

PATHOLOGIST - MEDICAL EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the County Executive, an incumbent in this position is responsible for planning, directing, coordinating, and evaluating all activities of the Department of Laboratories and Research, supporting the criminal justice system and ensuring that all efforts of the Department are directed at protecting the health of County residents. Supervision is exercised over a substantial number of personnel including professional, technical, administrative, and clerical personnel, as well as residents, interns and nurses assigned to the laboratory. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, directs and coordinates the activities of the Department of Laboratories and Research setting overall departmental policy and developing long and short-term goals and objectives for the Department;

Manages and directs the day-to-day operation of the Department ensuring such activities are in support of Departmental goals and mission;

Evaluates quality, quantity and timeliness of services provided by the Department of Laboratories and Research and develops plans to improve such standards of department performance;

Establishes organizational structure of the Department to ensure financial, human resources, material and physical resources are used efficiently and effectively in providing services to the public;

Analyzes current workload of the various programs and determines future demands for services and prepares budget requests reflecting future needs of the Department in terms of payroll, capitol equipment replacement and acquisition, materials, building maintenance, etc.;

Develops operating policies for all programs within the Department and monitors the compliance with same, ensuring that all safety procedures are followed and that safety systems are in working order to safeguard employees' health and safety in the laboratory environment;

Functions as department liaison and coordinates department activities with other county departments and/or local, state, and federal government agencies which regularly interact with the Department of Laboratories and Research;

Develops and maintains programs, services and organizational climate conducive to attracting, retaining and recruiting the personnel necessary to accomplish the Department's mission;

Approves the selection of all key management and technical personnel;

Performs or supervises the performance of autopsies, gross and histologic examinations of surgical specimens and prepares reports of such findings;

Maintains public relations through speeches, conferences, public and press contacts and participation in professional and community activities;

EXAMPLES OF WORK: (Cont'd.)

Keeps abreast of changes in County, State and Federal laws, rules, procedures and regulations ensuring that the Department is in compliance with all external regulations and laws relating to the operation of the Medical Examiner's Office and laboratories;

Available twenty-four hours a day, seven day per week to conduct investigations to determine the cause of death presumably due to an unlawful act, violence, casualties or by sudden and unusual circumstances;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the principles, literature, methods, techniques, and new developments in the field of Pathology; thorough knowledge of physiology and anatomy; thorough knowledge of clinico-pathological methods and procedures; thorough knowledge of all laws, regulations and procedures pertaining to the Office of the Medical Examiner; skill in the use of diversified special equipment, instruments, and materials required in all phases of Pathology; ability to meet, speak and deal effectively with public officials, professional personnel and the general public; ability to detect, analyze, evaluate and interpret manifestations and system of physical conditions from pathological examinations; ability to test, supervise, organize and plan the work of others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; sound professional judgment; initiative; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from an approved Medical School*, completion of an approved internship and at least three years residency in pathology in an approved hospital, public health or research laboratory and seven years experience in the field of anatomic and forensic pathology.

SPECIAL REQUIREMENT:

1. Possession of a valid license and current registration to practice medicine in New York State and possess certification by the American Board of Pathology in both Anatomic and Forensic Pathology will be required at time of appointment and maintain same while in the title
2. Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title

SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.
J. C.: Unclassified†
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Job Class Code: E0080
Job Group: E99