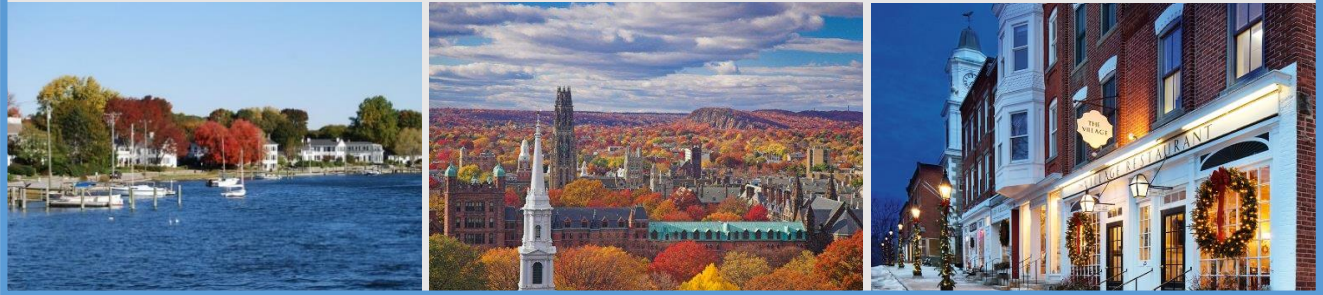


## Medical Examiner's Supervisor Special Investigator Position at Connecticut OCME



The Connecticut Office of the State Medical Examiner (OCME) is seeking one full-time Supervising Special Investigator (ME) to work in our facility in Farmington, CT, starting after July 31, 2019. The hours of work are Monday through Friday, 7:00 am to 3:30 pm with required rotating weekend and holiday coverage.

The OCME is a National Association of Medical Examiners (NAME) Accredited, centralized, state-wide medical examiner system with an autopsy load of approximately 2,400 per year (approximately 1,900 scene investigations) which includes approximately 120 homicides. We have academic relationships with the medical schools at Yale, UCONN, and Quinnipiac University and all of the state pathology residency programs.

The OCME is a, free-standing, modern facility that is located in historic Farmington, CT on the Campus of the University of Connecticut Health Center and Medical School. The office is a state-wide medical examiner system charged with the investigation of sudden and unexpected deaths that by statute fall under our jurisdiction. Our agency operates 24/7/365 performing death investigations. Incumbents in this class are considered Level 1 employees. In addition to the checking of references and facts stated in the application, a thorough background investigation may be made before the candidate is certified for appointment.

Incumbents in this class will be required to:

- Travel statewide in response to scenes of death and will be provided with a state-owned vehicle which will be garaged at the incumbent's place of residence.
- Maintain American Board of Medicolegal Death Investigation Certification.
- Possess and retain a valid Motor Vehicle Operator's license.
- Work weekends and holidays on a rotating basis.
- Be available to respond to agency inquiries while off-site/off-hours, which includes additional compensation per the bargaining unit contract.
- Exposed to disagreeable conditions, including odors and situations
- Move and occasionally lift deceased human remains.

## Selection Plan

All applicants must include a resume within the "Resume Tab" of their application with their submission. Applicants invited to interview may be required to submit additional documentation, which supports their qualification(s) for this position. These documents may include: performance reviews, supervisory references, college transcripts, licensure, etc., at the discretion of the hiring agency.

Should you have questions pertaining to any phase of this recruitment, please contact the hiring agency's human resources office: Rachel Fein, fein@ocme.org, (860) 679-3982.

## PURPOSE OF JOB CLASS (NATURE OF WORK)

In a state agency this class is accountable for supervising the staff of an investigative unit (12 investigators and one Lead investigator) engaged in investigating complaints and alleged violations of state laws and regulations.

## EXAMPLES OF DUTIES

Duties of this position include performing the following duties:

- Direct, manage, and supervise the work activities of the Lead Investigator and twelve (12) Special Investigators which includes staff scheduling (investigations and telecommunications) and maintenance of adequate shift coverage for a 24/7/365 staff.
- Indirectly supervise Laboratory Assistants serving in the telecommunications area, via the Lead Investigator.
- Conduct death investigations, applying fund of knowledge and skill.
- Interview, Hire and Train new staff in the technique of death investigation.
- Oversee, develop, and maintain investigation files and databases including unclaimed and unidentified remains.
- Coordinate identification efforts with police and families.
- Perform quality assurance for investigations response time, comprehensiveness, and report writing and conduct performance appraisals of staff.
- Maintain relationships with Funeral Directors to facilitate cremation review process.
- Assist in the development and coordination of OCME response to Mass Fatality Incidents.
- Attend various Mortality Review Meetings as they pertain to particular state agencies / subgroups (examples include Developmental Services, Department of Transportation, Suicide Awareness).
- Administer the Investigations Graduate Student Internship (for university credit) program, from application through to evaluation of interns.
- Provides data for and attends various Mortality Review Meetings as they pertain to particular state agencies / subgroups (examples include Developmental Services, Department of Transportation, Suicide Awareness).
- Assist in Statistical Reporting on Causes and Manners of Death. Assist with Accreditation reporting to the National Association of Medical Examiners (NAME).

## KNOWLEDGE, SKILL AND ABILITY

Considerable knowledge of investigatory methods and techniques; considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant state laws and regulations; considerable interpersonal skills; considerable oral and written communication skills; considerable interviewing skills; ability to utilize computer software; supervisory ability.

**Location:**

Connecticut has charm, beauty, and a high standard of living. It is a place with mountains, forests, ocean fronts, rivers, and wonderful green countryside right at your doorstep. Connecticut is well above the US average in Income (highest average per capita in the US), Education (ranked #14 in U.S.), Health (#4 in U.S.) and Public Safety (#6 in U.S.). If you want to enjoy your quality of life, it is the right time for a move to Connecticut. Connecticut is family friendly and has some of the country's best schools and educational systems.

In Connecticut, you may enjoy the relaxed but sophisticated "country-life" or choose to live in a city. Hartford is home of the state government and New Haven is home to Yale University. Connecticut experiences all four seasons: summers are warm with plenty of sunshine; spring rapidly warms up with plenty of rain to feed the green countryside; autumn has spectacular gold, red, and brown foliage, and winter has plenty of snow for outdoor adventures. It is a small state with access to Boston Massachusetts or New York City within a couple of hours by car or train. Getting around Connecticut is very easy (even in the winter). Bradley International Airport, located 20 minutes from Hartford, has direct flights to California, Florida, Puerto Rico, Texas, Chicago, Atlanta, Mexico, Montreal, Ireland and many more.

**Who should apply?**

The Connecticut OCME is seeking enthusiastic, experienced medicolegal death investigators who desire to be a leader in a well-supported, statewide system.

**MINIMUM QUALIFICATIONS - GENERAL EXPERIENCE**

Seven (7) years of investigatory experience in health care, insurance claims, law enforcement or a regulatory field.

**MINIMUM QUALIFICATIONS - SPECIAL EXPERIENCE**

Three (3) years of the General Experience must have been investigating complaints at the level of Special Investigator.

**MINIMUM QUALIFICATIONS - SUBSTITUTIONS ALLOWED**

1. College training in law enforcement, health care or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling six (6) months of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in a closely related field may be substituted for one (1) additional year of the General Experience.

**PREFERRED QUALIFICATIONS**

Preference will be given to applicants with the following:

- ABMDI (American Board of Medicolegal Death Investigation) certification
- Considerable knowledge of investigatory methods and techniques
- Supervisory ability
- Teaching/training ability
- Considerable knowledge of relevant state laws and regulations
- Interpersonal skills

- Oral and written communication skills
- Interviewing skills
- Ability to utilize computer software to compile data and run statistical reports
- Training in mass fatality incident response
- Working knowledge of medical terminology
- Ability to review medical records
- Photographic knowledge
- Analytical skills as they relate to the forensic investigation process

#### SPECIAL REQUIREMENTS

1. Incumbents in this class may be required to travel.
- 2 Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

#### Conclusion

#### **AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

Click on the link below to apply: [Position](#)