

## 2000679-11.06.2020 - CHIEF MEDICAL EXAMINER

**Contact Information -- Person ID: 30179557**

Name:	KAREN E. SULLIVAN	Address:	
Home Phon		Alternate Phone:	
Email:		Notification	Email
		Preference:	
Former Last		Month and Day of	
Name:		Birth:	

**Personal Information**

Driver's License:	Yes, Georgia	, Class C
Can you, after employment, submit proof of your legal right to work in the United States?	Yes	
What is your highest level of education?	Doctorate	

**Preferences**

Minimum Compensation:	\$275,000.00 per year
Are you willing to relocate?	Yes
Types of positions you will accept:	Regular
Types of work you will accept:	Full Time
Types of shifts you will accept:	Day , Weekends , On Call (as needed)

**Objective**

I want to ensure that the Fulton County Medical Examiner's Office continues to provide excellent service to the citizens of Fulton County by providing compassionate interactions with family members, positive interaction with investigating agencies and court officers, and timely completion of examination reports and death certificates. Provision of timely reports will restore the office's full accreditation with the National Association of Medical Examiners.

**Education**

<b>Professional</b> <i>Fulton County Medical Examiner's Center/Emory University</i> 7/2002 - 6/2003 Atlanta, Georgia	Did you graduate: Yes Major/Minor: Forensic Pathology Fellowship Units Completed: 2 Semester Degree Received: Other
<b>Professional</b> <i>Emory University</i> 6/1997 - 6/2002 Atlanta, Georgia	Did you graduate: Yes Major/Minor: Forensic Pathology Residency Units Completed: 10 Semester Degree Received: No Degree
<b>Professional</b> <i>Morehouse School of Medicine</i> 7/1993 - 5/1997 Atlanta, Georgia	Did you graduate: Yes Major/Minor: Medicine Units Completed: 8 Semester Degree Received: Professional

**Graduate School**

University of Georgia  
8/1983 - 12/1985  
Athens, Georgia

Did you graduate: Yes  
Major/Minor: Anatomy  
Units Completed: 5 Semester  
Degree Received: Master's

**College/University**

University of North Carolina at Chapel Hill  
8/1979 - 5/1983  
Chapel Hill, North Carolina

Did you graduate: Yes  
Major/Minor: Zoology  
Units Completed: 8 Semester  
Degree Received: Bachelor's

**Work Experience****Interim Chief Medical Examiner**

2/2020 - Present

Fulton County Medical Examiner's Office  
430 Pryor Street  
Atlanta, Georgia 30312  
4046134400

Hours worked per week: 40  
Monthly Salary: \$20,830.00  
# of Employees Supervised: 32  
Name of Supervisor: Alton Adams -  
Deputy Chief Operating Officer-Fulton  
County  
May we contact this employer? Yes

**Duties**

Supervise and direct assigned staff: develops and oversees employee work schedules to ensure adequate coverage; approves/processes employee concerns and problems and counsels or disciplines as appropriate

Organizes and assigns work: prioritizes and schedules work activities in order to meet office objectives; monitors status of work in progress and inspects completed work.

Develops, implements and updates department policies and procedures; develops work methods and practices, policies, standard operating procedures and training programs; monitors implementation of departmental rules and regulations; updates departmental guidelines according to federal, state, or local legislation.

Performs post-mortem examinations: performs and assists in autopsies and external examinations and prepares examination reports.

Determines jurisdiction and approach to case: reviews investigative reports; reviews photographs and other evidence; makes determinations regarding jurisdiction; determines examinations to be performed.

Certifies deaths: reviews autopsy and laboratory findings; determines cause and manner of death; completes death certificates.

Provides follow-up consultation and court testimony: discusses findings with family; submits findings to medical personnel and law enforcement; discusses case with attorneys; provides information to news media in accordance with established rules and regulations.

Teaches and trains pathology residents, forensic pathology fellows and medical students: provides information, guidance and direction; answers questions.

Performs related administrative duties: participates in in-house inspections and quality assurance activities; serves on Child Fatality Review committee; submits conference attendance records for Continuing Medical Education credit; conducts office conferences; attends Department Head meetings; provides information to media; posts press releases to website; and prepares annual reports.

Develops and implements department's budget: monitors expenditures and revenues to ensure compliance with approved budget; initiates requests for new and replacement materials, equipment, and resources according to County purchasing guidelines.

**Reason for Leaving**

N/A

**Assistant Professor**

10/2003 - Present

Morehouse School of Medicine  
720 Westview Drive  
Atlanta, Georgia 30310  
404-752-1500

Hours worked per week: 4  
Monthly Salary: \$1,106.00  
# of Employees Supervised: 0  
Name of Supervisor: Dr. Marjorie Smith -  
Professor of Pathology  
May we contact this employer? Yes

**Duties**

Teach second year medical students varying Pathology/Pathophysiology topics during the second year Pathology course, primarily by lecturing.

**Reason for Leaving**

N/A

**Deputy Chief Medical Examiner**

12/2016 - 2/2020

Fulton County Medical Examiner's Office  
430 Pryor Street  
Atlanta, Georgia 30312  
4046134400

Hours worked per week: 40  
Monthly Salary: \$17,100.00  
# of Employees Supervised: 5  
Name of Supervisor: Jan M. Gorniak, D.O  
- Chief Medical Examiner  
May we contact this employer? Yes

**Duties**

Determine cause and manner of death of people who die in Fulton county of sudden, unexpected, or unexplained causes or as a result of trauma by performing external examinations or autopsies. Provide expert testimony in court. Provide consultation to lawyers and family members of decedents. Teach pathology residents, forensic pathology fellows and medical students. Supervise associate medical examiners, transcriptionists, and histotechnologist.

**Reason for Leaving**

Promoted to position of Interim Chief Medical Examiner

**Associate Medical Examiner**

7/2003 - 12/2016

Fulton County Medical Examiner's Office  
430 Pryor Street  
Atlanta, Georgia 30312  
4046134400

Hours worked per week: 40  
Monthly Salary: \$16,250.00  
# of Employees Supervised: 0  
Name of Supervisor: Jan M. Gorniak, D.O.  
- Chief Medical Examiner  
May we contact this employer? Yes

**Duties**

Determine cause and manner of death of people who die in Fulton county of sudden, unexpected, or unexplained causes or as a result of trauma by performing external examinations or autopsies. Provide expert testimony in court. Provide consultation to lawyers and family members of decedents. Teach a pathology residents, forensic pathology fellows and medical students.

**Reason for Leaving**

Promoted to Deputy Chief Medical Examiner

**Surgical Pathologist**

11/2003 - 10/2007

Newton Medical Center  
5126 Hospital Dr NE,  
Covington, Georgia 30014  
770-786-7053

Hours worked per week: 24  
Monthly Salary: \$8,000.00  
# of Employees Supervised: 0  
Name of Supervisor: Dr. Tim Schaeffer -  
Pathologist  
May we contact this employer? No

**Duties**

Provide gross and/or microscopic diagnoses of biopsy and surgical resection specimens. Provide consultation for the hospital's clinical laboratories. Perform autopsies for individuals dying of

natural causes at Newton Medical Center.

My supervisor/employer, Dr. Tim Schaeffer, died in 2011.

**Reason for Leaving**

Began a full time position at the Fulton County Medical Examiner's Center.

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**Science Teacher**

2/1986 - 6/1993

Fulton County School System  
Atlanta, Georgia

Hours worked per week: 40

Monthly Salary: \$3,750.00

# of Employees Supervised: 0

May we contact this employer? Yes

**Duties**

Teach high school students: Biology, Chemistry, Anatomy and Physiology, and Advanced Placement Biology.

**Reason for Leaving**

Resigned to attend medical school

**Certificates and Licenses**

Type: M.D

Number:

Issued by:

Date Issued: 5 /1997    Date Expires:

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Type: Board Certification - Anatomic and Clinical  
Pathology

Number:

Issued by:

Date Issued: 5 /2003    Date Expires:

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Type: Board Certification - Forensic Pathology

Number:

Issued by:

Date Issued: 10 /2003    Date Expires:

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Type: Georgia state medical licensure (1998 -  
present)

Number: 046259

Issued by: State of Georgia

Date Issued: 8 /1998    Date Expires: 1 /2021

**Skills**

Office Skills

Typing:

Data Entry:

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Languages

English - Speak, Read, Write

**Additional Information**

**References**

Professional  
**Hanzlick, Randy**

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Professional  
**Desamours, Stacey**

**Resume****Text Resume****Attachments****Agency-Wide Questions**

**1. Q: WHAT TYPE OF DISCHARGE DID YOU RECEIVE?**

A: Not Applicable

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**2. Q: ARE YOU CURRENTLY A FULTON COUNTY GOVERNMENT EMPLOYEE?**

A: Yes

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**3. Q: HAVE YOU EVER SERVED ON ACTIVE DUTY WITH U.S. ARMED SERVICES? WHERE ACTIVE SERVICE WAS OVER SIX MONTHS.**

A: No

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**4. Q: IF YOU DID NOT GRADUATE FROM HIGH SCHOOL, DO YOU HAVE A G.E.D. EQUIVALENT?**

A:

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**5. Q: HAVE YOU EVER BEEN DISCHARGED OR ASKED TO RESIGN FROM ANY POSITION? IF YES, GIVE DETAILS**

A: No.

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**6. Q: HOW MUCH NOTICE WILL YOU REQUIRE TO REPORT TO WORK? (THAT IS, HOW MUCH TIME WILL ELAPSE BETWEEN BEING OFFERED EMPLOYMENT AND ACTUALLY REPORTING TO WORK?)**

A: None.

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**7. Q: ARE ANY MEMBERS OF YOUR FAMILY OR ANY RELATIVE (BY BLOOD OR MARRIAGE) EMPLOYED BY FULTON COUNTY?**

A: No

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**8. Q: IF YES, GIVE NAME, RELATIONSHIP AND WHERE EMPLOYED.**

A:

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**9. Q: USUALLY OVER A PERIOD OF TIME THE DUTIES AND RESPONSIBILITIES OF A POSITION WILL TEND TO CHANGE. THIS MAY ARISE FROM CHANGES IN TECHNOLOGY, CHANGES IN THE FUNCTION OF THE DEPARTMENT, OR CHANGES IN THE CLIENTELE GROUP SERVED BY A DEPARTMENT. DO YOU AGREE TO ACCEPT MATERIAL CHANGES IN**

## THE DUTIES AND RESPONSIBILITIES OF YOUR POSITION IF HIRED?

A: Yes

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**10. Q:** CERTAIN POSITIONS WITH FULTON COUNTY REQUIRE SHIFT WORK, ROTATING SHIFT WORK, SOME OTHER DEPARTURE FROM STANDARD DAYTIME OPERATING HOURS OR MAY REQUIRE TRANSFER TO ANOTHER LOCATION, IF IT IS NECESSARY OF A POSITION INTO WHICH YOU ARE PLACED, WOULD YOU ACCEPT THESE CONDITIONS?

A: Yes

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**11. Q:** WILL YOU ACCEPT PART-TIME WORK (CONTINGENT UPON COMPLETION OF FINGERPRINT/RECORDS CHECK)?

A: No

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**12. Q:** AGE GROUP

A: ARE YOU 20 YEARS OR OLDER (LAW ENFORCEMENT REQUIREMENT)?

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**Supplemental Questions**

**1. Q:** The answers you provide to the supplemental questions will be used to determine if you meet the minimum qualifications for this position. Your responses pertaining to specific work experience and education must be clearly shown in the areas for work history and education on your application. Your application must be completed in full before it is submitted. Please review all applications for accuracy and make all corrections before submittal because errors can result in not meeting the minimum qualifications. We do not accept additional information after your application has been received by the Personnel Department. Do you accept these conditions?

A: Yes

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**2. Q:** What is your highest level of education completed?

A: Doctorate's Degree

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**3. Q:** In what field of study related to this position do you possess a Bachelor's Degree, Master's Degree or Doctorate's Degree?

A: Medicine

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**4. Q:** How much of progressively responsible experience in a medical examiner's office do you have?

A: 5 + years

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**5. Q:** How many years of experience do you have in the field?

A: 9+ years

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**6. Q:** How long have you supervised other employees?

A: 3 years less than 4 years

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**7. Q:** Do you have a valid State of Georgia medical license?

A: Yes

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**8. Q:** Do you currently possess certification in Anatomic and Forensic pathology from the American Board of Pathology?

A: Yes

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**9.** Q: If you do not have a valid State of Georgia Driver's license, do you currently have a driver's license from any state within the United States of America?

A: Yes