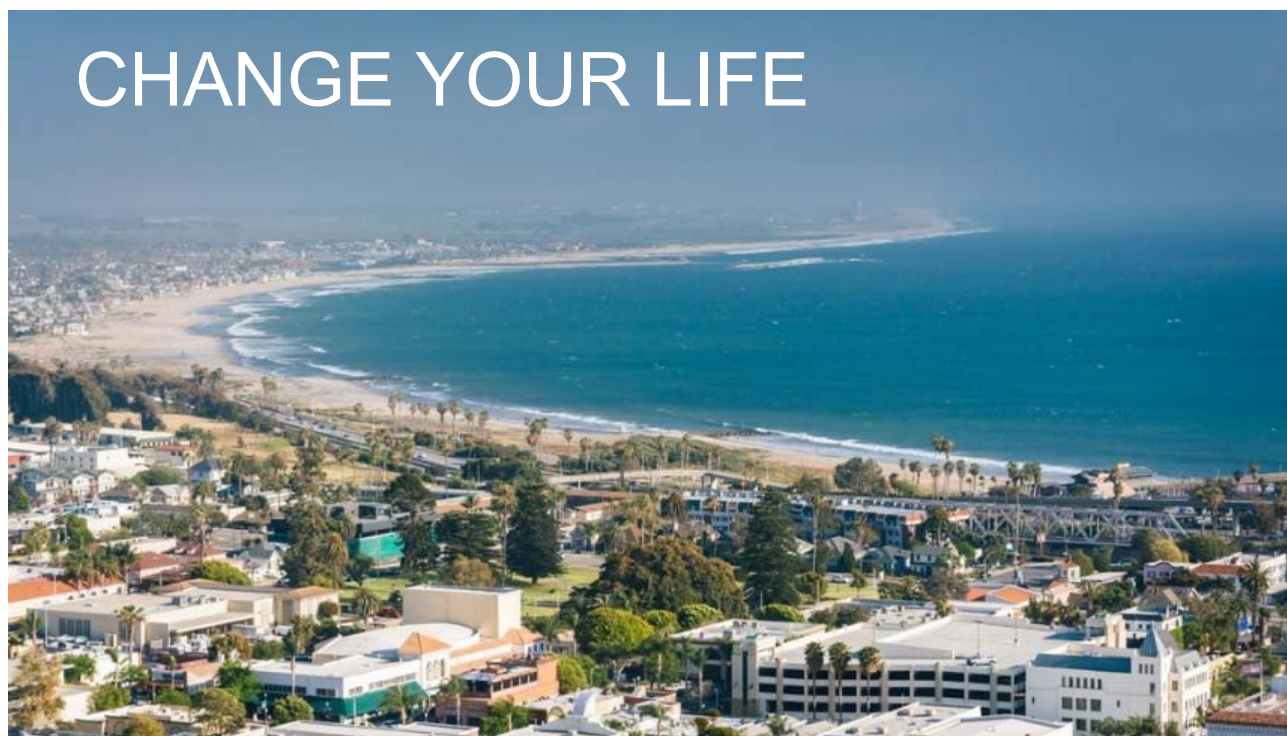


VENTURA COUNTY
Invites applications for the position of:
Medical Examiner Investigator
I/II/Senior

JOB CODE:
OPENING DATE/TIME:
CLOSING DATE/TIME:
SALARY: \$56,784.00-\$95,721.60
JOB TYPE: Regular, full-time
LOCATION: Ventura, California
DEPT/AGENCY: Medical Examiner's Office/Health Care Agency (HCA)

Mission Statement

The Ventura County Medical Examiner's mission is to provide respectful, professional, accurate and timely death investigation services to all people in Ventura County, while complying with applicable California Statutes.



Medical Examiner Investigator

Ventura County is offering an exciting opportunity to work in a Medical Examiner system in California. The Ventura County Medical Examiner's Office runs independent of law enforcement in Ventura County and is currently undergoing a new and exciting transformation under the direction of Chief Medical Examiner, Dr. Christopher Young. The ideal candidate will

execute his/her duties in a beautiful facility on the grounds of the Ventura County Medical Center campus overlooking the Pacific Ocean. The ME Investigator, under the direction of the Chief Operating Officer, is responsible for conducting death investigations and assisting the Forensic Pathologists in determining cause and manner of death.

The ideal candidate must be able to comprehend, follow and convey written and oral instructions effectively, possess strong interpersonal relationship skills, and be an effective communicator, both orally and in writing.

The ME Investigator is a non-exempt classification, which is not exempt from the provisions of the Civil Service Ordinance. The incumbent is eligible for overtime compensation and is part of the bargaining unit of SPOAVC.

Duties of the ME Investigator include, but are not limited to:

- 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;
- Senior and II levels assist in the training of lower tiered Medical Examiner Investigators
- 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.

Compensation and Benefits

Current Annual Base Salary Range:

\$56,784.00-\$95,721.60 per year.

The County offers an attractive compensation and benefits package. In addition to the above base salary, other "cash-like" benefits may include a 2.5%



match on your 401k contributions a Flexible Credit Allowance, the ability to "cash in" or redeem hours of Annual Leave and participation in the County's defined pension plan.

RETIREMENT/SOCIAL SECURITY: Both the County and you contribute to the County's Retirement Plan, which immediately vests in your Ventura County Employees Retirement Association (VCERA) account. Defined retirement benefits vest after 5 years of service. Compensation for retirement purposes includes all cash compensation excluding overtime, and including Flexible Benefits contribution. The County and you also each contribute to Social Security.



HEALTH PLANS: Medical, Dental, and Vision Plans for you and your dependents. A flexible credit allowance.

TEXTBOOK AND TUITION: When courses have been satisfactorily completed, the County will reimburse you to a maximum of \$850 per fiscal year for tuition and books for off-duty, job-related courses.

PAID SICK LEAVE: 80.08 hours earned per year. You may accrue up to 800 hours and will be reimbursed annually for 25% of the number of hours over the maximum. A cash payment of 25% of unused hours will be made if you retire or terminate with more than 10 years of service.

FLEXIBLE SPENDING ACCOUNTS: Increase your spending power by reimbursing you with pre-taxed dollars for IRS approved dependent care and health care expenses.

HOLIDAYS: 10 paid days per year.

DEFERRED COMPENSATION: You may elect to contribute to one or both of the County's deferred compensation plans (established under Internal Revenue Code Sections 401(k) and 457). If you participate in the County sponsored 401(k) plan, the County will match a part of your contribution up to 2.5% of your salary, on a pay period basis. You must be regularly scheduled to work 40 hours or more each pay period to participate in the 401(k) plan. These plans enable you to build long-term savings while deferring current federal and state income taxes. In addition to pre-tax contributions, you are also able to make after-tax contributions through the Roth option available in the 457 plan.



Other benefits include: Paid Vacation, Disability Plans, Employee Assistance Program, Life Insurance, Tuition Reimbursement, Mileage Reimbursement, Benefit Reimbursement Program and a Wellness Program.

County Government & the Medical Examiner's Office

The ME's Office investigates approximately 30% of county deaths and conducts approximately 625 autopsies each year. The office employs two full-time forensic pathologists (the Chief ME and the Assistant Chief ME). In addition, the ME's Office employs six ME Investigators who provide 24-hour death investigation coverage. An Administrator, an Administrative Assistant and two Forensic Pathology Technicians complete the full-time staff.



Description

From rolling hills to sweeping ocean views, Ventura County is located on the "Gold Coast," approximately 50 miles northwest of Los Angeles and 30 miles south of Santa Barbara. The near perfect climate (Mediterranean) with an average annual temperature of 74.2 degrees and a wonderful quality of life are a few of the reasons many of the 850,000 residents call Ventura "home." Ventura has a diverse economic base from tourism to high-tech enterprises in beautifully planned communities, making the region one of the safest and fastest growing in Southern California.

The County's 1,873 square miles include 1,846 square miles of land with 43 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

development.



parts of the Angeles National Forest, Channel Islands National Park, and the Santa Monica Mountains National Recreation Area.

The County of Ventura offers numerous year-round activities ranging from walking on the beach to enjoying a concert in a park or sailing to the Channel Islands or hiking in the Los Padres National Forest. Ventura County is home to the Ronald Reagan Presidential Library and Museum, the San Buenaventura Mission, art galleries, and a state-of-the-art Civic Arts Plaza.

Ventura County has a strong economic base that includes major industries such as biotechnology, agriculture, advanced technologies, oil production, military testing and development, and tourism. Home to two universities (California State University Channel Islands and California Lutheran University), and three Community Colleges (Moorpark, Oxnard, and Ventura), multiple university extensions, institutes, and adult schools, the county enjoys a strong structure for workforce



Questions:

Questions and inquiries may be directed to:
Sam Maynard, Personnel Analyst, CEO-Human Resources
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This position will remain open until filled.

