



CITY AND COUNTY OF SAN FRANCISCO

Accepting highly qualified
candidates for the position of

CHIEF MEDICAL EXAMINER

*Recruitment Services Provided by
Ralph Andersen & Associates*

OFFICE OF THE CHIEF MEDICAL EXAMINER



The Opportunity

The City and County of San Francisco is conducting a national search for the position of Chief Medical Examiner. This at-will executive position is a career opportunity in the 13th largest American city in a Medical Examiner's Office with a unique and stimulating investigative workload.

San Francisco is one of the most livable, culturally diverse, and internationally recognized American cities. Built on a 47 square-mile peninsula, its unique terrain is bordered on three sides by the Pacific Ocean and the San Francisco Bay. Exquisitely restored Victorians and modern high-rises crest its seven major hills and widely diverse lifestyles flourish side by side. Home to major universities, a flourishing arts scene, and world champion sports teams, San Francisco is a perfect spot to revel in the beauty and bounty of Northern California.



City and County Government

San Francisco is one of a few municipalities nationally that is both a city and county. Because of this unique governing structure, the City and County of San Francisco operates departments typical of both levels: a large hospital and public health system; human services; and police, fire, and sheriff's departments. Other unique functions include an international airport, water and power utilities, and public transportation.

San Francisco's Mayor is elected for a maximum of two four-year terms. The Mayor appoints most City and County officials, prepares the budget, and oversees City departments. London N. Breed was elected in June 2018 to serve as Mayor. The eleven-member Board of Supervisors passes legislation, approves budgets, and sets tax and compensation rates.

The Office of the Chief Medical Examiner (OCME) reports directly to the City Administrator, Naomi M. Kelly, who oversees twenty-five departments and programs. The responsibilities of these departments differ dramatically, but all strive to provide excellent service to, or on behalf of, San Francisco residents.



Office of the Chief Medical Examiner

The overall mission of the Office of the Chief Medical Examiner is to provide accurate, timely, compassionate, and professional death investigative services for the residents of the City and County of San Francisco. By law, the Office is first and foremost responsible for the investigation and certification of a variety of deaths of legal or public health interest.

The OCME moved into a modern 46,000 square foot facility at the end of 2017, which enables staff to carry out their mandated duties more effectively and efficiently as an essential first responder and critical partner in San Francisco's criminal justice system. The building features a state-of-the-art autopsy suite and forensic laboratory.

In Fiscal Year 2018 – 2019, 2,556 deaths were reported to the OCME. Of those deaths, 1,298 were investigated by the OCME. Examinations are often stimulating and complex, given the uniqueness of the Office's urban jurisdiction. Because of its work, the OCME plays an important role in supplying data, information, and education to local and national stakeholders.

The Forensic Laboratory Division of the OCME serves as the testing center for postmortem specimens from cases investigated by the OCME, as well as human performance testing in living individuals (primarily related to driving under the influence and drug-facilitated sexual assaults). The Forensic Laboratory Division analyzed 1,474 cases last fiscal year. The Office has a budget of \$10.7 million and an authorized staff of 39 professionals, 4 of which are Assistant Medical Examiners. The Office is a 24/7 operation with an in-house toxicology lab and staff, including a Forensic Laboratory Director. The four functional divisions that comprise the Office of the Chief Medical Examiner are:

- ▲ Medico-Legal Investigation
- ▲ Field Investigation
- ▲ Forensic Laboratory
- ▲ Administration



Key Challenges and Opportunities

Key challenges and opportunities facing the Chief Medical Examiner include:

- ▲ Stabilizing medical examiner staffing levels and reducing current case backlog; and
- ▲ Renewing full National Association of Medical Examiners (NAME) accreditation.



The Position of Chief Medical Examiner

This executive-level position is appointed by and serves at the pleasure of the City Administrator and Mayor of the City and County of San Francisco. In addition to performing the duties of a forensic pathologist, the Chief Medical Examiner serves as department head and is responsible for the overall administrative and operational effectiveness of the Office of the Chief Medical Examiner.

Specific duties of the position include the following:

- ▲ Oversees postmortem pathological examinations and medical investigations required for cause of death determination as well as the analyses to determine the presence of poisons, drugs, or other chemicals;
- ▲ Testifies in court as an expert witness and may personally perform the most difficult and important forensic activities;
- ▲ Oversees the proper execution of death certificates and the maintenance of all case records;
- ▲ Oversees relationships with law enforcement agencies and organ procurement agencies, and maintains relations with public and news media;
- ▲ Oversees mass fatality planning and preparation;
- ▲ Oversees the residency training program in forensic pathology and directs and supervises continuing medical education activities;
- ▲ Provides leadership and accountability for the fiscal, budget, personnel, and other administrative functions;
- ▲ Oversees changes in organization, staffing, equipment, work processing, and management information systems to increase efficiency and reduce administrative costs; evaluates performance results;
- ▲ Oversees the preparation and presentation of information to policymakers for the purpose of creating or amending regulations; and
- ▲ Keeps up to date on new and improved methods in forensic pathology and medicine and instructs key staff in such methods.



Key knowledge, skills, and experience required of the successful candidate include:

- ▲ Thorough knowledge of the overall operation of a Medical Examiner's Office;
- ▲ Demonstrated experience in leadership, motivation, building consensus, and implementing organizational change;
- ▲ Demonstrated ability to effectively perform management activities, including goal setting, budget management, human resource management, strategic planning, and the formulation and implementation of OCME policies/procedures;
- ▲ Demonstrated experience collaborating with key stakeholders, such as public officials, members of the community, and the media to advance the OCME's agenda and operational strategies;
- ▲ Knowledge of or ability to become knowledgeable of local, State of California, and Federal ordinances, regulations, and laws governing death investigations;
- ▲ Thorough knowledge of investigative procedures for determining causes and manner of death, as well as modern forensic pathology methods and techniques;
- ▲ Thorough knowledge of the principles, practices, instruments, and methods used in the collection and processing of postmortem evidence;
- ▲ Considerable knowledge of microscopy, toxicology, ballistics, and investigative techniques as they relate to forensic medicine; and
- ▲ Ability to bring innovative ideas to the operation of the OCME.



The Ideal Candidate

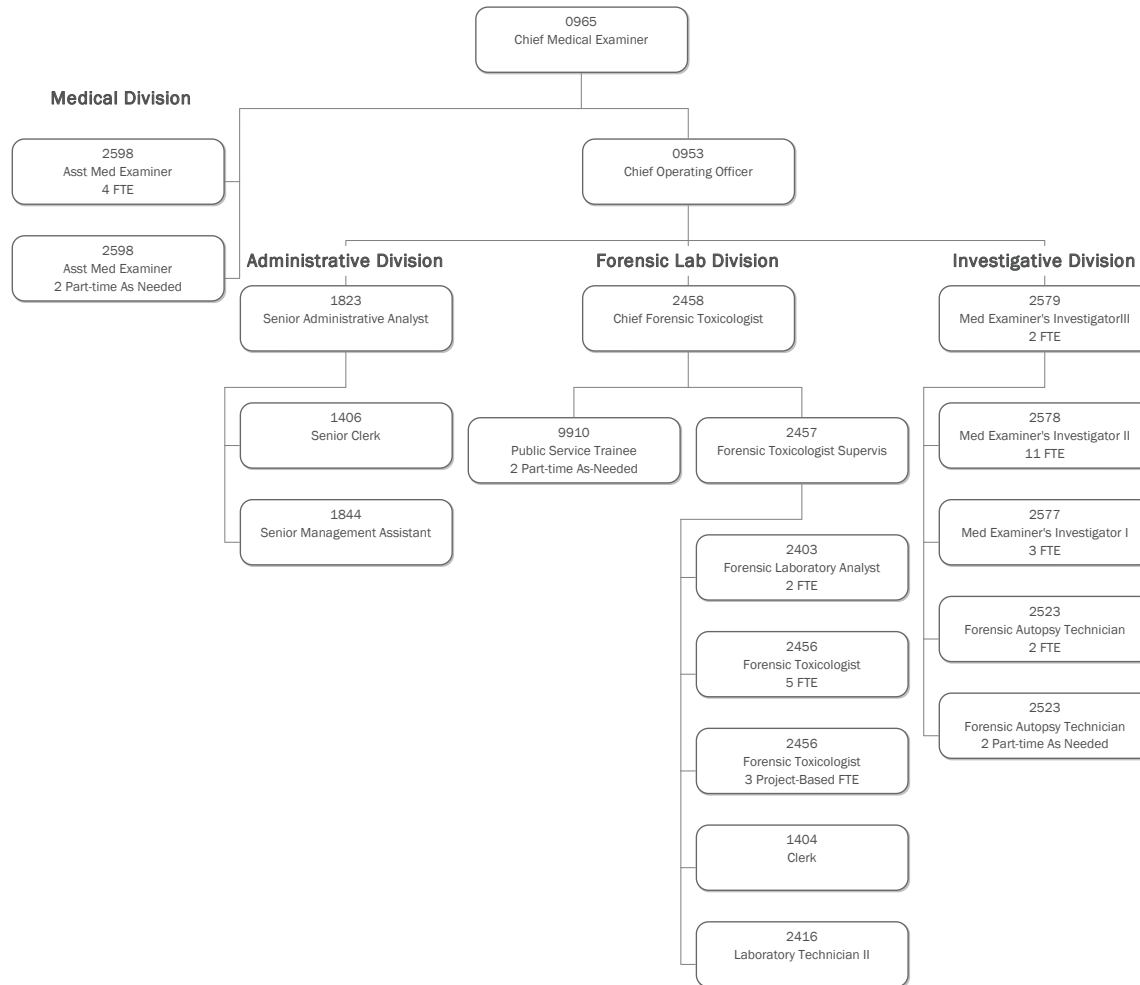
The ideal Chief Medical Examiner will have a unique blend of forensic pathology expertise, people skills, and management acumen. The success of the Chief Medical Examiner will depend on an ability to convey and implement an outstanding vision of the Department's future and to provide sound Departmental management and leadership. Candidates must also thrive in a fast-paced environment with a personal style that embraces a collaborative approach to decision-making and problem-solving. Successful candidates will have the ability to create and lead teams, organize and prioritize the work of others, and build collaborative relationships.

Top candidates for consideration will have had prior senior management experience in an organization that promotes best practices and has a proven track record of implementing operational change. In particular, a candidate must have a demonstrated ability to improve operational efficiency while maintaining investigative integrity, to integrate new technology and systems and plan for their continual refinement, and to meet national standards and local expectations of excellent performance.

In summary, the successful candidate will have the ability to lead and manage a complex, fast-paced Medical Examiner's Office and will have consistently demonstrated the highest of ethical and professional standards.

OFFICE OF THE
CITY ADMINISTRATOR

Office of the Chief Medical Examiner





Qualifying Experience and Education

Education and Experience: Graduation from an accredited school of medicine or osteopathy and senior management experience in a Medical Examiner's Office of similar size, scope, and complexity in the practice of pathology.

Licensure/Certification: An applicant must possess (or have the ability to possess) a license to practice medicine in the State of California, as well as a State of California Department of Public Health X-ray Supervisor and Operator Certificate or Permit (or the ability to obtain one within 6 months of hire date). Applicants must also have certifications from the American Board of Pathology in 1) Anatomic and Clinical Pathology or Anatomic Pathology, and 2) Forensic Pathology.

POST Background Required: The selected candidate will also be required to successfully pass a qualifying medical, psychological, and extensive background screening procedure to be arranged and coordinated by the City and County of San Francisco and consistent with California POST regulations.

Candidates should be aware that City and County of San Francisco leaders, working in concert with Ralph Andersen & Associates, reserve the right to determine the best combination of education and experience required for the Chief Medical Examiner position.



Compensation and Benefits

The annual salary range is up to \$374,000. The starting salary will depend on qualifications and career accomplishments. In addition to competitive salaries, the City and County offers flexible benefit plans with pre-tax elections that include: medical and dental insurance; retirement plan; deferred compensation plan; long-term disability plan; life insurance; paid management training program; 11 paid holidays per year; 5 floating holidays per year; 10 to 20 vacation days per year depending on years of service; and 5 days of paid executive leave per year.

A scenic view of San Francisco, California, featuring a couple in the foreground looking out over the city. The couple consists of a woman with long brown hair wearing a grey sweater and a man with long brown hair wearing a blue and white plaid shirt. They are standing on a grassy area with palm trees and other vegetation. In the background, the San Francisco skyline is visible, including the Transamerica Pyramid and the Golden Gate Bridge. A prominent white building with a tall spire, likely the San Francisco City Hall, is visible on the right side of the image. The sky is a mix of blue and orange, suggesting a sunset or sunrise. A large orange banner with white text is overlaid on the bottom half of the image.

Application and Selection Process

For additional information about the City and County of San Francisco's operations, please visit the City's website at www.sfgov.org. This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established. **Candidates are encouraged to apply immediately; this recruitment is open until filled.** The first review of resumes will take place on **Friday, July 17, 2020.**

It is anticipated that the Chief Medical Examiner will start with the City and County of San Francisco in September 2020 or on a mutually agreeable date.

To be considered, candidates must submit a compelling cover letter, comprehensive resume, and six professional references via email to apply@ralphandersen.com.

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. The evaluation and selection process may consist of a supplemental questionnaire and/or written exercise(s) to further evaluate relative experience and overall suitability for this position. Employment history, degrees obtained, and other certifications/accomplishments will also be verified. Should you have any questions regarding this position or the recruitment process, please call Mr. Robert Burg at (916) 630-4900. Confidential inquiries are welcomed.

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STAFF



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BUDGET



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POPULATION



sf.gov

*The City and County of San Francisco
is an Equal Opportunity Employer.*

