



Office of Human Resources  
Forensic Autopsy Technician Supervisor - CE2689  
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### General Statement of Duties

This is supervisory work in a teaching, medical examiner facility, supervising a shift of forensic autopsy technicians, autopsy laboratory interns and medical students operating medical and diagnostic imaging equipment (x-ray: body and dental) to assist with forensic autopsies, diagnose disease or trauma and collect evidence.

### Distinguishing Characteristics

The Forensic Autopsy Technician Supervisor is assigned supervisory duties over a shift of Forensic Autopsy Technicians and related medical examiner staff.

### Level of Supervision Exercised

Supervises two or more employees who do not supervise.

### Essential Duties

Assigns autopsy technicians and examination areas based on specific conditions, criminal/civil issues and exam type. Ensures readiness of radiographic equipment, operating equipment, medical and dental supplies, and mechanical lifts.

Monitors the work of forensic autopsy technicians to observe operating skills, radiological skills and evidence collection.

Trains new hires and evaluates students receiving college credits for internship.

Verifies release of decedents and evidence upon the completion of radiographic and pathological exam.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Examines and approves radiographic film for quality.

Develops and implements staff training and development plans to provide cross-training for employees, specific job-related training and other approaches to provide opportunities for staff flexibility and development, including updates to the Autopsy Technician Manual.

Resolves unit operational problems and handles concerns related to preparation of the body, the mortuary's ability to comply with family wishes, and decedent personal effects.

Implements safety standards and develops procedures to ensure compliance for pathology and radiographic unit.

Implements and interprets policies and procedures developed by higher level managers or supervisors. Assists in developing, recommending and coordinating the implementation of new procedures for the assigned function or unit.

Actively participate on the Department's emergency preparedness and response team(s) to support meeting the Department's public health and environmental responsibilities outlined in the City's Emergency Operations Plan.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

**Decisiveness** - Makes well-informed, effective, and timely decisions, even when data are limited or solutions produce unpleasant consequences; perceives the impact and implications of decisions.

**Delivering Results** - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

**Influencing** - Collaborates with, persuades and influences others.

**Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Technical Competence** - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

**Coaching** - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

### Knowledge & Skills

Knowledge of lab techniques and lab safety sufficient to be able to collect and preserve evidence and work safely with chemical, biological, microbiological, pathogenic and other potential hazards.

Knowledge of safety sufficient to be able to lift properly, use automated lift equipment safely and work safely with chemical, biological, microbiological, and radiological hazards.

Ability to work productively and efficiently with human remains and with the diagnostic tools and surgical instruments necessary to assist with medicolegal death investigation.

### Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

### Experience Requirement

Two (2) years of experience as a full performance autopsy technician performing postmortem autopsies.

### Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

### Licensure & Certification

Written verification at the time of application of satisfactory passage of the ARRT limited scope diagnostic imaging exam (x-ray) or such exam designated by the State Board of Medical Examiners.

It is a condition of employment that the Denver Police Forensics & Evidence Division form for consent for collection of a DNA sample be completed at the time of hire.

### Working Environment

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.  
 Potential exposure to chemicals, gas and low-level radiation.  
 Potential exposure to cold temperatures, cold enough to cause bodily discomfort.  
 Potential exposure to conditions that affect the skin or respiratory system.  
 Potential exposure to hazardous body fluids and bio-wastes.  
 Potential exposure to hazardous conditions where there is danger to life, body, and/or health.  
 Potential exposure to hazardous/toxic chemicals.  
 Potential exposure to hazards from electrical/mechanical/power equipment.  
 Potential exposure to housekeeping/cleaning agents/chemicals.  
 Potential exposure to infection from disease-bearing specimens.  
 Potential exposure to infections and contagious diseases.  
 Potential exposure to odorous chemicals and specimens.  
 Potential exposure to risk of blood-borne diseases.  
 Potential exposure to toxic chemicals.  
 Potential exposure to unpleasant elements (accidents, injuries, and illnesses).  
 Potential exposure to unpleasant unit elements.  
 Handles absentee replacement on short notice.  
 Handles emergency or crisis situations.  
 Noise: sufficient noise to cause distraction.  
 Occasional pressure due to multiple calls and inquiries.  
 Personal Safety: aware of surroundings, people, and events.  
 Pressure due to multiple calls and inquiries.  
 Subject to cuts from microtome knives.  
 Subject to electrical and radiant energy hazards.  
 Subject to hazards of flammable or explosive gases.  
 Subject to long, irregular hours.  
 Subject to many interruptions.  
 Subject to pressure for multiple calls, inquiries, and interruptions.  
 Subject to varying and unpredictable situations.  
 Temperature Changes: variations in temperature from hot to cold.  
 Wet: frequent contact with water or other liquid.  
 Wet: frequent contact with water, liquid, chemicals, or sanitary sewage.

### Level of Physical Demand

4-Heavy (50-100 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Agility: bends, stretches, twists, or reaches out with the body, arms, or legs.  
 Balancing: maintaining body equilibrium to prevent falling over.  
 Carrying: transporting an object; usually by hand, arm, or shoulder.  
 Climbing: Ascending or descending objects  
 Color vision: ability to distinguish and identify different colors.  
 Crouching: bending body downward and forward by bending legs.  
 Depth Perception: ability to judge distances and space relationships.  
 Eye/Hand/Foot Coordination: performing work through the use of two or more.  
 Feeling: perceiving attributes of objects by means of skin receptors.  
 Feeling: perceiving attributes of objects by means of spoken word.

Field of Vision: ability to adjust vision to bring objects into focus.

Field of Vision: ability to see peripherally.

Fine Dexterity: Coordinate eye-hand to operate a vehicle, reach, hold, grasp and turn objects.

Fingering: picking, pinching, or otherwise working with fingers.

Handling: seizing, holding, grasping, or otherwise working the hand(s).

Handling: seizing, holding, grasping, or otherwise working with fingers.

Hazards: conditions where there is danger to life, body and/or health.

Hearing/Talking: Hear and determine direction of sound.

Hearing: perceiving the nature of sound by the ear.

Kneeling: bending legs to come to rest on one or both knees.

Lifting: raising or lowering objects weighing no more than 100 pounds, from one level to another.

Mathematical reasoning

Memorization

Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.

Neck Flexion: Moving neck upward/downward.

Oral Comprehension

Physical Strength: exerts maximum muscle force to lift, push, pull, or carry objects and performs moderately laboring work.

Pulling: Exerting force upon an object so that it is moving to the person

Pushing: exerting force upon an object so that the object is moving away from the person.

Reaching: extending the hand(s) and arm(s) in any direction.

Repetitive motions: Making frequent movements with a part of the body.

Sitting: remaining in the normal seated position.

Stamina: exerts oneself physically over long periods of time without tiring

Standing: remaining one one's feet in an upright position.

Stooping: Bending the body by bending the spine at the waist.

Talking: Expressing or exchanging ideas by means of spoken words

Vision Far acuity: ability to see clearly at 20 feet or more.

Vision Near acuity: ability to see clearly at 20 inches or less.

Walking: moving about on foot.

Written Comprehension.

### **Background Check Requirement**

Criminal Check

Employment Verification

### **Assessment Requirement**

Professional Supervisor

### **Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: E-810**

**FLSA Code: Y**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**