



# CORONER

SACRAMENTO  
COUNTY





## THE COMMUNITY

Sacramento County covers 984 square miles and is home to the California state capital, 1.5 million residents and seven incorporated cities: Citrus Heights, Elk Grove, Folsom, Galt, Isleton, Rancho Cordova and Sacramento. The population of Sacramento County's unincorporated area is approximately 564,000.

Residents in Sacramento County have a variety of recreational, dining and entertainment options to choose from. The County is home to more than 15,000 acres of park, plus the 23-mile American River Parkway, where more than five million visitors enjoy the unique wildlife and recreation area annually. Fishing, boating and rafting opportunities are available to water enthusiasts, and picnic sites, golfing, guided natural and historic tours are steps away from the multi-use trail. With its close vicinity to local agriculture, County residents also have an extraordinary selection of local food, wines and beers.

Sacramento County is one of the most affordable home-buying metropolitan areas in the state, and has a skilled workforce, high graduation rates and college-educated residents. The County is a leader in the 21st century economy with growing advanced manufacturing, agriculture and food, clean energy technology, information and communications technology and life sciences.

## COUNTY GOVERNMENT

The County of Sacramento was incorporated in 1850 in response to the needs of a growing population and was one of the original 27 counties of California. In 1933, the Sacramento County Charter was established, along with the County Executive position.

The County is governed by five members of the Sacramento County Board of Supervisors, elected on a non-partisan basis to serve staggered four-year terms, each representing one of the five districts. The County Executive is responsible to the Board for planning, organizing and directing County activities. Other elected officials include the Assessor, District Attorney and the Sheriff.

In 1972, an amendment to the County Charter was implemented to organize the County on an agency basis for more effective administration of functions for which the County Executive is responsible to the Board of Supervisors. Approved by the electorate, the amendment established agency heads to groups of County Departments. The four agencies within the County, which report to the County Executive, are Administrative Services, Community Services, Public Safety & Justice, and Social Services. Sacramento County has more than 30 departments and offices that provide services to County residents.

The County is responsible, pursuant to the County Charter or ordinances, or by state or federal mandate, to provide health and welfare, criminal justice and municipal services (including law enforcement), as well as other services to County residents. Major services include the Airport System, Animal Care and Regulation, Clerk Recorder, Criminal Justice, Health and Welfare, Property Tax System, Regional Parks, Transportation, Waste Management and Recycling, Voter Registration and Water Resources.

The County's total operating budget for 2021-22 is over \$6.5 billion, and there are more than 12,700 full-time employees.

# THE CORONER'S OFFICE

The Coroner's Office serves and protects the interests of the community by determining the cause, circumstances, and manner of deaths that occur within the County. It is the duty of the Coroner's Office to identify deceased individuals, notify next-of-kin of deaths, initiate the death certificate, and to provide forensic consultative services concerning investigated deaths. The Coroner's office is also responsible for final disposition of all indigent/abandoned decedents in Sacramento County and for protecting, securing, and returning decedent property to the legal next of kin.

In accordance with California law, and with the highest level of professionalism, compassion, and efficiency, the Department's professional staff investigate suspicious, unusual, unnatural, and unexpected sudden deaths to determine the cause and manner of deaths through autopsies and investigations. The Coroner's Office uses staff's findings to issue death certificates, monitor types of deaths and public health, and as evidence for civil and criminal legal cases and insurance settlements.

The Coroner's Office employs 33 full-time employees and the Fiscal Year 2021-22 Adopted Budget appropriation is \$8.44 million.

## THE POSITION

Reporting to the Deputy County Executive – Public Safety and Justice, the Coroner is responsible for the overall planning, organization, and evaluation of the Office's operations and activities. Distinctive to that of most California counties, the Coroner serves as a Department Head as the Coroner's Office is an exclusive County Department. The Coroner is mandated to perform the functions of Coroner as defined in the California Government Code Section 27491, the Health and Safety Code, the Penal Code, and various other codes and regulations.

The Coroner is the Department's appointing authority and has the ultimate responsibility for advising and assisting County officials, staff, boards, and the public with respect to all services provided by the Department's specialized teams. The Coroner ensures adherence to laws, codes, regulations, and ordinances and maintains effective working relationships with staff, County leaders, internal and external stakeholders, justice partners, and members of the public.



# THE IDEAL CANDIDATE

The County of Sacramento is seeking an experienced leader with extensive experience overseeing the daily operations of a Coroner's and/or Medical Examiner's Office. Ideal candidates are hands-on, strategic managers who have a demonstrated ability to effectively lead a team of experienced professionals.

## **Ideal candidates will demonstrate high-level experience with as well as the ability to:**

- Effectively lead and provide direction to staff performing medico legal death investigations
- Demonstrate extensive knowledge and understanding of the laws, regulations, and trends affecting Coroner and Medical Examiner Offices
- Demonstrate thorough knowledge and understanding of the interrelationships between a Coroner's Office and law enforcement agencies as it relates to the justice system
- Develop innovative and strategic solutions to operational challenges and policy goals
- Establish and maintain cooperative working relationships with the Board of Supervisors, agency leadership and staff, County officials, law enforcement partners, governing boards and committees, and the general public
- Have exceptional analytical, organizational, and interpersonal and communication skills
- Be a hands-on, self-driven and results-oriented strategic leader
- Foster a work environment that encourages internal and external stakeholder trust and a commitment to customer service
- Oversee and direct administrative, budget and fiscal management, and personnel management activities for a public agency
- Provide direction and guidance to agency leaders regarding organizational vision, strategic goals, and program initiatives
- Develop, modify, and implement policies and procedures to effect legislative and regulatory compliance
- Assist in achieving and/or maintaining the accreditation of a Coroner's and/or Medical Examiner's Office

## **Additionally, the Coroner will:**

- Have five (5) or more years of management experience over staff responsible for conducting medicolegal death investigations
- Have successfully completed the POST certified Death Investigation, Coroners, and/or Coroner Mass Fatality Awareness course (successful completion of the POST certified Death Investigation course is required within one year of appointment)
- Have successfully completed the POST certified PC832 Arrest and Firearms course
- Possess a Bachelor's Degree or higher from an accredited college or university in criminal justice, science, chemistry, biology, physics, forensic science, business, public administration, or a field closely related to the position
- Be approachable, politically astute, and technologically savvy
- Demonstrate a management style that fosters trust, loyalty, respect, commitment, and partnership

# COMPENSATION

The County of Sacramento offers an excellent compensation and benefits program. The salary range for this position is \$171,514 - \$182,951 annually, including a 3.35% management incentive. The attractive benefits program includes:

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**Retirement** – The County's defined-benefit pension plan is provided by the County Employees' Retirement Law of 1937 and is managed by the Sacramento County Employees' Retirement System (SCERS) Board of Retirement.

**Auto Allowance** – \$450 per month.

**Medical Insurance** – Choice of HMO and High Deductible Health Plans (HDHP), to include Kaiser, Sutter, and Western Health Advantage.

**Deferred Compensation** – A deferred compensation program is available through the County 457(b) Deferred Compensation Plan. The County will match contributions to the 457(b) Deferred Compensation Plan up to 1% of the monthly gross salary into a 401(a) plan as long as the contributions to the 457(b) are at least 1% of gross salary continuously throughout the year.

**Life Insurance** – \$50,000 in life insurance coverage for the employee and \$2,000 for all eligible dependents. Employees have the option to purchase up to \$1,000,000 in additional life insurance coverage. Holidays – 13.5 paid holidays per year.

**Vacation** – Two to five weeks (based upon length of service) of paid vacation.

**Sick Leave** – 15 days per year.

**Flexible Spending Accounts** – Employees may set aside funds on a pre-tax basis to pay for eligible medical and/or dependent care expenses.

**Other Benefits** – The County contributes \$25.00 per pay period into a Retiree Health Savings Plan.

# APPLICATION PROCESS

If you are interested in pursuing this unique and exceptional career opportunity, please submit your resume and cover letter via email to [MabraC@saccounty.net](mailto:MabraC@saccounty.net).

## **The initial filing cutoff is April 15, 2022.**

To be considered for this exciting opportunity, please apply by April 25, 2022. This recruitment will remain open until the position is filled.

Following the filing deadline, submittals will be screened according to the qualifications outlined above. The most qualified candidates will be invited to participate in the interview and selection process. Interviews are tentatively scheduled as follows:

- Panel Interviews – week of **May 2, 2022**
- Final Interviews – week of **May 9, 2022**

If you have questions and for additional information about this position, please contact Candice Mabra, Principal Human Resources Analyst, via phone at 916/874-1681 or via email at [MabraC@saccounty.net](mailto:MabraC@saccounty.net).

*The County of Sacramento is An Equal Opportunity Employer.*