

New

Ministry

Justice

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

UHR Investigator

Requested Class

Medical and Health 3

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

SSII / OCME/Edmonton

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Deputy Chief Medical Examiner

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Unidentified Human Remains (UHR) Investigator will focus on the investigation and identification of unidentified human remains, including cases involving skeletal remains and those with advanced decomposition, as well as cold cases. This role will ensure a thorough forensic and medico-legal investigation is completed to assist in determining identity, clarifying circumstances, cause of death, and manner of death while working in accordance with the Fatality Inquiries Act and Regulations. The UHR Investigator will work under the direct supervision of the Deputy Chief Medical Examiner (DCME) or designate, and will collaborate with law enforcement, forensic anthropologists, and other specialists while responding to cases in diverse environments. The UHR Investigator will supervise the medico-legal process when municipal police services do not oversee the investigation. Any complex cases or procedural concerns are escalated to the Deputy Chief Medical Examiner as the initial point of contact.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

1. Conduct medico-legal investigations to assist in establishing the identity of unidentified human remains under the supervision of the Deputy Chief Medical Examiner (DCME) or designate.

- Examine scenes involving unidentified remains, including skeletal remains and those with advanced

decomposition, to document, photograph, and collect forensic evidence, while ensuring proper procedures are followed for evidence collection, chain of custody, and documentation.

- Gather medical and dental records to assist in confirming tentative or presumptive identifications.
- Act as a liaison between consultant Forensic Anthropologists and Odontologists to ensure the skeletal CPIC and dental CPIC have been requested and completed, and ensure these documents are submitted to stakeholders in Law Enforcement.
- Document and report investigative findings to the DCME or designate and liaise with stakeholders in Law Enforcement.
- Apply critical thinking, problem-solving, and organizational skills to maintain case integrity and uphold OCME's professional standards.
- Ensure a structured and systematic approach to investigations, maintaining attention to detail while managing multiple complex cases.
- Investigate cases from both historical and recent timelines, identifying missing information and gathering necessary records.

2. Coordinate the collection and submission of samples for DNA testing, and ensure DNA reports are saved to the digital case file and copied to the DCME or designate.

- Collaborate with the DCME or designate, morgue technicians, and/or Forensic Anthropologists to collect appropriate samples to submit for DNA analysis.
- Ensure anthropological and odontological assessments have been completed prior to collection of bone or teeth samples for DNA analysis.
- Coordinate submission of samples for DNA analysis directly to the NCMPUR/NDDDB and/or through stakeholders in Law Enforcement, and ensure appropriate approval has been obtained from NCMPUR prior to sample submission.

3. Catalogue and organize the UHR files and in-house remains.

- Review historical records, case files, and missing persons reports to identify potential matches to UHR.
- Locate and match remains with corresponding case files, ensuring completeness and accuracy.
- Facilitate disposition of identified but currently retained remains where possible.
- Maintain digital tracking of remains and enter data into the OCME database (MEDIC) and other systems.
- Assist in cross-referencing missing persons databases with unidentified remains cases to support Law Enforcement agencies.
- Liaise with regional and national missing persons units, databases and outside agencies to obtain potential missing person reports and relevant information for comparison to UHR.

4. Work closely with stakeholders in Law Enforcement to collaboratively organize exhumations and historical case reviews to aid in identification.

- Plan and supervise exhumation procedures while ensuring adherence to legal, forensic, and health protocols.
- Coordinate with Law Enforcement, cemetery officials, and consultant Forensic Anthropologists to ensure proper recovery and handling of remains.
- Post-exhumation, ensure that remains are inventoried and stored appropriately.
- Navigate delays in record retrieval due to aging case files, incomplete documentation, or external agency response

times.

- Overcome lengthy DNA comparison processes that can impact case resolution and reporting to the Medical Examiner.

5. Engage with families, Law Enforcement, and forensic teams to provide investigative updates and support.

- Work with families of missing persons to collect ante-mortem records, DNA samples for familial comparisons, and relevant medical histories for comparison.

- Provide information and guidance to families navigating the unidentified remains identification process.

- Liaise with Law Enforcement and forensic teams to relay investigative findings and coordinate next steps.

- Respond to inquiries from Police, medical professionals, and forensic investigators regarding ongoing unidentified remains cases.

- Meet with families at the office to facilitate identification and procedure conversations.

6. As time allows, the UHR Investigator will perform general Medical Examiner Investigator duties including next of kin notifications, family call-backs, and other duties as assigned by the Medical Examiner Investigator Team Lead.

7. Review all cold cases that have not been completed and acquire any outstanding investigative to allow for completion of the file.

8. Will provide a monthly report/spreadsheet to the DCME and CME of new cases and complete cases for accurate tracking of cases.

Problem Solving

Typical problems solved:

The UHR Investigator will navigate complex forensic challenges, including cases with advanced decomposition, skeletal remains, and historical cases with missing information. They must verify and match remains to case files, overcome delays in record retrieval and lengthy forensic testing processes. In collaboration with law enforcement, forensic specialists, and missing persons organizations, they will gather critical ante-mortem data to aid identification. The UHR investigator will balance investigative rigor with ethical considerations, and ensure accuracy while managing sensitive interactions with grieving families. Strong problem-solving, time management, adaptability, and organization skills are essential to maintaining case integrity and upholding the Office of the Chief Medical Examiner's professional standards.

Types of guidance available for problem solving:

The UHR Investigator will work under the direct supervision of the DCME or designate and will consult with colleagues, and consultant forensic specialists when additional expertise or clarity is needed. Any operational concerns or procedural conflicts will be brought to the Operations Manager. Collaboration with law enforcement, forensic anthropologists, and national databases provides additional guidance in resolving identification challenges.

Direct or indirect impacts of decisions:

The UHR Investigator will work under the direct supervision of the DCME or designate and will seek direction and clarity as needed. Open communication will be critical to resolve issues and minimize impact on other units within the OCME. For specific MEI tasks or issues, the UHR Investigator can seek guidance from the MEI Team Lead. For case-related matters, they will consult directly with the assigned Medical Examiner. Cases requiring higher-level decisions may require the involvement of the Chief Medical Examiner (CME).

Key Relationships

Major stakeholders and purpose of interactions:

DCME, other Medical Examiners, Investigators, forensic pathology technicians and other contacts:

- This position requires daily contact with the DCME and other Medical Examiners to discuss current cases, including status and confirmation of identification.
- This position will require daily contact with the Medical Examiner Investigators (MEIs) to discuss the current status of cases, the status of identification, and the release of decedents.
- This position requires regular contact with the National Centre for Missing Persons and Unidentified Remains (NCMPUR) and the National DNA Database (NDDDB), and with stakeholders in Law Enforcement including Missing Persons Units.
- This position requires contact with consultant forensic specialists including Forensic Anthropologists and Odontologists, and Physicians, Hospital Personnel, EMS, body transporters, Next-of-Kin, OH&S, Child/Family services and Public Trustees on an as necessary basis.
- Arranging and co-ordinating with forensic pathology technicians for skeletal examination and collection of DNA samples.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Diploma (2 year)			

If other, specify:

Must have experience in medical death investigation (at least 2 years)

Job-specific experience, technical competencies, certification and/or training:

University degree or diploma in a related field (e.g. Nursing, Bio-Medical Sciences, Anatomy, Anthropology etc) supplemented by a one (2) year of related experience in medical death investigation in a medical examiner or coroner system.

Equivalencies considered:

Directly related education or death investigation experience will be considered on the basis of 1 year of education for 1 year of experience; or 1 year of experience for 1 year of education.

Required

- Class 5 Driver's License
- Microsoft Office Suite (Word, Outlook and Excel)

Assets

- Previous death investigation
- Investigative experience

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes a long-term view towards organization's objectives and how to achieve them: <ul style="list-style-type: none">• Takes holistic long-term view of challenges and opportunities• Anticipates outcomes and potential impacts, seeks stakeholder perspectives• Works towards actions	

		and plans aligned with APS values • Works with others to identify areas for collaboration	
Creative Problem Solving	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Engages the community and resources at hand to address issues: • Engages perspective to seek root causes • Finds ways to improve complex systems • Employs resources from other areas to solve problems • Engages others and encourages debate and idea generation to solve problems while addressing risks	
Agility	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	Identifies and manages required change and the associated risks: • Identifies alternative approaches and supports others to do the same • Proactively explains impact of changes • Anticipates and mitigates emotions of others • Anticipates obstacles and stays focused on goals • Makes decisions and takes action in uncertain situations and creates a backup plan	
Drive for Results	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Works to remove barriers to outcomes, sticking to principles: • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission	

Develop Self and Others	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	Seeks out learning and knowledge-sharing opportunities: <ul style="list-style-type: none"> • Reflects on performance and identifies development opportunities • Takes initiative to stay current • Shares with the team even when not asked • Actively coaches and mentors direct reports 	
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Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name

Date yyyy-mm-dd

Employee Signature

Supervisor / Manager Name

Date yyyy-mm-dd

Supervisor / Manager Signature

Director / Executive Director Name

Date yyyy-mm-dd

Director / Executive Director Signature

ADM Name

Date yyyy-mm-dd

ADM Signature

DM Name

Date yyyy-mm-dd

DM Signature