

SEDGWICK COUNTY JOB DESCRIPTION

Pathology Assistant Supervisor

Working Title:	Pathology Assistant Supervisor	Work Location:	1109 N Minneapolis St
Position Number:	TBD	Expected Hours of Work:	M- F 8-5
Classification:	Pathology Assistant Supervisor; Grade 126	Supervisor: Yes / No	Yes
Reports to (position):	Director of Forensic Science Center	Number of staff supervised:	3
Date Revised:	10/25/2021		

Job Summary (Major objectives of this position. Why does the job exist?)

Assists with post-mortem examinations and performs primary duties of a forensic pathology assistant; supervises all other pathology assistants; conducts interviews and recommends hires; plans, schedules and assigns work to staff; establishes policies and procedures; instructs and trains in correct methods; checks and approves work; reviews and evaluates employees. Manages morgue operations and oversees evidence collection. Prepares billing and maintains statistical data.

Primary Job Functions (List three job categories with specific tasks listed)

Supervision of Forensic Pathology Assistants and morgue operations

- Ensure adequate technical support to pathologists and ensure efficient morgue operations
- Competency in all primary job duties of a pathology assistant
- Complete monthly staff scheduling and provide to Chief Medical Examiner 7 days prior to oncoming month
- Provide adequate oversight and training of pathology assistants
- Provide timely and adequate documentation of employees' performance in order to perform staff evaluations
- Ensure provision of appropriate supplies and equipment

Oversee proper management of cases and evidence collected at autopsy

- Ensure proper transfer, release or disposal by coordinating with ancillary agencies and case pathologist and facilitate consultation services on complex cases
- Submit monthly disposal summary within 3 days of the new month
- Coordinate and ship autopsy material to consultants within 7 days of request by case pathologist

Prepares billing for referral cases and maintains statistical data

- Compile and verify billing accuracy of documentation for referred postmortem procedures
- Track and prepare statistics for the Pathology Division for review by the Management Team

Secondary Job Functions (list no more than five)

- Maintain schedule for equipment maintenance
- Participate in mass disaster/emergency preparedness training

Competencies (Select five from Core Competency list and specify Behavioral Indicators specific to position)

Leadership	Definition: Communicates a vision and inspires motivation; engages with others (direct-reports and peers) in team process to solve problems; works to find a win/win resolution of differences; is aware of how management style impacts staff productivity and development; modifies leadership style to meet situational requirements; helps team stay focused on major goals while managing within a context of multiple directives.
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Behavioral Indicators:

- Aligns the direction, products, services, and performance of a business line with the rest of the organization.
- Enables co-workers to grow and succeed through feedback, instruction, and encouragement.
- Promotes organizational mission and goals, and shows the way to achieve them.
- Follows fiscal guidelines, regulations, principles, and standards when committing fiscal resources or processing financial transactions.
- Uses knowledge of the organizational and political climate to solve problems and accomplish goals.
- Coordinates ideas and resources to achieve goals.
- Manages staff in ways that improve their ability to succeed on the job.
- Sees the big, long-range picture.
- Creates a positive work environment where all staff are motivated to do their best.
- Conveys confidence in a group's ability to prevail over challenges to reach its goals.
- Links mission, vision, values, goals, and strategies to everyday work.
- Sees the potential in others and takes opportunities to apply and develop that potential.
- Takes calculated risks to improve performance, try a fresh approach, or reach a challenging goal.
- Sets clear, meaningful, challenging, and attainable group goals and expectations that are aligned with those of the organization.
- Suggests and asks for others' ideas to improve quality, efficiency, and effectiveness.

Stress Management/ Tolerance

Definition: Maintains effective performance under pressure; handling stress in a manner that is acceptable to others and to the organization.

Behavioral Indicators:

- Handles high workloads, competing demands, vague assignments, interruptions, and distractions with poise and ease.
- Remains steady or thrives under pressure, using it to fuel productivity and efficiency.
- Stays calm and maintains focus in turbulent, threatening, or emergency situations. Makes rational decisions and continues to perform effectively.
- Provides direction in crisis situations. Defuses potentially violent people or situations, calming others and removing them from harm.
- Stays focused on work tasks and productively uses time and energy when under stress.
- Presents a positive disposition and maintains constructive interpersonal relationships when under stress.
- Develops appropriate strategies as needed to alter conditions that create stress and to sustain physical and mental health.

Customer Focus/Client Orientation

Definition: Makes customers/clients and their needs a primary focus of one's actions; makes a conscious effort to include diversity of input in all decisions; shows interest in and understanding of the needs and expectations of internal and external customers (including direct reports); acts with customers in mind and strives for continuous improvement in products and services. Gains customer trust and respect; meets or exceeds customer expectations.

Behavioral Indicators:

- Follows through on customer commitments despite time pressures or obstacles.
- Recognizes when work processes and/or outcomes are negatively impacting the customer; assumes ownership of the issue and takes appropriate steps to eliminate problems.
- Develops relationships with customers that are marked by attention and customer satisfaction.
- Addresses disgruntled customer problems by remaining calm and professional; personally follows through to resolve issue(s).

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- Responds promptly to customer requests; is easy to reach and work with during work hours; willingly works with customers to meet their needs.
- Seeks out customer input to better understand their needs; develops ideas for how to meet those needs.
- Listens for and responds to customer requests or problems in a timely manner.
- Demonstrates a solid understanding of customer needs by consistently meeting their expectations.
- Meets customer needs by acting professionally and applying a good working knowledge of the services and information being provided.
- Asks questions to identify customer's needs or expectations.
- Considers the impact on the external customer when taking action, setting policies or carrying out one's own job tasks.
- Looks for external trends that are likely to shape the wants and needs of customers in the near future.
- Involves stakeholders in the decision-making or problem-solving process as early as possible.
- Looks for creative approaches to providing or improving services that may increase efficiency and decrease cost.
- Works to remove barriers that get in the way of giving customers top notch service.
- Asks questions of customers to assess satisfaction with service being provided.
- Refers customer to appropriate department or employee to solve specific problems.
- When referring customers to different departments, follows up to make sure that the customer has been taken care of.
- Seeks ways to continuously improve external and internal customer satisfaction with product or service quality and on-time delivery.

Decision Making/ Problem Solving

Breaks down problems into components and recognizes interrelationships. Makes timely sound, well-informed, objective and appropriate decisions. Compares data, information, and input from a variety of sources to draw conclusions. Takes action that is consistent with available facts, constraints, and probable consequences.

Behavioral Indicators:

- Analyzes problems effectively and makes appropriate decisions without missing deadlines or causing delays in service.
- Is able to cope with uncertainty and an incomplete set of facts to develop a feasible and effective solution.
- Uses established standards/methods to solve common problems; responds to recurring problems by investigating the underlying causes and taking steps to eliminate them.
- Independently analyzes issues and problems and expresses his/her opinion to others.
- Accurately predicts the outcomes of a variety of alternatives to problems.
- Tries different approaches when initial efforts to solve problems fail; anticipates possible problems and develops alternatives.

Detail-Oriented

Ensures information is complete and accurate; follows up with others to ensure that agreements and commitments have been fulfilled. Follows process steps as outlined in standard operating procedures. Reviews materials to ensure they are accurate, clear, and concise. Performs follow-up to ensure quality of work product and/or actions are completed.

Behavioral Indicators:

- Provides accurate, consistent numbers on all paperwork.
- Provides information on a timely basis and in a usable form to others who need to act on it.
- Maintains a checklist, schedule, calendar, etc., to ensure that small details are not overlooked.
- Double-checks the accuracy of information and work product.
- Carefully monitors the details and quality of own and others' work.

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- Expresses concern that things be done right, thoroughly, or precisely.
- Follows policies, procedures, and safety and security measures in using various equipment.
- Completes all reports and documents according to procedures and standards.
- Maintains properly equipped work area.
- Takes necessary actions to produce work that requires little or no checking.

Supervisory Responsibilities (Provide title of employee managed and the number of employees)

Forensic Pathology Assistant (3)

Minimum Qualifications as defined by classification

Educational Requirements: Bachelor's degree in medical/biological, anthropological, or criminal justice field.

Years of Experience: Three years' experience with supervision of subordinates, death investigation, morgue operations or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

License, certifications, etc...

Preferred Qualifications

Educational Requirements: Master's degree in medical/biological, anthropological, criminal justice or completion of National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) accredited program.

Years of Experience: Five to seven years' experience with supervision of subordinates, death investigation, and/or morgue operations.

License, certifications, etc... American Society for Clinical Pathology (ASCP) certified or eligible.

Physical Requirements & Working Conditions (must be directly tied to Essential Functions)

Physical Activity of position

- Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Reaching. Extending hand(s) and arm(s) in any direction
- Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

Physical Requirements of Position

- Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Visual Acuity Requirements

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving

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small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

Work Environment / Conditions Employee will be subject to

- The employee is subject to a variety of hazards and unsafe environments such as poorly lit roadways and unsafe buildings. Includes a variety of physical conditions such as exposure to extreme temperatures or exposure to chemicals and biohazardous materials.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

Supervisor:

Date:

Employee signature below constitutes employee's understanding of the requirements, primary functions and duties of the position.

Employee:

Date: