**Position Classification Description**

**Position Class Code/Title:L6011 / Supv,Technical Services/OMI**

**Recruitment Tier: Tier 1**

[**FLSA**](http://policy.unm.edu/university-policies/3000/3200.html)**: Non-Exempt**

**Grade: 13**

This is a description of a Staff Position Classification. It is not an announcement of a position opening. To view descriptions of current openings, please go to [UNMJobs](http://unmjobs.unm.edu/) and Search Postings to view positions that are currently accepting applications.

*The following statements are intended to describe, in broad terms, the general functions and responsibility levels characteristic of positions assigned to this classification. They should not be viewed as an exhaustive list of the specific duties and prerequisites applicable to individual positions that have been so classified.*

**Summary**

Oversees, coordinates, and administers the day-to-day operations of one or more laboratory and/or central office investigations units of the Office of the Medical Investigator (OMI). Trains and supervises a team of technical support staff engaged in OMI investigatory and related activities.

**Duties and Responsibilities**

1. Supervises personnel which typically include recommendations for hiring, firing, performance evaluation, training, work allocation, and problem resolution.
2. Develops or assists with the development and implementation of policies and procedures consistent with those of the organization to ensure efficient and safe operation of the unit.
3. Manages and coordinates the operational and systems infrastructure of the unit; audits current systems and procedures to maintain and improve operational efficiency within the unit.
4. Provides assistance and support to subordinates in the performance of duties; reviews cases with subordinates as appropriate, assists with funeral home releases, cremation permits, crypt management, and provides guidance and direction as needed.
5. Develops and implements systems for maintaining records on employees, equipment inventories, and compliance activities.
6. Conducts monthly staff meetings
7. Oversees identifications and DNA collections
8. Performs regular duties of an investigator as needed. Includes: scenes, write reports, take field reports, meet with families, and conduct follow up on cases.
9. Oversee evidence storage and release.
10. Coordinates forensic anthropology consultations.
11. Coordinates with forensic odontology consultations.
12. Assists in the annual budget planning process and regularly monitors expenditures.
13. Prepare staff schedules, monitor hours, and enter payroll.
14. Represents the organization at various community and/or business meetings, committees, and task forces; promotes existing and new programs and/or policies.
15. Attends meetings and workshops, and participates on committees, as assigned.
16. Performs miscellaneous job-related duties as assigned.

**Minimum Job Requirements**

* Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis. Bachelor's degree; at least 3 years of experience that is directly related to the duties and responsibilities specified.

**Preferred Qualifications**

* Previous experience working in a medical examiner’s office as a lead investigator.
* Previous experience working as a supervisor.
* ABMDI Board certified

**Knowledge, Skills and Abilities Required**

* Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
* Ability to communicate effectively, both orally and in writing.
* Ability to gather data, compile information, and prepare reports.
* Skill in budget preparation and fiscal management.
* Skill in the use of personal computers and related software applications.
* Ability to provide technical guidance and leadership.
* Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
* Skill in organizing resources and establishing priorities.
* Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
* Knowledge of all federal and state laws, regulations, guidelines, and standards pertaining to the conduct of forensic/medical investigations.
* Knowledge of medical/forensic investigation policies, procedures, methods, and standards.
* Ability to develop and maintain record-keeping systems and procedures.
* Employee development and performance management skills.

**Conditions of Employment**

* May be required to submit to annual TB and rubella screening.
* UNM will provide Hepatitis vaccination, candidate may decline vaccination through declination form or may provide record of vaccination from previous employer.

**Working Conditions and Physical Effort**

* Light physical activity. Work may involve occasional assistance of others in the manipulation of heavy objects and some standing or walking, usually for not more than 2 hours a day.
* Will work in a death environment with occasional noxious odors.
* Will work with blood or blood-borne pathogens and will require OSHA training.
* Work may on occasion involve exposure to potentially dangerous materials and situations that may require following extensive safety precautions and may include the use of protective equipment.

**The University of New Mexico provides all training required by OSHA to ensure employee safety.**

**Revised Date**: 10/13/2015

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