Memorandum

To:     Kate Sheehan
        Director

Thru:   Keith Murry
        Class Studies Supervisor

From:   Rob Web~
        Class Studies Analyst

Date:   February 3, 2017

Subject: Medicolegal Investigator Class Study

Introduction
The Division of Personnel and Labor Relations, Classification Services received a request from the Department of Health and Social Services (DHSS), State Medical Examiner’s Office (SMEO) to develop new job classes that describe the medicolegal investigative work assigned investigative positions in the SMEO. The eight positions in this study are allocated to the Investigator I thru IV job classes. Current Investigator classes do not describe the medical background and knowledge required for the scope of death investigations positions regularly complete. The department submitted updated Position Descriptions (PDs) for all positions and updated training plans and rating criteria for flex-staffed positions to facilitate the development of new specifications and support the current organizational structure.

Study Contacts
DHSS, Division of Public Health, SMEO: Kaylee Purinton (Administrative Assistant II) and Stephen Hoage (Investigator IV).

Class History
The Investigator I – IV series is crafted to describe the wide variety of investigative activities and tasks completed by state investigators for non-Department of Public Safety positions. The series consolidates and describes the work of Investigator classes that were once created to address specific investigative functions such as Chief Investigator, Claims Investigator I – III, Investigator I – III (ABC), Investigator Trainee, Parent Locator Trainee and I – II, and Special Investigator. The study was limited to classes and positions which were considered to be in essence “pure investigators” and did not extend to classes which perform other related duties in addition to investigation, such as Wage-Hour Investigators and Human Rights Field Representatives, who take action to resolve cases once the facts have been established through investigation, provide guidance to the public in understanding and applying laws, and similar non-investigative functions. The class study did...
conclude that aside from the unique program knowledge the investigative skills, methods, and procedures applied were appropriately similar for grouping. As such the Investigator I – IV classes were crafted to describe the variety of investigative functions, relevant knowledge and skill, and levels of responsibility and authority for investigative assignments. The specifications were made effective February 1, 1979. A basic working option was added to the Investigator I class in 1989.

The Criminal Tax Investigator and Insurance Investigator job classes were abolished in 1991 and positions were allocated to the Investigator series.

The Department Investigations Manager was created in 2012 to address positions that manage a department’s centralized investigative function, where the structure consists of at least two independent units each with unique statewide functions, and where each unit is supervised by a subordinate Investigator IV.

There are no other significant actions documented.

Class Analysis
The State’s classification plan provides for the grouping of positions into job classes when they are sufficiently similar with respect to duties and responsibilities, degree of supervision exercised and received, and entrance requirements so that: 1) the same title can be used to clearly identify each position; 2) the same minimum qualifications for initial appointment can be established for all positions; 3) the same rate of basic pay can be fairly applied to all positions; and 4) employees in a particular class are considered an appropriate group for purposes of layoff and recall. Job classes should be constructed as broadly as feasible as long as the tests of similarity are met.

This analysis examines the eight investigative positions of the SMEO. Four senior incumbents recommended by the SMEO management were interviewed during the data gathering phase of the project. Occupational information and PDs were reviewed as part of the examination process.

The body of work this project revealed is the statewide investigation of unanticipated, sudden, or violent deaths and death scenes. The death investigation program is centralized within the SMEO. The work includes program and personnel management and oversight, lead, journey, and entry or trainee authority levels. The service area is statewide however investigators only conduct on-scene investigations within a defined service area the boundaries of which include the towns of Sutton, Willow, and Girdwood. Investigator work on rotating shifts and leadership positions serve on call.

Investigators determine whether or not the death falls within the jurisdiction of the SMEO and whether or not the body can be released at the scene or needs to be transported to the SMEO for examination by a pathologist. In cases of no jurisdiction, investigators document and photograph the deceased and death scene, collect and document evidence, conduct witness interviews, gather information regarding the deceased, coordinate body recovery with law enforcement, and remove and transport the deceased to the SMEO for examination.

Other investigative tasks include developing reports; providing evidence to assist in determining the manner and cause of death; discussing case information with autopsy technicians and forensic pathologists; coordinating activities with law enforcement professionals, representatives of hospitals and funeral homes, and medical professionals; assisting in autopsies; and managing and administering program activities and personnel.
The first grouping of work is the trainee or entry level. Positions report to a lead level position. The work includes conducting death investigations with the guidance and mentorship of senior Investigators. Incumbents complete progressively challenging investigative assignments to develop the knowledge, skill, and experience required to perform medicolegal investigations of greater scope and complexity typical of the journey level. Incumbents complete a flex-staffing training plan in order to advance to the journey level. Management may determine that positions may be allocated to the entry level; in that case, positions will perform ongoing investigative work of limited scope and complexity.

The second grouping of work is the journey level. Positions report to a lead level position. Incumbents typically work independently on a full-range of medicolegal investigations. Tasks include responding to death calls, documenting and photographing the body and scene, researching and compiling information, transporting the decedents to the SMEO for examination by the pathologist, completing an investigative report, coordinating with other agencies and/or law enforcement, communicating with families, keeping apprised of case, and closing case.

The third grouping of work is the lead level. The position reports to the supervisory level, is a working leader, and the lowest level of the management team. This position provides training and support to lower-level Investigators and conducts the full range of death investigations similar to the journey investigator, although the level also carries additional administrative assignments and tasks not present at the journey level. Some of the tasks that distinguish the lead and journey levels include scheduling work and assignments for subordinate investigators, orienting and training new investigators, reviewing reports, and assisting in completing employee evaluations. The current organizational structure only requires one lead position. This may change if the SMEO adds additional staff in the future.

The fourth grouping is a single position. This position reports directly to the Chief Medical Examiner and is the primary liaison between the pathologists and the staff. The incumbent in this position supervises and oversees the programmatic and administrative operations of the SMEO and conducts high profile death investigations. This position is part of the management team and assists in planning, organizing, and directing the administrative and programmatic operations of the SMEO. This includes such work as managing the budget and expenditures, overseeing and advising subordinate staff, reviewing and approving program work, and performing other duties necessary for the oversight and efficient operation of the SMEO.

The specialized knowledge of this body of work indicates its continued grouping with the current Investigator classes is not appropriate; therefore, a new four level class series describing the work will be created for administrative purposes.

**Class Title**
A class title should be the best descriptive title for the work. It is intended to concisely and accurately convey the kind and level of work performed and should be brief, easily recognized, gender neutral, and understood by potential applicants. The analyst conducted a review of conventional class titles for positions that are responsible for conducting investigations of deceased persons and the death scenes includes Medicolegal Death Investigator and Medicolegal Investigator, both are appropriate and recognized by the industry as an appropriate title. The department submitted both titles for consideration from these the analyst selected Medicolegal Investigator for the classes. This is a four level series: Medicolegal Investigator I – IV.
Class Codes
PI Legal, Judicial, and Related: This group includes families of classes that advise on, administer, supervise or perform professional legal work, and related administrative or clerical work, and scientific investigations for law enforcement.

PI04 Evidence Investigation: This family includes classes of positions that advise on, administer, supervise or perform law enforcement work involving detection, collection, custody, and interpretation of evidence used in investigation or prosecution of violations of law. Initial preparation for employment is typically through advanced education in criminal justice or science with subsequent career progression based on progressively responsible experience.

The scope of death investigative assignments and educational requirements of the new classes assigned to the SMEO meet the broad description of authorities, responsibilities, and education concepts of Occupational Group – PI Legal, Judicial, and Related and Job Family – PI04 Evidence Investigation. New class codes are assigned.

<table>
<thead>
<tr>
<th>Job Classes</th>
<th>Class Codes</th>
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<tbody>
<tr>
<td>Medicolegal Investigator I</td>
<td>PI0463</td>
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<tr>
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<tr>
<td>Medicolegal Investigator III</td>
<td>PI0465</td>
</tr>
<tr>
<td>Medicolegal Investigator IV</td>
<td>PI0466</td>
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Minimum Qualifications
Training is typically provided at the entry and trainee level and includes a variety of on-the-job trainings through progressively challenging assignments and a formalized training plan and rating criteria that provides guidance and a scoring method to ensure incumbents are prepared for work at the journey level. The experience requirements for this series were drafted to ensure employees new to the job can successfully perform the investigative work after a period of orientation in the position and the SMEO program. Substitutions have been established as alternative methods for meeting the required education and experience. The experience is directly related to the actual duties of positions in the class and is not equivalent to the work to be performed.

Fair Labor Standards Act
The positions in this study are covered by the minimum wage and maximum hour provisions of the Fair Labor Standards Act of 1938, as Amended (FLSA). While exemption from the provisions of the Act are determined based on the specific circumstances of an individual employee on a work-week basis, there are general aspects of the classes and their influence on the exemptions for employees in bona fide executive, professional, or administrative positions that can be addressed in general. The salary threshold and levels of independence, authority, and responsibility assigned positions allocated to the Medicolegal Investigator IV class will meet the Executive exemption from overtime. The Medicolegal Investigator I thru III do not meet the criteria for exemption from overtime.

Internal Alignment – method and analysis
Method
The salary range of a job class is based on internal consistency within the State’s pay plans, in accordance with merit principles, and with the goal of providing fair and reasonable compensation for services rendered and maintaining the principle of like pay for like work (AS 39.25.010(b)(2)).
In evaluating internal consistency, the difficulty, responsibility, knowledge, skills, and other characteristics of a job are compared with job classes of a similar nature, kind, and level in the same occupational group and job family or related job families. Comparisons with classes in other job families may be made when similarities are sufficient to provide valid relationships, the comparisons within the occupational group are few, and/or when the study class displays characteristics that justify comparisons with another job family. The greater the similarity with the study class, the more weight should be given to the comparable class. Comparisons within the job family are typically given greater weight than comparisons to classes located in other job families.

This analysis evaluates the study classes against professional job classes within Occupational Group: PI Legal, Judicial, and Related and Job Family: PI04 Evidence Investigation.

<table>
<thead>
<tr>
<th>Rg</th>
<th>Job Classes</th>
<th>Descriptions</th>
<th>Range Characteristics</th>
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<tbody>
<tr>
<td>13</td>
<td>Investigator I</td>
<td>Two options: Positions work at an entry level and receive training in investigative skills and techniques. Assignments are performed in a learning environment and become increasingly complex with the goal of developing a full range of sound investigative skills. OR Positions perform investigative work of limited scope and complexity, assisting and in support of higher level Investigators who perform full scale investigations.</td>
<td>Characteristic of this range is investigative work of limited scope and complexity that is closely supervised. Incumbents typically complete training assignments and/or ongoing assignments of limited complexity without advancing to the journey level of the series. Graduation from high school and experience collecting and/or gathering facts is the minimum entrance requirement characteristic of this range.</td>
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<tr>
<td>15</td>
<td>Forensic Scientist I</td>
<td>As a trainee the incumbent follows a formal training plan to develop the knowledge, skills, and techniques necessary to perform higher-level forensic casework. Incumbents receive on-the-job training and instruction to gain experience and competency in forensic testing, analysis, and courtroom testimony practices and procedures.</td>
<td>Characteristic at this range are training assignments designed to prepare incumbents to perform advanced trainee or first working level assignments in a highly specialized forensic science area. Supervisory controls are close and work is reviewed in progress. A bachelor's degree in a scientific field is the minimum entrance requirement characteristic of this range.</td>
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<tr>
<td>16</td>
<td>Investigator II</td>
<td>Incumbents independently plan and conduct investigations. Supervisory guidance is available if needed on unusual, unique, or sensitive cases. Issues or subject areas under investigation are usually limited in variety and within a program area. Investigations may become involved and complex.</td>
<td>This range is characterized by journey level investigative assignments. Incumbents work independently on difficult assignments; however supervisory guidance is available as needed on cases that display unique or unusual complexities. One year of experience as an investigator II is the minimum entrance requirement characteristic of this range.</td>
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<tr>
<td>17</td>
<td>Forensic Scientist II</td>
<td>Two options: Advanced trainee, incumbents continue on-the-job training; work assignments are</td>
<td>This range is characterized by class features such as advanced training level assignments where incumbents</td>
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| 18 | Investigator III | Two options:  
Advanced and/or lead level of the non-Public Safety Investigator classes, characterized by most or all of the following: a) criminal investigations as well as civil cases where allegations and potential results are severe; b) complex and lengthy investigations and proceedings often involving multiple charges and numerous administrative/legal actions; c) cases where evidence is especially difficult to obtain and care must be taken to ensure its admissibility in court; d) undercover investigations; e) responsibility for leading the work of lower level investigative staff or functioning as sole agency investigator for a regional area remote from supervisory assistance, in either instance incumbents independently perform or lead investigations at all levels of difficulty which require extensive coordination of efforts and liaison with investigative personnel in other agencies.  
OR  
First supervisory level of non-Public Safety Investigators. Positions supervise and train subordinates Investigators I and II. Positions have substantial responsibility for exercising independent judgment in appointing, promoting, transferring, suspending, discharging and adjudicating the grievances of subordinates. |
| 19 | Forensic Scientist III | This level is characterized by the responsibility for working on difficult case assignments, degree of independence in planning, problem solving, and research; the high level of knowledge, skill, and proficiency in one or more forensic science disciplines. |

selected for the purpose of further advancing the incumbent's knowledge and skill development in one or more of the discipline areas.  

OR  
First working level, incumbents work in one or more disciplines and are assigned routine casework that is well defined and limited in scope and complexity. Supervision and direction are readily available and the work may be reviewed while in progress and upon completion.  

continue to develop knowledge and skill or as the first working level where incumbents complete routine casework that is limited in scope and complexity and supervision is readily available. A bachelor's degree in a scientific field and one year of experience as a Forensic Scientist I is the minimum entrance requirement characteristic of this range.  

This range is characterized by either advanced and/or lead investigative work or supervisory responsibilities for subordinate investigators; all work is characterized by advanced level knowledge and skill in conducting complex and detailed investigations. One year of experience at the Investigative II level is the minimum entrance requirement characteristic of this range.

This range is characterized by difficult case assignments and highly developed knowledge, skill, and proficiency in one or more forensic science disciplines. A bachelor's degree in a scientific field and two
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<th>or more forensic science disciplines; the requirement to research and recommend new procedures and methods for problem solving; and the ability to interpret complex scientific-legal questions and provide expert opinions and analysis in a court of law.</th>
<th>years of experience as a Forensic Scientist II is the minimum entrance requirement characteristic of this range.</th>
</tr>
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<tbody>
<tr>
<td>20</td>
<td>Investigator IV</td>
<td>Establish, maintain, and direct a statewide non-Public Safety program of effective civil and/or criminal investigation. Standardize policies and procedures affecting investigations and preparation of cases. Train and supervise subordinate Investigators; accomplish the most difficult and complex investigations. Develop close working relationships and maintain liaison between the various local law enforcement agencies and other state agencies charged with civil and criminal regulatory and investigatory functions. This is a supervisory class with substantial responsibility for exercising independent judgment in appointing, promoting, transferring, suspending, discharging, and adjudicating the grievances of subordinates.</td>
</tr>
<tr>
<td>21</td>
<td>Forensic Scientist IV</td>
<td>Two options: Supervisory level provides oversight of the day-to-day unit operations and technical direction to professional staff in the unit. Provides guidance and training to other forensic scientists, allocates assignments, determines staffing needs, participates in the budget process to identify funding and equipment needs, and ensures that the American Society of Crime Laboratory Directors/Laboratory Accreditation Board requirements for the assigned unit are instituted and maintained. Technical decisions are made that may affect lab productivity, the legal resolution of criminal cases, or the timely provision of lab services or research projects. Incumbents are working supervisors who may perform complex examinations and analyses and provide expert testimony in court regarding the evaluation and interpretation of evidential material. Incumbents exercise substantial responsibility for exercising independent judgment in employing and disciplining subordinates.</td>
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</tbody>
</table>
OR
Quality Assurance Manager for the Alaska Scientific Crime Detection Laboratory; incumbent ensures that the American Society of Crime Laboratory Directors/Laboratory Accreditation Board performance standards and protocol for the laboratory and staff are in place and maintained. The incumbent audits lab activities, monitors and evaluates staff proficiency and training needs, and administers performance testing and measures. The incumbent applies advanced level knowledge in the field of forensic science to provide consultation to staff and other agency representatives on testing and problem resolution.

Analysis
Medicolegal Investigator I is the entry and/or training level. The work at this level is of a limited scope and complexity and closely supervised, supervisory or lead duties are not required, and two years of any combination of post-secondary education course work in the medical field or scientific field and/or practical experience is the minimum entrance requirement for this class. The scope of work and experience characteristic of this class is higher than that of range 13 and lower than that of range 15, aligning to salary range 14 is appropriate.

Medicolegal Investigator II is the journey level. The class is responsible for independently conducting the full range of death investigations, supervisory or lead duties are not required, and one year of experience at the Medicolegal Investigator I is required. The scope of journey work and required experience assigned this class meets the characteristics present at salary range 16.

Medicolegal Investigator III is the lead level. The class is responsible for leading the work of subordinate Medicolegal Investigators and independently conducting investigative work similar to the journey level, one year of experience at the Medicolegal Investigator II is required. The overall scope of work at this level meets the characteristics present at salary range 18.

Medicolegal Investigator IV is a single position class. This class supervises and manages the programmatic and administrative operations of the SMEO and oversees and/or conducts high profile death investigations. One year of experience at the Medicolegal Investigator III is required. The scope of supervisory and managerial work meets the characteristics present at salary range 20.

Study Conclusions
The results include developing a new class structure, specifications, and class coding that is appropriate to the assigned work, organization structure and reporting channels, and the current levels of responsibility and authority assigned positions allocated to the new four level Medicolegal Investigative series.
The following table summarizes the newly established Job Classes and Titles, Class Codes, salary ranges, and FLSA indicators.

<table>
<thead>
<tr>
<th>Job Classes</th>
<th>Class Codes</th>
<th>Salary Ranges</th>
<th>FLSA</th>
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<tbody>
<tr>
<td>Medicolegal Investigator I</td>
<td>PI0463</td>
<td>14</td>
<td>N</td>
</tr>
<tr>
<td>Medicolegal Investigator II</td>
<td>PI0464</td>
<td>16</td>
<td>N</td>
</tr>
<tr>
<td>Medicolegal Investigator III</td>
<td>PI0465</td>
<td>18</td>
<td>N</td>
</tr>
<tr>
<td>Medicolegal Investigator IV</td>
<td>PI0466</td>
<td>20</td>
<td>Y</td>
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</table>

The effective date for these changes is February 16, 2017. Correspondence on the allocation of study positions is being distributed through the OPD system.

Attachments:
Final class specifications
Allocation Spreadsheet

cc: Jay C. Butler MD, Chief Medical Officer and Director
    Division of Public Health
    Department of Health & Social Services

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