

Unclassified Service Public Hearing Notice # 006

Date of Meeting: Friday, April 21, 2006

Date Notice Posted: Tuesday, April 18, 2006

DEPARTMENT OF ADMINISTRATION

One Capitol Hill

Providence, Rhode Island

Notice of Public Hearing

to

Consider Changes to the Unclassified Service Classification and Pay Plan

On Friday, April 21, 2006 at 9:00 A.M. in Conference Room A, Second Floor, William E. Powers Building (Department of Administration), One Capitol Hill, Providence, Rhode Island 02908-5890, the Director of the Department of Administration, Beverly E. Najarian will hold a public hearing in accordance with the provisions of Sections 36-4-16 and 36-4-16.2 of the General Laws of 1956, as amended, to consider revisions to the Unclassified Service Classification and Pay Plan. The changes include:

- **two (2) base salary adjustments**

It is the purpose of this hearing to invite comment from all parties on the proposed changes in the unclassified service classification and pay plan as described in the attachment to this Notice.

**Beverly E. Najarian, Director
Department of Administration**

Any individual requiring reasonable accommodation in order to effectively participate in this public hearing should contact James A. Pitassi, Jr., Department of Administration, Classification Section at (401) 222-6395 (voice) or # 711 (R.I. Relay) at least three (3) business days prior to the hearing.

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Agency: Department of Health

Action: base salary adjustment

Title: Chief Medical Examiner

Pay Grade: G-965F current base: \$151,257 to G-965F new base: \$166,382 effective 04/30/2006 (Sn)

Workweek: non-standard

Incumbent: vacant

CLASS TITLE: CHIEF MEDICAL EXAMINER

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for directing the overall operation of the Office of the State Medical Examiner by performing highly responsible and complex administrative work in

planning, coordinating, directing, implementing and controlling the statutory functions as defined in Chapter 23-4 of the RI General Laws; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director of the Department of Health with wide latitude for the exercise of independent judgement; work is reviewed through conferences and submitted reports for conformance with policy, provisions of law, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, directs and reviews the work of professional, technical and clerical personnel.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for directing the overall operation of the Office of the State Medical Examiner by performing highly responsible and complex administrative work in planning, coordinating, directing, implementing and controlling the statutory functions as defined in Chapter 23-4 of the RI General Laws.

To be responsible for administering and executing a program of medico-legal death investigations which includes investigating causes of deaths that involve injury, are sudden, unexpected, and unexplained, or causes of death that may, in any way, endanger public health and safety.

To be responsible for directing and reviewing investigations of all

known or suspected homicides, suicides, accidents, sudden infant deaths, drug-related deaths, and medically unattended deaths and determine the manner and circumstance of death and to properly and accurately certify the cause of death in unnatural cases.

To be responsible for maintaining complete records on all cases and to provide expert testimony on criminal cases for the state law enforcement agencies and the courts.

In accordance with state statute to be responsible for approving all cremations performed in the State of Rhode Island.

To develop and enforce procedures for the pronouncement of death and transplantation of organs from bodies of persons who have died within the State of Rhode Island.

To be responsible for coordinating and directing other functions of the Office of the State Medical Examiner which include research in forensic pathology; education and training of resident and fellow physicians; training law enforcement personnel in techniques of homicide investigations; and disseminating public information about causes of death in the State.

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To provide direct or indirect services to District Attorneys, the Courts, the Attorney General, funeral homes, families of decedents, hospitals and major medical academic centers, insurance companies, organ procurement organizations, local and state police investigators, fire

departments, a variety of sister state agencies, and various Federal programs and agencies.

To be responsible for maintaining and operating the State Morgue in accordance with established policies, procedures, standards and regulations.

To coordinate activities of the Office of the State Medical Examiner with divisions in the Department of Health, notably the Division of Vital Statistics, the Division of Disease Prevention and Control and the Division of Health Laboratories.

To serve as executive secretary of the State Medical Examiner's Commission.

To be responsible for the preparation and/or review of reports, legislation and the application and interpretation of policies, standards, laws and regulations.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of pathologic anatomy and toxicology and the ability to apply such knowledge in the performance of medical-legal examinations; a working knowledge of administrative planning and the ability to plan, coordinate, organize and supervise the work of a staff of subordinates, conduct investigations and prepare reports, recommendations and decisions on facts developed therein; the ability to coordinate the smooth operation and maintenance of

autopsy facilities; the ability to communicate effectively, both orally and in writing; the ability to form cooperative relationships with police personnel and other investigative agencies; the ability to establish and maintain effective working relationships with other professionals, employees, government officials and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: 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

Experience: Such as may have been gained through: a minimum of 5 years experience in a responsible position involving practice in the field of forensic Pathology and/or legal medicine including a minimum of 3 years management experience.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Special Requirements: Must possess licensure to practice medicine in the State of Rhode Island and certification by the American Board of Pathology in the field of Pathologic Anatomy at the time of appointment, as well as, Board certification or eligibility in forensic pathology within 12 months of appointment and must maintain such

licensure and certification as a condition of employment.

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Agency: Division of State Fire Marshal

Action: base salary adjustment

Title: State Fire Marshal

Pay Grade: G-736A current base: (\$63,865 - \$72,414) to G-843A new base: (\$88,114 - \$99,803) effective 04/30/2006 (Sn)

Workweek: non-standard

Incumbent: vacant

CLASS TITLE: STATE FIRE MARSHAL

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for directing

the activities of the State Fire Marshal Division including the administration of the Fire Safety Code, plan review and all other provisions of the general and public laws as they relate to fires, fire prevention, fire protection, fire inspection, fire investigation, fire training and fire data collection; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with wide latitude for the exercise of initiative and independent judgment in the administration of the Fire Safety Code, general and public laws and program procedures; work is subject to review through conferences and submitted reports for effectiveness and conformance to applicable statutes, regulations and professional standards.

SUPERVISION EXERCISED: Plans, directs, supervises and reviews the work of a professional, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for enforcing, directing and performing the duties required by the Fire Safety Code, plan review and all other provisions of the general and public laws as they relate to fires, fire prevention, fire protection, fire inspection, fire investigation, fire training and fire data collection in the State Fire Marshal Division.

To be responsible for enforcing all laws regarding the keeping, storage, use, manufacturing, sale, handling, transportation, licensing

or other disposition of explosives and inflammable materials as well as conducting and supervising fire safety inspections of all buildings regulated by the code, and certifying whether or not buildings satisfy these requirements.

To direct and supervise the specific functions of the Bomb Disposal Unit which assists local police and fire departments in the proper handling and disposition of all hazardous materials suspected to be of explosive or incendiary nature.

To direct and supervise the Investigation Unit which conducts the investigation of suspicious or attempted fires to determine the cause, origin and circumstances where property has been damaged or destroyed; to be responsible for all investigations of fires where a fatality has occurred as so far as it is possible to determine the cause.

To direct and supervise the Enforcement Unit which is responsible for the criminal prosecution of any person(s) in violation of the State Fire Safety Code and any general and public laws as they relate to fires, fire prevention, fire inspection and fire investigations.

To direct and supervise the Fire Education and Training Unit which is responsible for providing education and training to all fire departments in the State, public and private.

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To be responsible for supervising the Plan Review Unit which reviews

architectural drawings of proposed construction plans for compliance with the State's Fire Safety Code; to be responsible for the collection of all fees for the review of plans and to ensure their deposit as general revenue for the state.

To conduct or work with local fire departments on public education programs on fire prevention.

To establish program policies, operational procedures and objectives and to assess the efficiency and effectiveness of the programs and to implement changes as appropriate.

To maintain a database of fire related activity as a basis for sound fire policies and programs.

To provide and report on performance measurements within the State Fire Marshal's Division to determine if goals and objectives are being met.

To provide advice and counsel to executive state officials on matters of Homeland/State of Rhode Island Security and issues regarding terrorism, weapons of mass destruction (i.e. chemical, biological, nuclear, etc.) and explosives accountability.

To assist in the development of strategic policy regarding emergency response and health and safety issues for the fire service and the general public at large.

To interpret state laws to ensure compliance with national and state adopted fire safety codes and standards.

To attend legislative, public and advocacy group hearings to provide management advice and technical assistance relating to fire safety; to respond to requests for information from the public and the media

concerning fire and life safety issues.

To prepare or assist in the preparation of the division budget.

To provide executive leadership within the division and proper management of employees and assets within the control of the State Fire Marshal.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of current fire prevention principles, methods, and technologies; a thorough knowledge of the principles and methods of investigation for arson and fire cause and origin; a thorough knowledge of uniform building and fire codes; a thorough knowledge of the Fire Safety Code and all other provisions of the general and public laws as they relate to fires, fire prevention, fire protection, fire inspection and fire investigation; a thorough knowledge of the roles and practices of fire and law enforcement agencies at the local, state and federal levels, civil and criminal justice proceedings, incident command, hazardous materials storage and incident response; a working knowledge of and the ability to apply organizational management principles and training techniques; the ability to direct and supervise all fire prevention and control activities and programs through subordinate supervisors; the ability to provide technical direction and program evaluation in the full range of activities conducted by the division; the ability to evaluate organization design, staffing, policies and procedures, and

recommend changes to improve service and fulfillment of statutory mandates; the ability to develop or assist in the development of the division budget; the ability to prepare technical reports and correspondence; the ability to interact effectively and cooperatively with state, local and federal officials, legislative officers, advocacy groups and the public; the ability to present expert testimony in court and at hearings on fire-related investigations and other fire safety matters; the ability to design and implement records and reporting systems; the ability to draft legislation and regulations; and related capacities and abilities.

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EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from an accredited four-year college or university with a degree in fire science, fire protection engineering, or a closely related curriculum; and

Experience: Such as may have been gained through: five (5) years senior level management experience in fire prevention, fire investigation or fire protection including the supervision of

professional and technical fire safety staff.

*******END**

OF

AGENDA*****