

Public Health – Seattle & King County

Job Title: Medical Examiner's Office Health Services Administrator

Salary: \$90,790.34 - \$115,082.45 Annually

Job Type: Career Service

Location: Harborview Medical Center - Seattle, Washington

Division: Department of Public Health--Prevention

Description

Public Health – Seattle and King County values diverse perspectives and life experiences. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, and veterans.

This is a career service classification which performs duties under direction and supervision of Prevention Division management in Public Health – Seattle & King County and the Chief Medical Examiner. This position provides administrative leadership and operational management of the Medical Examiner's Office (MEO). The position also provides for management of the Vital Statistics Program. This position oversees a budget over \$4,500,000 from multiple revenue sources. The focus of this position is:

- Budget development and financial management.
- Provide oversight of all administrative functions.
- Provide leadership necessary to develop and maintain effective employee and union relationships to achieve and maintain a positive work environment for all employees.
- Provide management of supervisory and human resource functions within the section.
- Support the role of the Chief Medical Examiner in providing program development and maintaining the high standards of KCMEO in the practice of forensic pathology, death investigation, and death certification consistent with the standards established by National Academy of Medical Examiners and American Board of Medicolegal Death Investigators.
- Provide oversight of facility management.
- Oversee grants and contracts management.
- Serve as community liaison (families, vendors, stakeholders and organizations).

Who May Apply: This full time, career service position is open to all qualified candidates; however, **first consideration** will be given to individuals who apply by **Tuesday, July 21, 2015, at 11:59 p.m.** Applicants from this job posting may be used to fill temporary positions in this classification for a period of up to a year.

Work Location: Downtown Seattle, Harborview Medical Center campus.

Work Schedule: The normal work week is Monday through Friday but requires availability to work evenings and weekends as needed. It is FLSA exempt and therefore

not overtime eligible.

Contact: If you have questions regarding this job announcement, please call Nic Horea, Human Resources Analyst at (206)263-8736 or at nicolae.horea@kingcounty.gov. This link will take you to the PHSKC web page where you may apply for this position: <http://www.kingcounty.gov/healthservices/health/jobs/openings.aspx>

Examples of Duties:

Budget development and financial management

- Develop and monitor overall program budgets; assure balanced budget.
- Authorize payments; assure appropriate financial management systems and billing procedures are in place.
- Provide monthly monitoring of all project budgets and review of all postings in the financial system.
- Provide billing on all revenue sources including the State and contract vendors.
- Oversee compliance with grant activities and reporting requirements.
- Respond to all audit inquiries.
- Assure appropriate timekeeper and payroll procedures are in place.

Provide oversight of all administrative functions within the section.

- Assure effective management of the daily operations of the MEO services (autopsy, investigations, and administrative).
- Assure scheduling of appropriate staffing on all shifts in MEO twenty-four hour operation.
- Oversee Vital Statistics Program management.
- Coordinate or provide responses to the Department and the Division requests for information.
- Assure compliance with the RCW's governing the charge of the Medical Examiner's Office.
- Assure compliance within record keeping, Vital Statistics Registrar, and HIPAA regulations.
- Act as or appoint records custodian for the office and assure compliance with applicable rules regarding release and retention of records.
- Coordinate with Public Health and County Risk Management to investigate and handle complaints from citizens involving MEO and Vital Statistics.

Provide management of supervisory and human resource functions within the section

- Provide direct supervision of staff for three team units of the MEO (autopsy, death investigation and administration).
- Supervise, monitor and evaluate the work of all leads working at KCME (autopsy, investigation and administration) and for Vital Statistics supervisors.
- Provide direction and serve as a mentor for staff; provide oversight or participate in hiring, disciplinary, and termination processes.
- Evaluate each supervisor and direct report staff member on an annual basis

- Promote training opportunities for staff.
- Participate in the labor/management negotiations for the Medical Examiner's Office and assure adherence to union contracts.
- Provide for on-call management for night shift death investigators.

Support the role of the Chief Medical Examiner in providing program development and maintaining the high standards of KCMEO in the practice of forensic pathology, death investigation, and death certification consistent with the standards established by National Academy of Medical Examiners and American Board of Medicolegal Death Investigators

- In conjunction with the Chief Medical Examiner, develop, prioritize and implement program goals and objectives.
- Work closely with Chief Medical Examiner to assure compliance with protocols and accreditation standards for KCMEO.
- Supervise and participate in the compilation of information reports and data analyses as needed.
- Coordinate and supervise the compilation of the annual report for the Medical Examiner's Office.
- Coordinate with the Chief on preparing media releases for the department's communication office.

Provide oversight of facility management

- Supervise program manager with assigned duties to manage the facility.
- Recommend and contract services for repairs and improvements on the facility for both KCME and Vital Statistics.
- Attend facility meetings at HMC and County as appropriate.

Oversee grants and contracts management

- Supervise all contracts within KCME.
- Assure compliance and goals of each contract.
- Bill out all contracts within KCME.

Serve as community liaison (families, vendors, stakeholders and organizations)

- Participate in partnerships, meetings, and direct contact with diverse stakeholders (funeral directors, lawyers, hospice, medic personnel, hospital administration, Washington Department of Health etc).
- Work directly with other department programs needing statistics for grant proposals or prevention efforts.
- Supervise database development staff and assist such staff in prioritizing projects.
- Serve as a liaison with the Public Health and King County Information Services staff.



Qualifications:

- Excellent supervisory skills with at least three years' experience, and knowledge of conflict management, disciplinary personnel actions and labor relations or any combination of experience/education/training that provides the required knowledge, skills and abilities to perform the work.
- Four of more years of managing a government or service agency, program or programs or any combination of experience/education/training that provides the required knowledge, skills and abilities to perform the work.
- Demonstrated knowledge and three or more years' experience in financial management, budget development, monitoring and reporting or any combination of experience/education/training that provides the required knowledge, skills and abilities to perform the work.
- Demonstrated knowledge and three or more years of organizing and managing agency operations, including administrative systems, policy and procedures, program development, legal and reporting compliance in a government or service agency setting or any combination of experience/education/training that provides the required knowledge, skills and abilities to perform the work.
- Demonstrated knowledge of human resource management and knowledge of local and federal regulations governing the workplace.
- Skill in managing work processes and work teams, setting priorities, problem-solving, and directing the work of a diverse, multidisciplinary and labor-represented staff.
- Demonstrated ability to develop and manage contracts for operations and grants.
- Knowledge and demonstrated experience with assuring and providing high quality customer service.
- Demonstrated ability in building effective teams and working effectively with others to build programs.
- Excellent writing and oral communication skills.
- Ability to model behavior that demonstrates integrity and trust.
- Ability to manage multiple tasks and issues simultaneously.
- Ability to work evenings and weekends if needed.

Desired Qualifications:

- Masters Degree in Public Administration or similar field.
- Familiarity with operations and services provided by a medical examiner office.

Supplemental Information:

- This selection process may include but is not limited to: evaluation of application materials and supplemental questions, testing and interviewing. For more information on our selection process, please refer to <http://www.kingcounty.gov/health/about/hiring.htm>
- Public Health relies on office automation (Microsoft Office) and web-based enabled tools, therefore candidates must be proficient and comfortable with computer use to perform functions associated with on-going work.
- Regular and reliable attendance, effective communication skills, and development of effective working relationships are requirements of all Public Health positions.
- Staff may be required to play an active role in the event of a public health emergency, which may include changes in responsibilities and working hours.

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- The Prevention Division limits the use of scented personal products in order to protect fragrance sensitive employees. Adherence to this policy is a condition of employment.
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time.

UNION AFFILIATION:

This position is not represented.