

# VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

<b>Description of Position</b>	<b>TITLE OF POSITION:</b> Deputy Chief Medical Examiner	<b>CLASSIFICATION CODE:</b> 02910700	
	<b>SALARY RANGE:</b> Gr. 260A \$173180-188652	<b>REFERENCE POSITION NO.:</b> 1118-10000-28	
	<b>Department or Agency Name:</b> Health	<b>APPLICATION PERIOD:</b> 1/7/2010 to 2/7/2010	
	<b>Division/Section/Unit:</b> Medical Examiner's Office		
	<b>Assignment(s) / Comments:</b> PLEASE APPLY BY RESUME ONLY		
	<b>Shift and Days:</b> To be determined at interview	<b>Job Location:</b> Providence, RI	
	<b>Restrictions/Limitations:</b>		
	<b>Position Covered By Collective Bargaining Union Agreement:</b> Yes _____ No <u>X</u>		
	<b>Name of Bargaining Unit Union:</b>		
	<b>There is* _____ is not <u>X</u> a Civil Service List for this position</b>	<b>See A/B or Both for Specific Instructions</b>	
<b>* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.</b>			
<b>General Information to Candidate</b>	<b>INSTRUCTIONS:</b>		
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position of Deputy Chief Medical Examiner. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form and the EEOC Form 2870, Firm Selection Card. Remember to include, either on the application or within a cover letter, both the File Position Title and the Job Title. <b>Application period extended</b>		
	<b>Most Important</b> - Please include the following information:		
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> </ul>	<ul style="list-style-type: none"> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>	
	<b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>		
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>		
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.		
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b>		
	<ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>		
	<b>Statement of Duties</b>	<b>DUTIES / RESPONSIBILITIES:</b>	
To assist the Chief Medical Examiner in the administration and execution of a program of medical-legal investigations. To act in the place of the Chief Medical Examiner during their absence. To conduct medical-legal postmortem investigations and/or examinations on assigned cases; To review investigative reports and to recommend additional investigative measures when necessary. To conduct postmortem investigations and/or autopsies on appropriate cases. To prepare and issue death certificates and investigative reports arising from cases under examination. Complete postmortem examination reports arising from cases under examination within nationally accepted standards. To present expert testimony in various courts of the state with respect to the cause and manner of investigated deaths. To oversee the preparation of duty schedules for staff. To be responsible for the operation and maintenance of autopsy facilities. To cooperate with police and other investigatory agencies. To do related work as required.			
<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>			
<b>(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education:</b> Such as may have been gained through: graduation from a medical school of recognized standing with formal post-graduate training in Pathologic Anatomy and Forensic Pathology; and <b>Experience:</b> Such as may have been gained through; employment in a responsible position involving practice in the field of Forensic Pathology and/or Legal Medicine. Or, any combination of education and experience that shall be substantially equivalent to the above education and experience. <b>Special Requirements:</b> Must possess licensure to practice medicine in the State of Rhode Island at the time of appointment and certification by the American Board of Pathology in the fields of Anatomic and Forensic Pathology, or be eligible to be examined by the ABP for certification. Certification in Anatomic Pathology must be received within 24 months of appointment and certification in Forensic Pathology must be received with 36 months of appointment. Such licensure and certification must be maintained as a condition of employment.			
<b>Apply within the application period as shown on this announcement. NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>			
Sandra DaRocha			
OHHS Human Resources Service Center			
Benjamin Rush Bldg., #55			
600 New London Avenue			
Cranston, RI 02920			
<b>Where to Apply</b>	<b>Telephone #:</b> 401-462-1844		
	<b>Fax #:</b> 401-462-1882		
	<b>TTY/TDD #:</b> 401-462-3363		
	<b>(Telecommunication Device for the Deaf)</b>		