



STATE OF UTAH
invites applications for the position of:

Chief Investigator

SALARY: \$23.59 - \$39.08 Hourly

OPENING DATE: 07/03/18

CLOSING DATE: 07/24/18 11:59 PM

**NUMBER OF
OPENINGS:** 1

BENEFITS: This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay. The State requires employees to receive their pay through direct deposit. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

**DRIVER
LICENSE
REQUIREMENTS:** Employees hired for this recruitment will be subject to the Driver Eligibility standards found at the following link:
<https://rules.utah.gov/publicat/code/r027/r027-007.htm#T3>

**PHYSICAL
ADDRESS:** 4451 South 2700 West Taylorsville, UT 84129 The Office of the Medical Examiner is proud to be a tobacco free campus.

**RECRUITER
INFORMATION:** Katie Clayton, kclayton@utah.gov, 801-538-6305

**OVERTIME
EXEMPT:** Yes

**SCHEDULE
CODE:** B - Competitive Career Service - Employment in this position requires a probationary period.

**SCHEDULE CODE
DESCRIPTION:** There is a 12 month probation with is this position. DHRM rules apply.

**EEO
STATEMENT:** The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact the Dept. of Human Resource Mgmt. at 801-538-3025 or TTY 801-538-3696.

FMLA NOTIFICATION:

FMLA Compliance: The State of Utah complies with the Family Medical Leave Act that entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Information is available at <https://www.dol.gov/whd/regs/compliance/posters/fmlaen.pdf> or <https://www.dol.gov/whd/regs/compliance/posters/fmlasp.pdf> (Spanish)

JOB DESCRIPTION:

Do you have at least 2 years of investigation experience? Do you have supervisory experience? The Office of the Medical Examiner (OME) seeks you as the Chief Investigator. In this role you will be responsible for the day-to-day management of the Investigations section of the OME. The Investigations section is responsible for the investigation of all deaths falling under the jurisdiction of the Office of the Medical Examiner under Utah Code 26-4-7, including initial scene response as well as coordinating transportation of decedents, evidence processing, identification of decedents, and follow-up investigation to aid in the determination of cause and manner of death. In addition, you will supervise and direct six full-time, 19 part-time, and over 70 contract employees with these investigations. As the Chief Investigator you will not be required to respond to situations that involve threats to public safety. If you are not currently ABMDI certified you will need to become certified within 2 years of hire. Due to the nature of this position, compliance to the Utah Department of Health Employee Immunization policy is required. Travel is required.



Principal Duties

As the Chief Investigator you will:

- Supervise subordinate employees with development of position-specific training plans, individual performance plans and coordination of work, work product and equipment use for part-time and contract employees.
- Oversee statewide scene investigations which include researching and gathering information, interviewing witnesses, and writing investigative findings as documentation for the Utah Medical Examiner Database; and the determination of jurisdiction of deaths reported to the OME.
- Assist medical examiners/forensic pathologists with complete documentation of evidence, report and records gathering and evaluation, and other requests as needed.
- Coordinate investigations with outside agencies
- Develop and maintain investigation standard operating procedures and educate and train investigative staff on the content.
- Be familiar with laws and regulations regarding death investigation in Utah.
- Ensure compliance with applicable federal and state laws and regulations, agency rules and standards, accreditation guidelines, etc.
- Respond to incoming questions and complaints, provide information as allowed by law, explain policies and procedures, and facilitate resolution of issues as they arise.
- Coordinate the timely scientific identification of all unidentified decedents that fall under jurisdiction of the OME, under the direction of the assigned medical examiner.
- Serve as the OME contact for issues related to body transportation from death

scenes.

- Provide consultation and serve as a resource for part-time and contract investigators statewide.
- Maintain OME vehicles, trailers, and death scene response tools and resources.
- Facilitate information exchange between investigators and organ and tissue donation coordinators to allow for timely donation of organs and tissues.
- In coordination with the Chief Medical Examiner, be responsible for mass fatality planning and response, including coordination of annual training exercises.

The Ideal Candidate

- Has 5 years of experience as a medicolegal death investigator with supervisory experience.
- Has a fellowship-level certification by the American Board of Medicolegal Death Investigators.
- Has strong interpersonal and communication skills.
- Has a medical degree or training (PA, NP, RN, paramedic, EMT, etc.) and current certification.
- Has a Master's degree in forensic science, medical/nursing, science, or business management.
- Has experience with case management software and data analysis software.
- Has experience with federal grant applications and management.

Why You Should Join Our Team

This is an opportunity to make a difference. Along with the satisfaction of overseeing the important investigations by the OME you will receive great health and retirement benefits, such as, generous paid time off so you can have a positive work life balance. [Click here](#) to view a summary of all the benefits we offer.

The Agency

To learn more about the Utah Department of Health, Office of the Medical Examiner, [click here](#).

SUPPLEMENTAL INFORMATION:

Working Conditions:

- The working conditions vary based on the time of year, weather, and location of the investigation scene. This position requires the use of special safety precautions and/or equipment.

Physical Requirements

- This position requires physical exertion. You may be required to stand for long periods of time, hike mountainous terrain, or to walk over rough surfaces. In addition, you may be required to bend, crouch, stoop, stretch, reach, or lift moderately heavy items (up to 50 lbs.) in a recurring manner or for long periods of time.

sex, sexual orientation, gender identity, age or disability. The State provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Department of Human Resource Management at (801) 538-3025 or TTY (801) 538-3696.

APPLICATIONS MAY BE FILED ONLINE AT:

<https://statejobs.utah.gov>

Position #16366
CHIEF INVESTIGATOR
KC

2120 State Office Building
Salt Lake City, UT 84114
801-538-3025

statejobs@utah.gov

Chief Investigator Supplemental Questionnaire

- * 1. The interview selection process is based on your answers to the application questions. Your answers on this application must be supported by your work history otherwise you may not receive credit. "See work history" is not an acceptable answer to any question. Failure to answer the application questions appropriately may result in disqualification.
- ☐ I acknowledge that I have read and understand the statements above.
- * 2. Please select the highest level of education you have completed.
- ☐ None listed
☐ Associates
☐ Bachelors
☐ Masters
☐ Doctorate
- * 3. Please select the field which your degree is in.
- ☐ Not listed
☐ Forensic Science
☐ Medical/Nursing
☐ Science
☐ Business Management
- * 4. Do you have experience with Medicolegal Death Investigations?
- ☐ Yes
☐ No
- * 5. How many years of experience do you have as an investigator?
- ☐ None
☐ Less than 2 years
☐ 2 - 4 years
☐ 4 or more years
- * 6. Indicate whether your investigation experience is as full or part time.
- ☐ Full
☐ Part
☐ No Experience
- * 7. How many years of supervisory experience do you have?
- ☐ None
☐ Less than 1 year
☐ 1 - 2 years
☐ 2 - 4 years
☐ 4 or more years
- * 8. Please select all of the following software applications you are proficient with using.
- ☐ None
☐ MS Word
☐ MS Excel
☐ MS PowerPoint
- * 9. Do you have an American Board of Medicolegal Death Investigator certification?

- ☐ No
- ☐ Yes, a Diplomat Level
- ☐ Yes, a Fellowship Level

* 10. Are you willing to travel?

- ☐ Yes
- ☐ No

* 11. Are you a currently employed at the Utah Office of the Medical Examiner?

- ☐ Yes
- ☐ No

* 12. Please indicate how you heard about this specific job posting.

- ☐ State Jobs
- ☐ An External Job Posting Site (Indeed, LinkedIn, etc.)
- ☐ Social Media (Facebook, Twitter, etc.)
- ☐ Advertisement (Newspaper, Internet, Radio, etc.)
- ☐ Professional Network
- ☐ University Network (Career Center)
- ☐ Referred by a Friend or Colleague
- ☐ Contacted by a Recruiter
- ☐ Career Fair
- ☐ Internal communication from a State Agency that employs me - State employees only
- ☐ Other

* Required Question