




Gavin Newsom  
Mayor

Philip A. Ginsburg  
Human Resources Director

MEMORANDUM  
DHR No. 11-2006

**DATE:** May 23, 2006

**TO:** Department Heads  
Personnel Officers

**FROM:** Philip A. Ginsburg  
Human Resources Director 

**SUBJECT:** First Position Based Testing Announcement

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One of the guiding themes of the Department of Human Resources' (DHR) Civil Service Reform Report, dated May 2005, was to engineer more efficient civil service hiring processes. DHR recommended the establishment and implementation of a faster merit-based permanent selection process with simplified appeal rights. The effective participation of the many stakeholders involved in the development and creation of this new process resulted in the issuance of Civil Service Rule 111A, the Position Based Testing Rule, in February 2006.

Today, DHR is pleased to inaugurate the Position Based Testing program with the announcement included in this memorandum's distribution. DHR continues to finalize some details regarding policies and procedures for the program. Training on Position Based Testing will be presented to Human Resources staff in departments with decentralized units in June, followed by training for other departments in July.

I would like to thank the many people involved in the execution of this project, including members of the Civil Service Commission and DHR's Recruitment and Assessment Services team, multiple employee organizations and other departmental staff. If you have questions regarding the implementation of Position Based Testing please contact Karen Taylor at 415 557-4872 or Elaine Lee at 415 557-4934.

Attachment

WE ARE CURRENTLY ACCEPTING APPLICATIONS FOR:



## Position Based Testing 2579 Medical Examiner's Investigator III

*Minorities, Women, and Persons with Disabilities are Encouraged to Apply.  
An Equal Opportunity Employer*

**SALARY RANGE effective May 24, 2006 (approximate)**

\$32.53 - \$39.53 Hourly

\$5,638.00 - \$6,851.00 Monthly

\$67,652.00 - \$82,212.00 Annually

**FINAL FILING DATE: June 9, 2006**

The Medical Examiner's Office is recruiting to fill two positions in the newly established Medical Examiner's Investigator III class.

Under general direction, plans and supervises the work of assigned staff; directs and/or conducts the more complex investigations coming under the jurisdiction of the Office of the Chief Medical Examiner. Essential functions include: directing and/or conducting complex investigations, working with witnesses, physicians, police officers, family members and others to obtain facts concerning deaths, establishing identification of deceased persons, notifying and working with investigators from other agencies, and removing or authorizing removal of body from scene; gathering forensic evidence and medical information, examining body of deceased persons and recording pertinent evidence; examining surrounding vicinity and recording findings, maintaining chain of custody; taking charge of and recording valuables and property removed from death scene; assisting with release of property and general inquiries from the public and outside agencies; performing complete investigations on unidentified individuals and ensuring retention and reporting in accordance with state law; searching to locate and notify next of kin, and assisting with Indigent Dead Program; representing the department in contacts with hospitals, funeral directors, law enforcement agencies and others; preparing and completing detailed reports of investigations and other official activities, reviewing investigative reports of all reported cases, maintaining required records, and preparing clear and concise history of facts surrounding deaths and/or medical histories, and compiling statistical reports; setting up inquests for Chief Medical Examiner and accepting subpoenas and other legal documents; enforcing and interpreting investigative policies and procedures and assisting in developing and revising methods and policies regarding investigative matters; conducting P.O.S.T. background investigations; maintaining P.O.S.T. training and DMV reports on assigned staff, overseeing compliance with regulations and training on law enforcement investigative systems; developing and implementing training programs for investigative/autopsy staff; supervising cleaning and maintenance of vehicles, equipment and work areas; and overseeing investigative/autopsy supply requests. Also performs related duties as required.

The Medical Examiner's Investigator III must be willing to work under adverse or hazardous conditions, involving frequent exposure to sudden, unexpected and sometimes violent deaths, decomposed bodies, bodies with extensive physical injuries, biohazards, and unpleasant odors or conditions. Position requires a flexible work schedule that includes weekends, nights, evenings and holidays.

**MINIMUM QUALIFICATIONS:**

- 1a. Possession of a BA/BS Degree in Criminal Justice, Forensic Psychology, or closely related field; OR
- 1b. Possession of a current valid embalmer's license issued by the California State Board of Funeral Directors and Embalmers; **AND**
2. Three years of verifiable journey level experience in medical examiner, coroner or related death

- investigative field. This experience must include working with deceased persons and their families; **AND**
3. Possession of, or ability to obtain within one (1) year of employment, P.O.S.T. Specialized Law Enforcement Certificate with completion of P.C. 832 (Laws of Arrest/Firearms Procedures) and Coroner's Basic Death Investigation; **AND**
  4. Possession of, or ability to obtain within one (1) year of employment, a Diplomat Certification issued by the American Board of Medico-legal Death Investigator; **AND**
  5. Possession of a valid Driver License (to be presented at the time of examination).

**Minimum Qualifications Notes:**

- A. Additional qualifying experience can be substituted for up to two years of the required education.
- B. Eligibles/employees must maintain the Driver License requirement throughout their employment.

**HOW TO APPLY:** Applications will be available beginning May 24, 2006 at the Department of Human Resources, 44 Gough Street, San Francisco, and on our website at [www.sfgov.org/dhr](http://www.sfgov.org/dhr). The final filing date is June 9, 2006. Mailed application materials must be postmarked by the final filing date.

Applications may be submitted or mailed to: Department of Human Resources, Attn: Class 2579 Medical Examiner's Investigator III, 44 Gough Street, San Francisco, CA 94103.

Applications may be filed electronically. Access the application through the GovernmentJobs.Com website at: <http://agency.governmentjobs.com/sf/default.cfm?action=jobs>.

**VERIFICATION:** Verification of qualifying education and experience will be required prior to appointment. When requested, a copy of a diploma, transcripts and/or license/certification must be submitted to verify the education/license/certification requirement. When requested, verification of qualifying experience must be documented on the employer's business letterhead and must include the name of the applicant, job title(s), dates of employment, description of job duties performed, and signature of the employer or the employer's authorized representative. Employees of the City and County of San Francisco may submit performance evaluations showing duties performed to verify qualifying City experience. City employees will receive credit for the duties of the class to which appointed. Credit for experience obtained outside of the employee's class will be allowed only if recorded in accordance with the provisions of Civil Service Commission Rules. Failure to provide the required verification when requested may result in rejection of application and/or removal from eligibility for referral and appointment in this class. Verification may be waived if impossible to obtain. The applicant must submit a signed statement explaining why verification cannot be obtained. Waiver requests will be considered on a case-by-case basis.

**SELECTION PROCEDURES:**

**Screening Committee: (Weight: Qualifying)**

A committee of experts may evaluate the qualifications as described on the application materials, of each candidate who has met the minimum requirements for the positions. Only the most qualified candidates will continue in the selection process. Applicants meeting the minimum qualifications are not guaranteed advancement in the process, and the decisions of the screening committee are final.

**Oral /Performance Examination: (Weight: 100%)**

Candidates will be tested to determine their relative knowledge, skill and ability levels in job related areas, which may include but not be limited to: autopsy and investigative practices and procedures; standard procedures for gathering, preserving and presenting data and physical evidence; interview methods and techniques; basic human anatomy, physiology and forensic pathology terminology; state and local laws governing the operations of the Medical Examiner; methods and procedures utilized in working with potentially hazardous biological and/or chemical materials; supervisory ability; human relations ability; and

oral communications ability, including the ability to effectively interview.

**Certification Rule:** The Certification Rule for the eligible list resulting from this examination will be Rule of the List. The hiring department may conduct additional selection processes to make final hiring decisions.

**Employment, Character and Background Investigation: (Weight: Qualifying)**

Prior to appointment, each candidate's background will be reviewed to determine fitness for this employment. Candidates will be required to complete a lengthy P.O.S.T. (Peace Officer Standards & Training) personal history statement. This information is certified by investigation of records held by Criminal Justice System and DMV, as well as contact with employers and references listed by the candidate. Reasons for rejection include the use of controlled substances, felony convictions, repeated or serious violation of the law, inability to work cooperatively with co-workers, inability to accept supervision, negative financial/-credit history or other relevant factors. Candidates must have a current history of careful and responsible motor vehicle operation. Negligent motor operator probation, license suspension, drunk driving, reckless or hit-and-run driving records or records of multiple moving violations may be cause for rejection. Candidates must not have been convicted of a felony in this state or in any federal jurisdiction or of any offense in any state or any federal jurisdiction, which would have been a felony if committed in this state. Criminal records will be carefully reviewed; those candidates who do not report their complete criminal history records on their applications will be disqualified. Candidates are required to undergo a polygraph examination to verify the accuracy of the information submitted regarding, but not limited to, the use of controlled substances, driving, criminal, medical and employment history, and other job related factors.

**Psychological Evaluation: (Weight: Qualifying)**

A psychological examination is required prior to appointment. The examination will consist of written tests and a clinical interview to determine the candidate's fitness for this employment.

**Medical Examination: (Weight: Qualifying)**

Prior to appointment, eligibles must successfully pass a medical examination to determine their ability to perform the essential functions of the job.

**Selection Procedures Notes:**

1. Candidates must pass each part of the selection procedure.
2. Candidates who are rejected for hire based upon a history of controlled substance abuse, psychological testing and/or background factors will not be eligible to reapply for two (2) years from the date of their disqualification.
3. The Medical Examiner's Office reserves the right to disqualify individuals who have previously been rejected for hire based upon conditions that are not subject to change. Examples are non-correctable medical conditions and felony convictions.

**General Notes:**

1. Position Based Tests are administered in accordance with Civil Service Rule 111A. All provisions of this rule are part of this announcement.
2. Applicants are advised to keep copies of all documents submitted. Submitted documents become a permanent part of the exam record and will not be returned. The hiring department may require applicants to present additional material at the time of appointment and/or at a later date.
3. Applicants with disabilities requiring reasonable accommodation for this process must contact the analyst by phone (415) 557-4872 (voice) or if hearing impaired (415) 775-9484 (TDD), or in writing (specify Class 2579) at the address listed above as soon as possible.
4. The job description and minimum qualifications specified on this announcement are appealable to the Civil

Service Commission. Appeals of these provisions must be submitted directly to the Executive Officer of the Civil Service Commission within five business days of the announcement issuance date. Refer to Civil Service Commission Rule 111A, Article VIII. All other provisions of this announcement except for the Certification Rule are appealable to the Human Resources Director. Appeals of these provisions must be filed with the examination analyst listed on this announcement within five business days of the announcement issuance date.

Issued: May 24, 2006

COMBINED PROMOTIVE/ ENTRANCE

Philip A. Ginsburg, Director

Department of Human Resources

Announcement #: 53029

RAS/KT (415) 557-4872

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