

# Medicolegal Death Investigator Supervisor

## Announcement Details

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### Exam Announcement Details

<b>Exam Title</b>	Medicolegal Death Investigator Supervisor
<b>Exam Number</b>	4A50-20230220-OC-00
<b>Salary</b>	\$61,874 - \$81,688 per year. New employees may be appointed at any step in the pay range depending on qualifications.
<b>Certification Rule</b>	Rule of the List
<b>Competition</b>	Open-Competitive
<b>Department</b>	
<b>Announcement Date</b>	02/20/2023
<b>Close Date</b>	03/03/2023
<b>General Definition</b>	This is supervisory field and administrative office work investigating deaths which fall under the jurisdiction of the Medical Examiner. Employees in this class supervise a staff of investigators engaged in the investigation of sudden, violent or suspicious deaths. Participating in the more complex cases, responding to scenes of mass disasters and forming conclusions as to the cause and manner of such deaths is a significant aspect of the work. Employees in this class are frequently exposed to undesirable situations. Work is performed under the direction of a technical superior.
<b>Union Code</b>	A. AFSCME D.C. 33 Supervisory
<b>FLSA Code</b>	Exempt

### Minimum Requirements

**Minimum Training, Education & Experience** The following statement represents the minimum training and experience standards which will be used to admit or reject applicants for tests. Candidates must meet requirements within 30 days after the last date for filing applications.

**OPTION 1:**

**1. EDUCATION:**

Education equivalent to completion of the twelfth school grade.

AND

**2. SPECIFIC EXPERIENCE:**

Four years of experience in investigations of sudden or unusual deaths, which has included one year as a Forensic Investigation Supervisor.

OR

**OPTION 2:**

**1. EDUCATION:**

Completion of a Bachelor's degree from an accredited college or university, with major coursework in Biology, Microbiology, Mortuary Science, Chemistry, Health Sciences,

Forensic Medicine, Anthropology or a closely related field.  
Note: Completion of certification by the American Board of Medicolegal Death Investigators may substitute for the Bachelor's degree.

AND

## 2. EXPERIENCE:

Two years of experience as a Medicolegal Death Investigator.

### Physical & Medical Requirements

Ability to physically perform the duties and to work in the environmental conditions required of a position in this class.

### Required Licenses & Certifications

Possession of a valid proper class motor vehicle operator's license as issued by any state prior to appointment and possession of a valid proper class motor vehicle operator's license as issued by the Commonwealth of Pennsylvania within six months of appointment and during tenure of employment as a Forensic Investigation Supervisor.

### Other Requirements

#### **TRANSCRIPT, LICENSES, REGISTRATIONS AND CERTIFICATION REQUIREMENTS**

Candidates MUST submit a copy of their official college or university transcript(s) indicating completion of the educational requirement and all required licenses, registrations, or certifications at the time of application. Transcripts MUST indicate conference of the appropriate degree. Candidates with a degree from foreign colleges or universities must submit proof of degree as certified by a professional evaluation service.

Candidates MUST submit a copy of their license, registration, or certification.

If you have ever submitted a paper transcript, license, registration, or certification for any City of Philadelphia civil service examination, you have to submit another document

#### **Option 1 – Upload a paperless transcript, license, registration, or certification – One time only!**

You may upload documents into your account and attach a document with this application. Once the document is uploaded to your account, it may be attached to all future applications. Attaching your document will save you time and money if you apply for an examination in the future, and you will be assured that your transcript cannot be misplaced.

Your documents should be uploaded and attached to your application before it is submitted. They cannot be uploaded or added to your application electronically after your application has been submitted.

#### **Option 2 – Submit a paper transcript, license, registration, or certification – Separate document required for each application**

If you submit a paper copy of a transcript, license, registration or certification, the document will be used for this application only. You will have to submit documents again whenever you apply for an examination in the future. Paper documents will not be retained and will not be returned to applicants.

Mailing address for paper transcript and other required materials:

Email: [Natasha.N.Jones@Phila.gov](mailto:Natasha.N.Jones@Phila.gov)  
Fax: 215-686-2347 with ATTN: Natasha Jones  
Mailing address:  
City of Philadelphia  
Office of Human Resources  
1401 J.F. Kennedy Boulevard, Room 1530  
Philadelphia, PA 19102  
Attention: Natasha Jones

## Equivalency Statement(s)

Any equivalent combination of education and experience determined to be acceptable by the Office of Human Resources which has included the general experience.

## Application Details

### Application Procedures

### CITY OF PHILADELPHIA APPLICATION INFORMATION

Thank you for your interest in employment with the City of Philadelphia. Please refer to the important information below regarding this job opportunity.

1. You must complete the entire application process, provide accurate and up to date contact information, and submit all certifications, required licenses, and relevant documentation with each application or email the documents as an attachment to the Human Resources Representative listed below prior to the date of the exam.
2. The analyst responsible for reviewing applications and additional documentation for this job opportunity is:

*Natasha Jones*  
*Office of Human Resources*  
*City of Philadelphia*  
*Health and Human Services Team*  
*1401 JFK Boulevard, Room 1530*  
*Philadelphia, PA 19102*

**[p]** 215-686-2372  
**[f]** 215-686-0861  
**[e]** [Natasha.N.Jones@Phila.Gov](mailto:Natasha.N.Jones@Phila.Gov)

3. For all other inquiries please contact Customer Service at 215-686-0880 or email [hrhelpdesk@phila.gov](mailto:hrhelpdesk@phila.gov)

## Notes to Applicants

As an employer, the City of Philadelphia values inclusion, integrity, innovation, empowerment, and hard work above all else. We offer a vibrant work environment, comprehensive health care and benefits, and the experience you need to grow and excel. If you're interested in working with a passionate team of people who care about the future of Philadelphia, start here.

### What We Offer:

Impact – The work you do here matters to millions.  
Growth – Philadelphia is growing, why not grow with it?  
Diversity & Inclusion – Find a career in a place where everyone belongs.  
Benefits – We care about your well-being.

**The City of Philadelphia is a Public Service Loan Forgiveness Program qualified employer.**

Learn more here: <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>

The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to [fagpchr@phila.gov](mailto:fagpchr@phila.gov). For more information, go to: [www.phila.gov/humanrelations](http://www.phila.gov/humanrelations)

The City of Philadelphia is committed to ensuring access to Civil Service examinations by providing appropriate accommodations for candidates with documented medical or religious reasons. Candidates may request an accommodation for a Civil Service examination by contacting the Equal Employment

Opportunity / Affirmative Action Unit of the Mayor's Office of Labor Relations at 215-683-5085. The accommodation process is interactive and requires cooperation and communication between the applicant requesting a test accommodation and the EEO Unit. Decisions will be made on a case-by-case basis using the required documentation that is submitted. Requests are to be made in a timely manner prior to the scheduled date of the Civil Service examination.

New employees hired after September 1, 2021 must be vaccinated. New employees must either be fully vaccinated or have received one dose (if receiving a two-dose vaccine) by their start date with the City and will have a 30-day grace period to become fully vaccinated. During this grace period, these employees will be required to double-mask in City offices. To find a vaccination clinic near you, please visit [phila.gov/vaccine](http://phila.gov/vaccine).

As a condition of employment with the City, any person offered employment shall be required to certify that such person either is fully current on any and all debts, taxes, fees, judgments, claims, and other accounts and obligations due and owing to the City; or has voluntarily entered into a payment agreement with the City. For so long as the person is employed by the City, the amount of the payment as set forth in the payment agreement (not to exceed, for any pay period, twenty percent (20%) of the person's gross pay for such period, without the person's consent) shall be withheld from each paycheck until such payment agreement is fully satisfied.

Such person shall also be required to certify as a condition of employment that he or she is fully current on any and all debts, taxes, fees, judgments, claims, and other accounts and obligations due and owing to the Philadelphia Gas Works (PGW) or has voluntarily entered into a payment agreement with PGW.

Failure to enter into a payment agreement shall result in the cancellation of the appointment and removal from the certification. The name of the eligible candidate will be returned to the eligible list.

Only an on-line application will be accepted for this exam. Paper applications will not be accepted.

Computers are available in the 3-1-1 Walk-In Center located in Room 167 of City Hall (Weekdays from 9 AM to 5 PM) and at your local Philadelphia Free Library branch.

For inquiries regarding City employment, contact the Office of Human Resources Monday through Friday between 8 AM and 4 PM by telephone at 215-686-0880 or by email at [hrhelpdesk@phila.gov](mailto:hrhelpdesk@phila.gov)

**ALL Applications must be received by the end of business on March 3, 2023**

Your application will be rejected, and you will be disqualified from competing in this examination if you:

- 1) Do not provide your complete and accurate social security number.
- 2) Attempt to practice fraud or deception in the preparation of this application

All correspondence and notifications will be sent to your e-mail address or postal address listed in the contact information (address, phone #, e-mail) of your account profile. Your contact information will be automatically updated each time you submit an application for employment. It is your responsibility to change your contact information and to ensure that it is correct.

If you provide an e-mail address, all correspondence regarding this examination will be sent to you by e-mail. You should add [Phila.OHR@phila.gov](mailto:Phila.OHR@phila.gov) to your address book or list of trusted contacts to prevent notices from being marked as spam by your e-mail provider.

Please call the Office of Human Resources at 215-686-0880 or email [hrhelpdesk@phila.gov](mailto:hrhelpdesk@phila.gov) if you have any questions.

Information concerning employment with the City of Philadelphia may be found at:

<http://www.phila.gov/personnel>  
<http://www.phila.gov/personnel/ExamsFAQ.html>  
Facebook: @CityofPhiladelphiaJOBS  
Twitter: @PHLCityJobs

## **ELIGIBLE LIST**

**OPEN-COMPETITIVE** - Only an open competitive eligible list will be established as a result of this examination. Permanent City employees will receive no promotional preference in this examination.

Candidates who pass the exam and are placed on the civil service list will be retained on the list for a minimum of one year and a maximum of two years after the establishment of the Eligible List.

**RESIDENCY REQUIREMENT** – Applicants must have established bona fide residency in the city of Philadelphia for one year prior to appointment for this civil service opportunity.

## **PREFERENCE FOR PHILADELPHIA RESIDENTS:**

Candidates who have maintained a bona fide residence in Philadelphia for at least one year prior to the date of the civil service examination shall have priority over all other persons receiving an identical test score. For Training and Experience evaluations, in which applicants will not be asked to appear to take a scheduled examination, the residency preference eligibility date is the planned eligible list date listed on this application, March 20, 2023.

To receive such preference, candidates must respond to the question regarding residence later in this form.

The response on this application will be used to determine eligibility for preference for residents. Documentation of residence may be required if there is any question as to whether you meet the residency preference requirements.

If an applicant does not respond to the appropriate residence question, it will be assumed that the applicant does not qualify for residence preference. Eligibility for residence preference must be determined by the date of the test administration. No requests for residence preference will be granted after the test administration.

**U.S. VETERAN'S PREFERENCE** – Ten points for veteran's preference will be added to the scores of eligible veterans who apply for open competitive tests and pass the examination. You must be honorably discharged from the U.S. armed forces. Attach a DD214, member 4, to your application if you wish your eligibility to be reviewed. Spouses of disabled or deceased veterans may also be considered.

**LEGACY PREFERENCE** – The children or grandchildren of Philadelphia Firefighters or Police Officers who were killed or died in the line of duty shall be accorded a preference in open competitive civil service entrance examinations. Candidates who qualify for this preference and who take and pass open competitive civil service examinations shall have ten points added to their final score. The candidate must successfully pass all parts of the examination before points are awarded.

**NATIONAL VOLUNTEER SERVICE PREFERENCE** – Up to 5 additional points will be added to the examination score of any candidate who has passed the open competitive examination and who has:

Successfully completed a term of volunteer service with Peace Corps, AmeriCorps NCCC (including FEMA Corps), or AmeriCorps VISTA.  
Such candidates will be awarded five (5) points for the completion of a two-year term of service or three (3) points for the completion of a one year term of service.

B. Successfully completed at least 450 hours of service with AmeriCorps State and National (including Teach for America).

Such candidates will have:

- 1 point added to their final score if they have completed 450 Hours of the above service.
- 2 points added to their final score if they have completed 675 Hours of the above service.
- 3 points added to their final score if they have completed 900 Hours of the above service.
- 5 points added to their final score if they have completed 1700 Hours of the above service.

The candidate must successfully pass all parts of the examination before points are awarded.

### Projected Exam Date

Training and Experience Evaluation – Applicants will be evaluated and scored based upon their training and experience credentials. Applicants will not be asked to appear to take a scheduled examination.

Scores in the Training and Experience Evaluation will be based on documentation of education and experience provided by the candidate. To receive full credit for your education and experience, you should submit all relevant documentation including college transcripts, licenses, certifications, paid out of class documentation, etc. and provide a detailed description of your education, experience, and credentials.

An Eligible List will be established the week of March 20, 2023. Please note that this date may change.

### Test Review

In accordance with Civil Service Regulation 9.091D, candidates may review their answer sheets and other test papers to determine if they have been scored correctly or if there has been an irregularity in the administration of the examination. Candidates will have 30 days after the results have been mailed to review their test and to file a written appeal. Call 215 686-0880 if you wish to schedule a test review.

### Assigned to (view only)

#### Assigned to

Natasha Jones

#### Parts & Weights

#### Part

Training & Experience Evaluation

#### Weight

100%

## Applicant Documents

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### Required Documents

### Optional Documents

1. Resume
2. Transcripts 1
3. DD-214
4. Licenses, Registrations and/or Certificates 1
5. Licenses, Registrations and/or Certificates 2
6. Transcripts 2
7. Transcripts 3
8. Legacy Preference Documentation
9. Volunteer Service Documentation

## Posting Specific Questions

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Required fields are indicated with an asterisk (\*).

1. \* The location that you are applying from is:

- Free Library
- Recreation Center
- Home/Work/School/Mobile device
- 311 Walk-In Center (City Hall)
- Other

2. \* How did you hear about this job opportunity?

- Campus recruiting
- Career/Job Fair
- Community College of Philadelphia Recruitment
- Congreso
- Facebook, Twitter or other social media
- Family/friend/Current City Employee
- Handshake
- Job Interest Card Notification
- Job Posting Websites (Indeed, Career Builder, Monster.com)
- LinkedIn job posting
- Office of Human Resources website/ Phila.gov/Jobs
- ONE STOP Job & Resource Hub
- PA CareerLink
- Philadelphia Police Department website/ recruiting
- Philadelphia School District CTE Recruitment
- Philly311 (walk-in center or on-line)
- Print Advertisement (Bus Shelter/Billboard/Newspaper)
- TV/ Radio Advertisement
- Orleans Technical Institute
- Water Department recruitment event
- Other