

STATE OF ALASKA

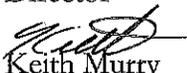
Department of Administration
Division of Personnel & Labor Relations

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Memorandum

To: Nicki Neal
Director

Thru: 
Keith Murry
Class Studies Supervisor

From: Pat Morrissey 
Human Resource Specialist

Date: October 24, 2011

Subject: **Autopsy Technician Study**

Introduction:

The Department of Health and Social Services, Division of Public Health, requested a study of the positions in the State Medical Examiner's Office (SMEO) that assist the professional forensic pathologists who conduct post-mortem examinations of human remains in order to determine the causes of unanticipated, sudden, or violent deaths.

Study Scope and Objectives:

At initiation of the study, this work was performed by three Autopsy Assistants, one Embalmer, and one supervisory Laboratory Technician.

The formal goals of the study were to review the work and update all relevant class concept(s); specifically examine the work of PCN 061655, the supervisory Laboratory Technician, for either allocation to an appropriate existing job class or creation of a new job class; better define a prospective career progression for these positions, if possible; and conduct a salary review and alignment.

Study Contacts:

Alvin Ancheta (Investigator IV) and James Jones (Laboratory Technician) served as formal study contacts and subject matter experts to coordinate agency activities and present information during the study process.

Pertinent Class Histories:

Autopsy Assistant was established May 24, 1989, as P8370/SR12, to allocate a single position in the Department of Public Safety that assisted a professional pathologist conducting autopsies. The work of this position was unique to other laboratory-related job classes in that it worked exclusively with human remains. The AKPAY code was changed from P8370 to P5650 effective December 16, 1997. Although class records are sparse on specific dates and reasons, the number of positions allocated to Autopsy Assistant were increased and transferred to the Department of Health and Social Services, Division of Public Health, in the interim between 1989 and 1997. The class code was established as PG0711 effective July 1, 2006. There have been no substantial changes to the Autopsy Assistant job class since.

Embalmer was established December 16, 1997, as P5651/SR14, to encompass two Autopsy Assistant positions that were also responsible for providing reduced-cost, in-house embalming services for cases where embalming prior to shipping remains back to place of death was required by regulation. Performance of embalming services required specialized training, apprenticeship, and State licensure under AS 08.42.050 whereas the primary responsibilities of Autopsy Assistants did not. The class code was established as PG0712 effective July 1, 2006. There have been no substantial changes to the Embalmer job class since; however, it should be noted that regulations concerning the shipping of human remains have been amended and the SMEO discontinued providing in-house embalming services as of July 1, 2011.

Laboratory Technician was established May 1, 2003, as P5630/SR13 as part of the Microbiologist and Laboratory Technician Study, which combined the former Laboratory Technician I (P5615/SR10) and Laboratory Technician II (P5616/SR12) job classes. The class code was established as PG0730 effective July 1, 2006. There have been no substantial changes to the Laboratory Technician job class since. The Laboratory Technician job class is pertinent to this study as it is currently the allocated job class for PCN 0616555, the studied supervisory position, under a "best fit" allocation.

Study Process and Methodology:

Updated position descriptions (PDs) for three Autopsy Assistants, one Embalmer, and the supervisory Laboratory Technician positions were submitted to the Division of Personnel and Labor Relations (DOPLR) on January 5, 2010. There were several notable changes to positions assigned to the study in the interim between the submission of the study PDs and initiation of the study:

1. PCN 061734 was reclassified from a vacant Office Assistant II to Autopsy Assistant and assigned to the study effective May 10, 2011.
2. PCN 061599, the vacant Embalmer position, was removed from the study and reclassified to Investigator I/II effective June 16, 2011. This action was taken in anticipation of the discontinuation of embalming services provided by the SMEO and potential abolishment of the Embalmer job class.

3. The PD for PCN 061655, the supervisory Laboratory Technician, was returned to the SMEO on August 2, 2011, to revise statements regarding providing and/or supervising embalming services. The revised PD was received by DOPLR on September 14, 2011.

A teleconference, in lieu of the standard study planning meeting, was conducted between the State Medical Examiner, Investigator IV, supervisory Laboratory Technician, Health and Social Services Service Center Human Resource Manager, Studies Supervisor, and this analyst on June 3, 2011, in order to discuss the reason for the study request, the analyst's pending travel to the SMEO in Anchorage and desk audits, and any additional information pertinent to the study.

The study analyst conducted in-person interviews with the incumbents of three Autopsy Assistant and one Laboratory Technician (a.k.a., Autopsy Supervisor) positions on June 16 and June 17, 2011. One Autopsy Assistant position was vacant at the time and not interviewed. A supplemental interview was conducted with the incumbent of PCN 061739 (Investigator I/II), who had been previously employed by the SMEO as an Embalmer. In addition to conducting interviews, the study analyst directly observed two of the Autopsy Assistants and the Autopsy Supervisor performing their duties and responsibilities during their shifts on June 16, 2011.

For development of job class concepts and specifications, data compiled from the interviews and on-the-job observations, historical study and specification files, and PDs were reviewed and compared with current State of Alaska job class specifications as well as those of external agencies, including other states, counties, and municipalities. Draft class concepts were presented in a teleconference with SMEO staff on August 2, 2011, and preliminary feedback was sought. Based on that feedback, formal class specifications were drafted and presented on September 6, 2011, to the Department of Health and Social Services, Health and Social Services HR Service Center staff, and Class Studies and Individual Allocations staff for formal review and comment. The class specifications were revised based on the comments and the final position allocations were determined.

As this study impacted five positions that perform a significantly unique and readily identifiable body of work, a traditional test allocation was not conducted.

Neither recruitment nor turnover data were examined in any substantial detail for this review.

Class Analysis:

The reviewed positions perform work that applies standard methods and techniques of the field to a consistent range of autopsy-related duties and assignments under the guidance of a professional pathologist. This work typically includes receiving, transporting, and releasing human remains while maintaining the appropriate chain of custody; identifying, preparing, and documenting remains, personal effects, and potential evidence for examination; collecting evidence to obtain and/or confirm positive identification of the individual; performing standard surgical evisceration, collection of anatomical and toxicological specimens, and re-suturing of remains; and transmission, storage, and maintenance of samples and other evidentiary items.

With the exception of the inevitable transition to the use of digital X-ray and photography collection and storage technologies, most of the non-surgical responsibilities have not changed; however, since

last reviewed in 1997, the surgical autopsy work has changed for the reviewed positions to include directly performing the surgical evisceration of human remains. Previously, these positions performed more "hands-off," assistive tasks during surgical portions of autopsies, where incumbents would photograph, collect evidence and samples under supervision, and obtain weights of organs that were removed by the pathologist. The surgical work has changed to where these positions essentially serve as additional sets of hands and eyes for the pathologist to identify and collect pertinent specimens and evidence. This significant change of regularly performing eviscerations has resulted in an increase in the complexity of assignments, initiative and originality to accomplish work, requisite knowledge of human anatomy, technical skill, and consequence of error with respect to the ability of the pathologist to determine an accurate cause of death with potential criminal and civil legal ramifications. It has resulted in a dichotomy between the complexity of responsibility and subsequent competencies and minimum qualifications defined by the current class specifications.

Although these positions continue to work under the guidance of a professional pathologist during autopsies, the pathologists do not fill the role of supervisor. The predominant responsibility to hire and train, assign and evaluate work, adjudicate grievances, and effectively discipline the non-professional autopsy staff is assigned to the supervisory Laboratory Technician position. This position is also responsible for assisting in the development of relevant budgets and operational needs, procuring appropriate supplies and equipment, monitoring expenditures, and developing and/or revising autopsy suite policies and protocols.

An additional change has been the discontinuation of embalming services by SMEO staff effective July 1, 2011. As a result, none of the staff is required to be licensed as Embalmers by statute.

The typical autopsy-related duties and responsibilities are consistent with technical work. They involve substantial elements of the work of a professional field (i.e., forensic pathology) but require less than the full knowledge of the field. The typical work does not require the level of creativity, analysis, evaluation, interpretation, or depth of specialized knowledge typically acquired through education or training equivalent to a bachelor's degree, or higher, consistent with professional work.

In developing job class concepts, 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 is feasible as long as these tests of similarity are met.

This work was compared to that of Laboratory Technicians and, more-specifically, Forensic Technicians I-II, who identify and test potential evidence from crime scenes. The work of these classes is distinguished from that of the autopsy positions by the unique focus of the autopsy positions on identifying, collecting, and preserving forensic evidence and pathological specimens from human remains. This distinction is sufficiently dissimilar to the other classes with respect to the above four tests of similarity for grouping job classes.

Four of the five reviewed positions perform the main body of autopsy-related work. As this work is performed by the majority of positions, it is consistent with a journey (i.e., fully-proficient or

benchmark) level. The fifth position exercises substantial responsibility and authority to take action or effectively recommend the appointment, discipline, and/or adjudication of grievances of the other autopsy positions consistent with a supervisory level.

There was no discoverable body of non-supervisory technical autopsy work that involves regular and recurring assignments of tasks either more basic or elementary, or consisting of matters that are more unusual, difficult, or exceptional than the identified journey work. As such, there was no definable entry/trainee or advanced level work.

Although there has been some promotional career crossover from the autopsy-related positions to those performing medicolegal death investigations (i.e., Investigator I-IV job classes), there was no definable body of work indicating a regular and recurring formal crossover of assigned duties between the autopsy and investigative positions that would currently warrant establishment of a new job class or series. Effectively distinguishing the work of the medicolegal death investigator positions as potential classes distinct from the Investigator I-IV class series, and more closely related to the autopsy work, would have required expanding the study to include all 105 Investigator I-IV positions (as of August 1, 2011), employed across eight agencies, and exceeded the feasible scope of this study.

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 predominant body of work performed by the reviewed positions still involves providing assistance to professional pathologists conducting postmortem examinations to determine causes of death; however, the work now involves increased participation in the surgical evisceration of human remains since the Autopsy Assistant job class was last reviewed. Comparison of this work with similar positions outside of the State of Alaska revealed common titles that included Forensic Autopsy Specialist, Forensic Autopsy Technician, Forensic Technician, or Forensic Autopsy Assistant. The term "assistant" does not adequately convey the greater scope and complexity of technical assistance provided by these positions. As the work is technical and "specialist" is reserved for professional classes, the term "technician" may be more appropriate within State naming conventions. Use of the term "forensic" may create unnecessary confusion with the State Forensic Technician I-II job classes.

The new title of the journey level job class is Autopsy Technician.

The proposed title for the job class primarily responsible for supervising positions who provide the technical support to State Medical Examiners in the conduct of postmortem examinations was Autopsy Supervisor; however, feedback revealed confusion as to whether this class supervised technicians or the entire autopsy process. To remediate this confusion, the title of the technical supervisory class is Autopsy Technician Supervisor.

Minimum Qualifications

The minimum qualifications established for a job class must relate to the knowledge, skills, and abilities (KSAs) needed to perform the work and must not create an artificial barrier to employment of individuals in protected classes. Required training should be limited to the basic formal training

that customarily prepares individuals for work in the field. Experience requirements are intended to ensure new employees can successfully perform the work after a period of orientation or familiarization. Required experience should be directly related to the actual duties of positions in the class and should not be equivalent to the work to be performed.

The work of Autopsy Technicians is technical and does not involve all aspects and requisite formal knowledge of professional medical pathology and post mortem examinations. It does require knowledge of laboratory procedures and human anatomy that is applicable to performing effective eviscerations and circumscribed examinations of human remains. This may be acquired through a minimum of two years of either post-secondary education or equivalent practical experience. These qualifications are difficult to quantify, as most available degree or comparable certification programs focus more exclusively on crime scene investigation than post mortem examination, and Alaska's less-populous employment base provides limited opportunity to gain applicable experience. Ultimately, a specific formal course of study was determined to be less important to developing appropriate KSAs than a more generalized education and/or experience that offers the applicable knowledge of human anatomy.

Entry for employment in the Autopsy Technician job class requires: an associate's degree (or equivalent post-secondary education) in any course of study that is supplemented by a minimum of six semester (eight quarter) credits of coursework in human anatomy and/or physiology; or two years of technical experience in a morgue, hospital, medical or forensic, or research laboratory, or similar setting that included such work as performing necropsies, and/or anatomical specimen collection; or some combination of the two.

The work of Autopsy Technician Supervisors requires two years experience as an Autopsy Technician or its equivalent elsewhere.

Class Code

A Class Code is assigned based on the placement of the job class in the classification schematic of Occupational Groups and Job Families. Occupational Groups are made up of related Job Families and encompass relatively broad occupations, professions, or activities. Job Families are groups of job classes and class series that are related as to the nature of the work performed and typically have similar initial preparation for employment and career progression.

Autopsy Technicians and Autopsy Technician Supervisors provide and supervise technical support to State Medical Examiners in the conduct of postmortem examinations for medicolegal investigations to determine the causes of unanticipated, sudden, or violent deaths.

These job classes were examined for placement in the Evidence Investigation job family (PI04), which includes classes 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. Final analysis determined that PI04 was ultimately not an appropriate job family as the scope of examinations participated in by these classes extends beyond law enforcement and criminal investigation and the heavy focus on the study of criminal justice was not an appropriate preparation for employment in these job classes.

These job classes remain more appropriately assigned to the Health and Laboratory Related job family (PG07). This family includes classes of positions that advise on, administer, supervise or

perform medical laboratory, X-ray, microbiology, or other related work. Initial preparation for employment is typically through advanced education with subsequent career progression based on specialized education and responsible experience.

- Autopsy Technician remains assigned to PG0711
- Autopsy Technician Supervisor is assigned to PG0715

AKPAY Code

AKPAY Codes are assigned to job classes for use in legacy computer systems which cannot use the six-digit Class Codes.

- Autopsy Technician remains assigned to P5650
- Autopsy Technician Supervisor is assigned to K0101

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.

Autopsy Technicians do not meet the executive criteria for exemption. To meet the criteria for exemption as executive employees, the primary duty must be the management of a customarily recognized subdivision of the enterprise in which the employee is employed, must include the customary and regular direction of the work of two or more other employees, and must include the authority to hire or fire other employees or make suggestions and recommendations that are given particular weight in the hiring, firing, advancement, promotion or any other change of status of other employees. Employees of the Autopsy Technician job class do not exercise supervisory authority and are precluded from the executive criteria for exemption.

Autopsy Technicians and Autopsy Technician Supervisors do not meet the administrative criteria for exemption. To meet the criteria for exemption as administrative employees, the primary duty must be the performance of office or non-manual work directly related to the management or general business operations of the employer or the employer's customers and must include the exercise of discretion and independent judgment with respect to matters of significance. Employees of the Autopsy Technician and Autopsy Technician Supervisor job classes provide and supervise technical support, including direct participation in postmortem examinations, to State Medical Examiners in the conduct of medicolegal investigations. These responsibilities are direct line functions of the State Medical Examiner's Office and these employees do not meet the administrative criteria for exemption.

Autopsy Technicians and Autopsy Technician Supervisors do not meet the professional criteria for exemption. To meet the criteria for exemption as professional employees, the primary duty must be the performance of work that requires knowledge of an advanced type in a field of science or learning that is customarily acquired by a prolonged course of specialized intellectual instruction, or that requires invention, imagination, originality or talent in a recognized field of artistic or creative

endeavor. Although employees of the Autopsy Technician and Autopsy Technician Supervisor job classes directly participate in postmortem examinations, the technical nature and more limited scope of their duties and responsibilities do not specifically require knowledge of an advanced type in a field of science or learning that is customarily acquired by a prolonged course of specialized intellectual instruction, or that requires invention, imagination, originality or talent in a recognized field of artistic or creative endeavor. This precludes these employees from being exempted from overtime as professional employees.

Autopsy Technician Supervisor meets the criteria for exemption from overtime as executive employees. The Primary responsibility of the employee of the Autopsy Technician Supervisor job class is supervision of the staff performing the technical aspects of post mortem examinations, assisting in the development of relevant budgets and operational needs, procuring appropriate supplies and equipment, monitoring expenditures, and developing and/or revising autopsy suite policies and protocols. This employee is compensated on a salary basis at a rate exceeding \$455 per week; manages the operations of a recognized subdivision of the SMEO; directly supervises two (or more) full-time employees; and exercises significant authority to take or effectively recommend action regarding the employment, discipline, or adjudication of subordinate grievances.

Internal Alignment:

Alignment Methodology

Under internal alignment, the salary range of a job class is determined based on internal consistency within the State's pay plans with the goal of providing fair and reasonable compensation for services rendered and maintaining the principle of like pay for like work. 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 first in the same job family; then within other job families within the same occupational group. Comparisons with classes in job families outside the occupational group are made when similarities are sufficient to provide valid relationships, the comparisons within the occupational group are few, and/or when the class has particular characteristics that justify comparisons with another job family. The greater the similarity with the study class the more weight should be given. Comparisons within the job family are typically given greater weight than those outside of the job family.

The Classification Outline is the hierarchy by which various job classes and class series are sorted into occupational groups and job families. Occupational groups consist of job families that encompass relatively broad occupations, professions, or activities. Job families consist of job classes that are related as to the nature of the work performed. The Autopsy Technician and Autopsy Technician Supervisor job classes are assigned to the Medical, Public Health, and Related Group (PG). Within the PG group, the Autopsy Technician and Autopsy Technician Supervisor job classes are specifically assigned to the Health and Laboratory Related job family (PG07).

The Autopsy Technician and Autopsy Technician Supervisor job classes are further assigned to Category A (Clerical/Technical/Paraprofessional) within the PG07 family. Category A job classes perform work involving processing data, normally initiated elsewhere, that is subject to verification, revision, correction, and forwarding for action or substantial elements of the work of a professional, scientific, or administrative field, typically performed in a supportive role. The work typically

requires contact with the general public, the ability to follow specific procedures, explain, interpret, and apply established policies and procedures, and retrieve records and related information.

Autopsy Technician provides the full scope of technical support to State Medical Examiners in the conduct of postmortem examinations for medicolegal investigations to determine the causes of unanticipated, sudden, or violent deaths.

Autopsy Technician is the journey class and, accordingly, serves as the benchmark for setting pay ranges.

Autopsy Technician Supervisor is the working supervisor who directly participates in and provides quality assurance of the technical aspects of postmortem examinations. Autopsy Technician Supervisor was treated as a supervisory level of a contiguous class series for alignment purposes.

The majority of classes in the PG07 job family are Category B (Professional/Managerial), with Laboratory Technicians (PG0730) as the only comparable Category A class. There was no supervisory Category A classes in the PG07 family. Expansion of the analysis to include other families within the PG group yielded only three additional Category A classes, all of which shared limited similarity to the Autopsy Technicians. As a result, the analysis was expanded outside the PG group to include Category A classes that performed similar health, laboratory, and/or investigative technical responsibilities. These comparative classes were found exclusively in the Legal, Judicial, and Related Group (PI).

Alignment Analysis

All comparative analyses for internal alignment are made based upon the characteristics of each comparative job class and conducted irrespective of their salary range assignments.

A key consideration in determining the alignment of Autopsy Technicians is that they now directly perform the eviscerations of human remains, whereas they did not at the time of their last review. This is a significant enough change in work that former similarities and contrasts to other job classes may no longer be as valid as they once were. Particular weight is applied to the nature and subject matter of autopsy work in relation to that of other job classes during the comparative analysis. Working with the remains of the deceased is emotionally and culturally difficult, in the best of circumstances, and further weight was added by the fact that this is unique work that specifically involves the examination and evisceration of individuals who have often died under physically and/or emotionally traumatic circumstances (e.g., murder, suicide, or accidents) and whose physical condition may be difficult and/or hazardous (e.g., severe decomposition or wounds, contagious pathogens) to examine.

Within the PG07 family, Autopsy Technicians and Laboratory Technicians (PG0730) share a similar variety of tasks, supervision received and exercised, nature and scope of recommendations, and requisite education for entry into the job class. The work of Laboratory Technicians is more closely controlled by guidelines, while the nature of autopsy work is more controversial and intense in subject matter. Autopsy Technicians also experience greater complexity of responsibilities, latitude of initiative and originality, and consequence of error.

Autopsy Technicians share few, if any, similarities with two of the other Category A classes in the PG occupational group. Medical Records Assistants (PG0140) are a clerical class primarily focused

on the maintenance and management of medical records in a state-operated correctional institution or long-term care facility and do not share any similarities across the eight factors. Pharmacy Technicians (PG0630) only share similarities as to the extent of supervision received and exercised and amount of qualifying work experience in lieu of post-secondary education.

Although differing in specific subject matter, Dental Hygienists (PG0622) share similar variety and complexity of responsibilities, latitude of initiative and originality, and lack of exercised supervision. Dental Hygienists require greater education, State licensing (whereas Autopsy Technicians don't), and experience more complex person-to-person relationships through their direct interactions with and responsibility to perform dental procedures, which are often physically uncomfortable, on living patients. The performance of physical procedures on living patients equates to a significantly greater consequence of error for Dental Hygienists.

Expanding Category A comparisons to the PI group reveals a limited similarity to Criminal Justice Technicians I (PI0101) and Public Safety Technicians II (PI0152). The frequency and variety of person-to-person contacts are greater for these two classes than for Autopsy Technicians; however, contacts for Autopsy Technicians are often under situations of much greater emotional stress. Autopsy Technicians exceed both classes in overall nature, variety, and complexity of duties; latitude of initiative and originality; and requisite knowledge and skills. All three classes share a similar nature and scope of recommendations; however, the Autopsy Technicians experience a significantly higher consequence of error.

Alaska Automated Fingerprint System (AAFIS) Operators I (PI0421) share many similarities with regards to uniqueness and variety of responsibilities, supervision received and given, and control by guidelines and subsequent latitude of initiative and originality to accomplish work. Although Autopsy Technicians require more education and/or experience, AAFIS Operators I exercise greater latitude to make more complex determinations regarding positive identifications. AAFIS Operators I are more likely to prepare for and provide direct testimony in court as subject matter experts regarding their responsibilities.

Autopsy Technicians and Forensic Technicians II (PI0460) share similarities with regards to subject matter and nature of responsibilities, supervision received and exercised, control by guidelines and subsequent latitude of initiative and originality to accomplish tasks, nature of recommendations and decisions, and requisite education. Forensic Technicians II identify, collect, and process evidence from a greater variety of crime scene situations; are more likely to prepare for and provide direct testimony in court regarding their responsibilities and experience a greater consequence of error; and require an additional year of specific, developmental training and/or relevant technical experience. It should be noted that although the formerly titled Autopsy Assistants were referenced in the 2007 Forensic Sciences Study as a potentially comparable job class for the internal alignment of Forensic Technicians II, no formal comparative analysis was conducted in that study.

Alignment Findings

Aforementioned significant changes in work indicate that alignment of Autopsy Technicians to salary range 12 is no longer appropriate.

The nature of work, complexity of responsibilities, latitude of initiative and originality, and consequence of error of Autopsy Technicians exceed that of Laboratory Technicians, which are salary range 13.

The overall variety and complexity of responsibilities, latitude of determinations, consequence of error, and requisite qualifications and training of AAFIS Operators I and Forensic Technicians II exceed that of Autopsy Technicians and do not support alignment to salary range 15.

Based upon the discovery and analysis of findings under internal alignment, Autopsy Technicians align well between Laboratory Technicians and AAFIS Operators I and Forensic Technicians II at salary range 14.

Autopsy Technician Supervisors directly supervise Autopsy Technicians and classification principles and practice typically place supervisory classes two ranges higher than the highest level of work supervised. This aligns Autopsy Technician Supervisors with salary range 16.

Conclusions:

The intended goals of the study were to review the work and update all relevant class concept(s); specifically examine the work of PCN 061655, the supervisory Laboratory Technician, for either allocation to an appropriate existing job class or creation of a new job class; better define a prospective career progression for these positions; and conduct a salary review and alignment.

All class specifications have been revised or established to accurately reflect the work performed at each level:

- The Autopsy Assistant is re-titled to Autopsy Technician.
- The supervisory level of work is established as Autopsy Technician Supervisor.
- The current body of work does not continue to support maintaining the Embalmer job class. This job class is abolished.

The preceding job analysis and review for exemption under the FLSA indicates that:

- Employees of the Autopsy Technician job class do not meet the criteria for exemption and are eligible for overtime.
- The employee of the Autopsy Technician Supervisor job class meets the executive criteria for exemption and is not eligible for overtime.

The preceding job analysis and internal alignment indicates that:

- Autopsy Technician is assigned to salary range 14; and,
- Autopsy Technician Supervisor is assigned to salary range 16.

The job class and all related study actions are effective November 1, 2011.

Correspondence on the allocation of study positions is being distributed through the OPD system.

Attachments

Final class specification(s)
Allocation Spreadsheet

cc: Nancy Rolfzen
Assistant Commissioner

Department of Health and Social Services

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