



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: April 6, 2021

Title: Classification and Compensation Matters - New Job Classification

Introduction/Background:

A new job classification was requested by the Chief Medical Examiner. This new job classification was requested to address the increased need for services provided by the Medical Examiner's Office.

Discussion:

Addition of the new job classification will provide the Medical Examiner's Office with increased oversight of the decedent inventory. The new job classification will allow the department to recruit for candidates with the appropriate education and experience to perform the required duties and responsibility.

Conclusion:

This proposed new Morgue Assistant job classification will provide a more accurate description of work assigned to the position within the office and the requisite qualifications necessary to be successful in the position.

Recommendation:

It is recommended that the following job classification be approved for use within the County's Classification System: Class Code 4240, Class Title Morgue Assistant, Salary Grade 32, Salary Range \$32,281 - \$47,486, EEO Code 3 (Technician), FLSA Non-Exempt (paid overtime).

Fiscal Impact:

The creation of this new job classification has no immediate cost impact to the County as any additional costs incurred in hiring positions allocated to this job classification will be borne by the department from within its current budget. Cost impact in future budget years will be planned for by the department through the County's normal budget process.

Board of Supervisor District:

☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ All

Department: Human Resources

Telephone: 724-8028

Contact: Dustin Green

Telephone: 724-8111

Department Director Signature/Date: *James D. Parrott* For CB 03/19/2021

Deputy County Administrator Signature/Date: *DeW* 3/19/2021

County Administrator Signature/Date: *C. R. Delaney* 3/19/21

Code: 4240

Title: MORGUE ASSISTANT

SUMMARY: Participates in the maintenance of the decedent inventory and activities of the Office of the Medical Examiner by receiving and releasing decedents brought to the office for examination and other morgue related duties.

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

Initiates and prepares identification band, associated paperwork, and logs decedent information into the Office of the Medical Examiner database;
Performs body/clothing inspection for personal property documentation upon arrival of decedent at the Office of the Medical Examiner;
Secures personal property of deceased and ensures release to proper designee;
Coordinates release of remains to funeral homes and public fiduciary offices;
Fingerprints and photographs decedents;
Maintains cooler inventory;
Treats deceased remains with care and in a professional manner and maintains required security and confidentiality of information created or encountered in course of assigned duties;
Inventories supplies, keeps records and files, and performs other routine clerical duties;
Maintains County vehicles and trailers;
Cleans, organizes and re-stocks receiving area and coolers;
Eyewash station maintenance;
Operates equipment such as forklifts and gurneys;
Maintains sanitary conditions of the facility, equipment and instruments, and ensures safe disposal of biological and biohazardous materials.

KNOWLEDGE & SKILLS:

Knowledge of:

- laws, rules and regulations for the preservation of evidence and chain-of-custody;
- health and safety hazards associated with the handling of human remains;
- procedures and techniques used to collect, process, and store specimens.

Skill in:

- understanding and following oral and written instructions;
- communicating effectively, both orally and in writing;
- maintaining logs and records;
- basic computer data entry;
- preserving and safely handling and storing of evidence and maintaining the chain-of-custody.

MINIMUM QUALIFICATIONS:

- (1) A high school diploma/GED or higher and either six months experience in a medical/hospital, medical examiner's office, funeral home setting or closely related field as determined by the appointing authority at the time of recruitment.

OR

(2) At least nine college or technical school semester credits in courses that focus on criminal justice, mortuary science, biology, anatomy or physiology.

OTHER REQUIREMENTS:

Special Requirements: Ability to independently move and manipulate heavy objects of up to a minimum 100 pounds and work with noxious odors.

Licenses and Certificates: Some 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 category may have a high risk of exposure to bloodborne pathogens. In accordance with OSHA and Pima County guidelines and regulations, Hepatitis B vaccine, tuberculosis screening, and respiratory protection training and safety equipment will be provided.

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.

Pima County

Proposed April 2021