



**SUPERVISING
DEPUTY
CORONER**



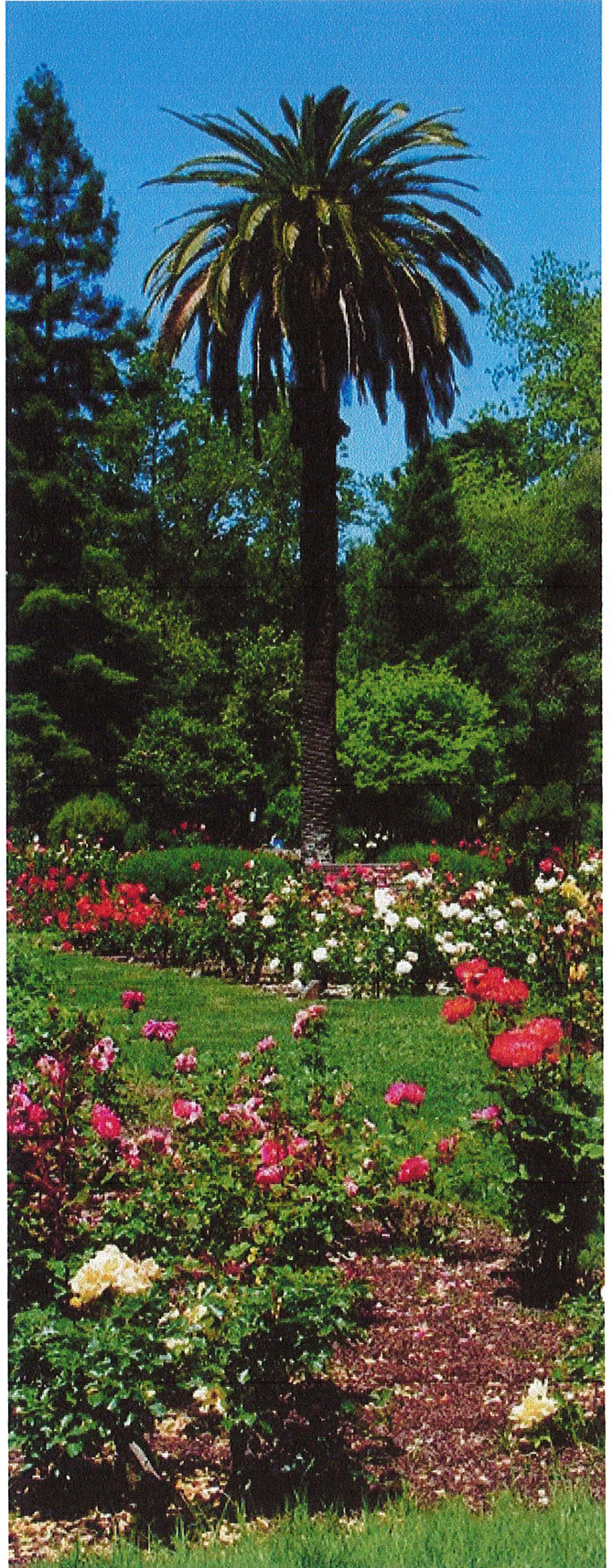
**SACRAMENTO
COUNTY CORONER'S
OFFICE**

SACRAMENTO 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 589,000.

Residents in Sacramento County have a variety of recreational options to choose from. The County is home to more than 15,000 acres of parks; fishing, boating, windsurfing, 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. Opportunities for road and mountain biking are plentiful as well. 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 with 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.





THE COUNTY OF SACRAMENTO

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 and 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, Coroner, Health and Welfare, Property Tax System, Regional Parks, Public Safety and Justice Agency, Sheriff, Transportation, Waste Management and Recycling, Voter Registration and Water Resources.



SACRAMENTO COUNTY CORONER'S OFFICE

The Coroner's Office is part of the Public Safety and Justice Agency which oversees the Conflict Criminal Defender, Probation, Coroner, and the Public Defender; serves as liaison to the Offices of the Sheriff and District Attorney and the Law Library; and coordinates with the Office of the Inspector General, Superior Court, Criminal Justice Cabinet, and the Community Corrections Partnership.

The Sacramento County Coroner's Office is responsible for determining the cause and manner of death through careful examination of the deceased and other significant evidence. This duty is carried out with respect for the deceased and compassion for the families as they deal with the processes involved in bringing closure to their loss.

The staffing is comprised of a Coroner, a Chief Forensic Pathologist, 3 full-time Forensic Pathologists, 1 Assistant Coroner, 2 Supervising Deputy Coroners, 15 Deputy Coroners, 12 Coroner technicians, and 5 administrative support staff. Contracts are maintained with Forensic Pathologists, an Odontologist, a Forensic Anthropologist, a Forensic Artist, and other specialists. It also consists of full-time in-house Pediatric and Neuropathologists on staff for consultation.

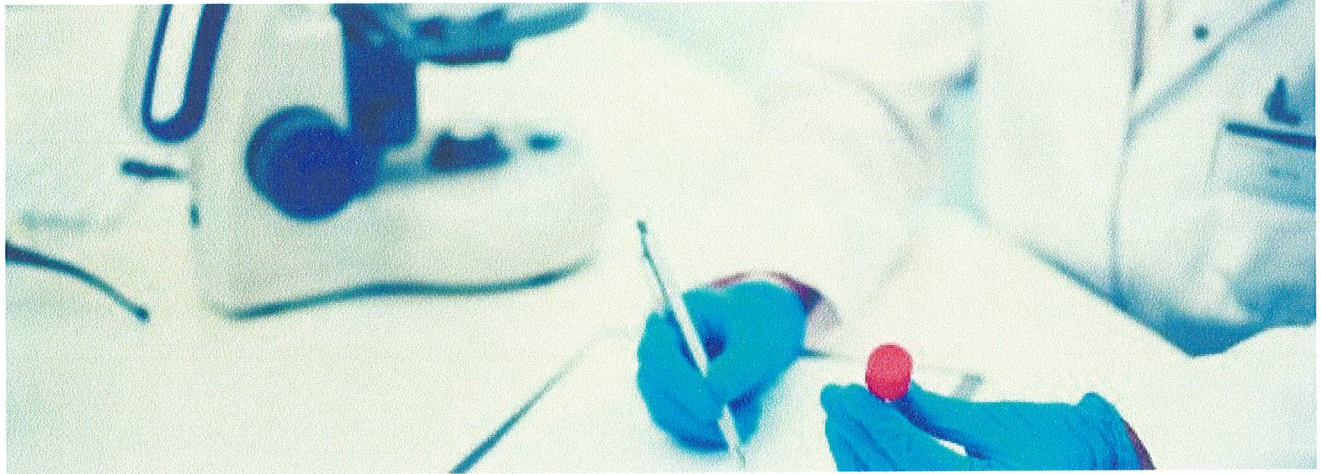
The current office was built and opened in 1996. The morgue is large enough to accommodate 8 autopsies being performed at one time with 2 specialized rooms: a Homicide room with a connected viewing room and a dedicated infectious disease room. In an effort to keep all staff safe, the entire morgue was outfitted with state-of-the-art UV lighting in 2020.

The Department of Coroner is the Region IV Mutual Aid Coordinator. In that role, staff have participated in two mass fatality incidents in the last 3 years and is the first office to utilize Rapid DNA in a mass fatality event.



DESCRIPTION OF DUTIES

SUPERVISING DEPUTY CORONER LEVEL I/II



Duties:

- Plans, prioritizes, assigns, supervises, reviews and participates in the work of staff responsible for conducting death investigations and performing related duties.
- Assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems; ensures work is performed accurately and that timelines are met; and ensures compliance with established policies, procedures, and related regulations.
- Selects, trains, and motivates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; and recommends and/or implements discipline and termination procedures.
- Identifies opportunities for improving service delivery methods and procedures; identifies resource needs, reviews with appropriate management staff, and implements improvements.
- Performs the more technical and complex tasks of the work unit, which may include such duties as reviewing all incoming reports to ensure that cases are assigned the appropriate classification; ensuring that the appropriate staff have received the proper notification on cases for body processing; reviewing cases to determine if further investigation is needed; and assisting with case closures.
- Participates in the administration of the Coroner's Office department budget; submits budget recommendations; and monitors expenditures for the unit.
- Prepares analytical and statistical reports on operations and activities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations related to death investigations.
- Coordinates interns assigned to work on unidentified cold cases or investigations.
- Assists with case investigation on scene and in the office, including scene property and evidentiary issues such as on scene board-up issues, notifications, processing property and evidence, and identifying unidentified persons.
- Reviews and signs death certificates and amendments.

- Ensures that the decedent's proper next of kin has been notified in a timely manner.
- Performs related duties as assigned.

DESCRIPTION OF KNOWLEDGE OF:

Supervising Deputy Coroner

- Principles and practices of supervision, discipline, leadership, mentoring, and training
- Team dynamics and team building
- Applicable federal, state, and local laws, codes, and regulations
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and other specialized applications related to area of assignment
- English usage, spelling, grammar, and punctuation
- Basic anatomy and medical terminology
- Principles, methods, and techniques of investigation and interviewing
- Medical and laboratory procedures related to death investigation
- Techniques and sources for locating and identifying persons



Supervising Deputy Coroner



The Supervising Deputy Coroner is the supervisory class in the Deputy Coroner series and is responsible for the seven-day/twenty-four hour operation of the death investigations unit. This position reports to the Assistant Coroner or higher level position in charge of investigations. Incumbents in this class are expected to exercise considerable independent judgment and initiative while supervising and coordinating the work of staff responsible for conducting investigations to determine the jurisdiction, circumstances, manner and cause of deaths which occur within the jurisdiction of the Sacramento County Coroner's Office. Incumbents in this class are sworn peace officers as defined by the State Penal Code and California Government Code.

The Supervising Deputy Coroner class is distinguished from the higher class of Assistant Coroner in that the latter is the management class responsible for all department activities and operations of units within the Coroner's Office. This class is further distinguished from the lower class of Deputy Coroner (Level I/II) by the regular, continuous performance of the full range of supervisory duties.

THE IDEAL CANDIDATE & DESIRABLE QUALIFICATIONS

The ideal candidate will:

- Have one year of experience as a Deputy Coroner at Level II in Sacramento County Service

Or:

- Successful completion of 60 semester (90 quarter) units from an accredited college or university with at least 9 semester (13 quarter) units in criminal justice, life science, health science, business administration, public administration or closely related field:

AND:

- Two years of experience in a California law enforcement agency performing death investigations, crime scene investigations, or related duties:

Desirable qualifications:

- A Bachelor's Degree in criminal justice, life science, health science, business administration, public administration or closely related field from an accredited college or university is desirable, but not required.

General qualifications:

Criminal History and background checks:

The County may access criminal history information on candidates who accept a conditional offer of appointment for this class consistent with the provisions of Board of Supervisor Resolution No. 82-602, Personnel Policies and Procedures B-5, and applicable federal and state laws. The County shall not consider for employment any candidate who has been convicted of a felony or misdemeanor that relates to or impacts the candidate's ability to perform the duties of this class unless it is determined that mitigating circumstances exist. For purposes of accessing criminal history information, the candidate will be fingerprinted. A subsequent arrest notification may be obtained.

The County may also conduct a background check on the candidate prior to appointment to a position in this class. The background check may include personal and professional reference checks, credit history checks, Social Security Number verification, professional license/registration verification, military service information and driving history. Information obtained in the

course of the background check will be considered by the appointing authority in the selection process. In obtaining such information, the County will comply with applicable consent and disclosure practices in the Fair Credit Reporting Act and the California Investigative Consumer Reporting Agency Act.

Compliance with California Government Code:

Each employee of this class shall meet the following minimum, standards, pursuant to California Government Code 1031, as may be amended from time to time:

- Be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship. Any permanent resident alien shall be disqualified from holding a position if his or her application for citizenship is denied.
- Be at least 18 years of age.
- Be fingerprinted for purposes of search of local, state and national fingerprint files to disclose any criminal record. In addition, a classifiable set of fingerprints shall be furnished to the Department of Justice and to the Federal Bureau of Investigations.
- Be found to be free from any physical, emotional, or mental condition which might adversely affect the exercise of powers of a peace officer. For purposes of this section, a medical examination, including psychological screening, shall be required prior to appointment.

License Requirement:

Some positions may require possession of a valid California Driver's License, Class C or higher, prior to appointment to this class. Failure to maintain a valid license may constitute cause for personnel action in accordance with Civil Service Rules and/or the applicable bargaining agreement. Individuals who do not meet this requirement due to disability will be reviewed on a case-by-case basis.

Certificate Requirement:

Successful completion of a Peace Officers Standards and Training (POST) certified PC832 Arrest and Firearms course is required at the time of appointment. A POST certified Coroner's Death Investigation Course must be successfully completed within one year of appointment.

Physical Requirement:

Positions in this class require the incumbent to be able to:

- Lift and move bodies weighing up to 150 pounds with assistance

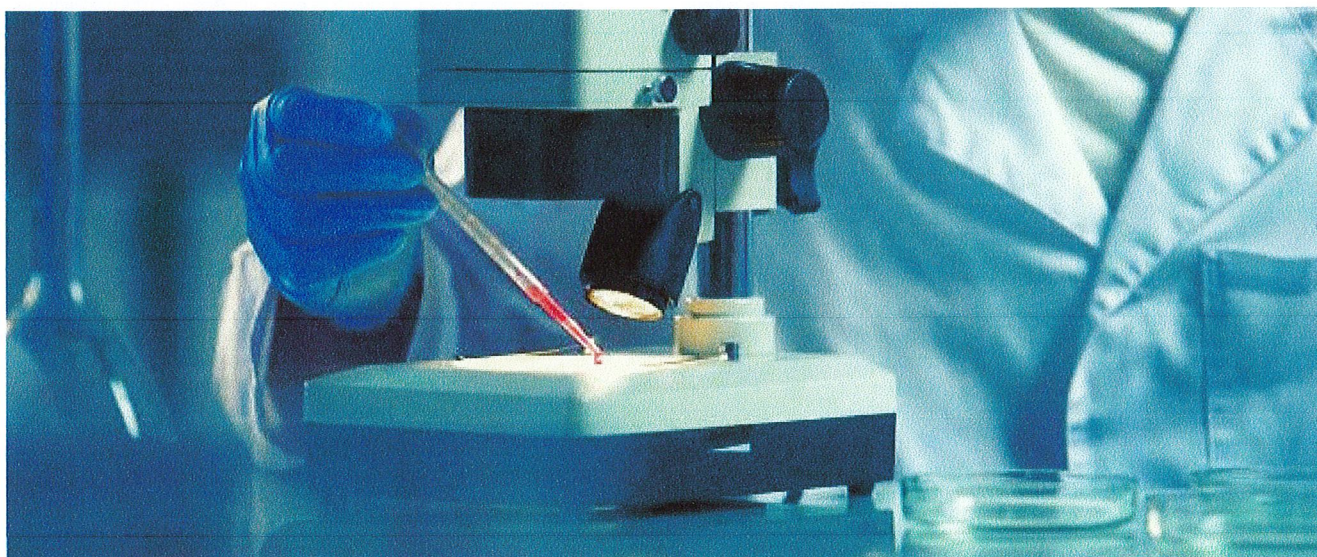
- Assist with carrying dead bodies up and down stairs and steep levees,, and in confined areas.

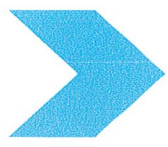
Individuals who do not meet this requirement due to disability will be reviewed on a case-by-case basis.

Physical Requirement:

Positions in this class require the incumbent to be able to:

- Handle death in a mature and respectful manner
- Tolerate unpleasant aspects associated with traumatic death, bodies of deceased persons in various states of decomposition, odors, and larva
- Travel as needed to conduct business
- Make tactful and empathetic death notifications
- Work in all weather conditions
- Work on-call as necessary including nights, weekends and holidays





COMPENSATION, BENEFITS, AND DEADLINES

Compensation:

The County of Sacramento offers an excellent compensation and benefits program. The salary range for this position is **\$84,918.96 - \$108,367.20** annually.

The attractive benefits program includes:

- Retirement - The County's Retirement plan is provided by the County Retirement Act of 1937 and is managed by the Sacramento County Employees' Retirement System.
- Medical Insurance - Choice of HMO and High Deductible Health Plans (HDHP), to include Kaiser, Sutter, and Western Health Advantage.
- Holidays - 14.5 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.

Application procedure:

<https://www.governmentjobs.com/careers/sacramento/jobs/3560605/supervising-deputy-coroner?keywords=coroner&pagetype=jobOpportunitiesJobs>