

Staff Report

Subject: Approval and publication of a new job title and job description for Public Engagement Services and the Coroner's Office.

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Department: Human Resource Services

Meeting Date: July 21, 2026

Item Description: Approval and publication of a new job title and job description for Public Engagement Services and the Coroner's Office.

Summary Recommendation: Staff request authorization to approve and publish a new job title and job description for Public Engagement Services and the Coroner's Office.

Executive Summary/Background

Deputy Coroner: The Deputy Coroner assists the Coroner in performing the statutory duties of the Coroner's Office as prescribed by Georgia law. Under the direction of the Coroner, the Deputy Coroner responds to reportable deaths, conducts death investigations, assists at death scenes, coordinates with law enforcement and emergency responders, and maintains accurate investigative records.

This position serves on an as-needed basis and participates in an on-call rotation to provide twenty-four (24) hour coverage for the Coroner's Office. Work is performed independently with considerable judgment and discretion in sensitive and often emotionally difficult situations.

Digital Communications Specialist: The purpose of this classification is to support accurate, timely, accessible, and effective communication between Effingham County, its employees, residents, community partners, and the public by creating and managing social media and digital content for official County communication channels. The position develops platform-ready content, maintains a communications calendar, monitors social media activity, tracks engagement analytics, supports public information campaigns, and ensures digital communications comply with County branding, approval, public records, accessibility, copyright, and security requirements.

Alternatives for Commission to Consider

1. Approve the job titles, job descriptions, and authorize publication and distribution.
2. Disapprove of the job titles and job descriptions and provide staff with guidance on how to proceed.

Recommended Alternative: Staff recommend Alternative 1.

Other Alternatives: None.

Department Review: County Manager, Coroner's Office, Public Engagement Services, and Human Resource Services.

Funding Source: FY27 Budget

Attachments:

- 1) Deputy Coroner Job Description
- 2) Digital Communications Specialist Job Description