Code: 4440
Title: MORGUE SUPERVISOR – MEDICAL EXAMINER'S OFFICE

SUMMARY: Supervises and manages morgue functions and staff of the Medical Examiner's Office including the proper receipt, handling and release of human remains and personal effects and coordinates the handling of unidentified remains according to Medical Examiner protocols.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Supervises and manages the morgue functions of the Medical Examiner's Office;
Reviews and verifies all available information relative to the decedent and/or their proper identification;
Releases human remains and associated personal property to appropriately identified individuals (next of kin), funeral homes or other agencies;
Creates and maintains appropriate manual and computer-based records;
Maintains appropriate security and confidentiality of all information created or encountered in the performance of assigned duties;
Assures that body storage facilities and equipment are properly maintained;
Assists Medical Examiner staff in the proper documentation and identification of human remains, personal property and/or effects;
Regularly monitors law enforcement agencies' efforts to locate the next-of-kin and make death notification for identified human remains in a timely manner;
Serves as the coordinator of unidentified remains for the Medical Examiner's Office;
Notifies the Public Fiduciary's office of decedents who remain unidentified or otherwise require public disposition;
Coordinates the release of human remains of identified foreign nationals to foreign-national authorities;
Supervises, schedules and evaluates assigned staff in performance of assigned duties;
Recommends effective disciplinary actions when appropriate;
Assures that staff maintains required sanitary conditions of facilities and associated equipment;
Assures that staff performs proper operator-level maintenance and servicing of department-unique equipment;
Assures staff compliance with workplace safety requirements;
Supervises and participates in the inventory, ordering, stocking and issuing of supplies and equipment required by staff;
Researches, prepares and submits routine, recurring and special reports.

KNOWLEDGE & SKILLS:

Knowledge of:

- legal and statutory requirements for the positive identification and release of human remains and associated personal property/effects to appropriate agencies or individuals;
- Inter-Governmental Agreements (IGA), treaties and like arrangements with non-county agencies for the provision of Medical Examiner services;
- OSHA and county rules and regulations required to maintain a safe workplace relative to area of assignment;
- functions of and operator-level maintenance requirements for department-unique equipment;
- principles and techniques of staff supervision, evaluation and training;
- applications of computer-based systems to facilitate assigned work;

- general procedures regarding the processing of unidentified human remains.

Skill in:
- assuring positive identification of human remains prior to release;
- releasing human remains to appropriate and qualified parties;
- maintaining legally-required chain-of-custody for personal effects and property accompanying human remains received in the Medical Examiner's office;
- creating and maintaining comprehensive manual and computer-based records relative to area of assignment;
- supervising, scheduling, training and evaluating assigned staff;
- inventorying, stocking, ordering, issuing of supplies and equipment:
- assessing facility and equipment conditions and directing or coordinating required sanitation, cleaning, servicing and repairs to maintain a safe workplace;
- researching, preparing and submitting routine, recurring and special reports;
- communicating effectively, both orally and in writing.

MINIMUM QUALIFICATIONS: EITHER:

(1) An Associate's degree from an accredited college or university in business, management or other closely related field as determined by the appointing authority at the time of recruitment and one year of supervisory experience.

OR:

(2) Two years of supervisory experience in a medical examiner/coroner's office, or in a public or private sector job dealing with personal or sensitive information and/or materials.

OR:

(3) Three years of experience with Pima County as a Medicolegal Death Investigator or Pathologist Assistant.

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require a valid Arizona Class D driver license at the time of application. Failure to maintain the required licensure shall be grounds for termination.

Special Notice Items: Department of Labor Regulation CFR Part 1910.1030 requires notification that this classification may have a moderate risk of exposure to blood borne pathogens and other communicable diseases, due to contact with human remains and associated personal property. Per OSHA and Pima County guidelines, any required medical testing, immunizations and safety training and equipment will be provided. Some positions may require bilingual abilities in English and a second language, as determined by the Appointing Authority.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.