

**DIRECTOR OF PUBLIC HEALTH EMERGENCY EVALUATION (HMH)**

**General Statement of Duties and Responsibilities**

This is a management class of positions.

Under executive direction, is responsible for managing the evaluation of a significantly high volume of preparedness activities related to environmental drills, exercises and potentially real events, in addition to the evaluation of all-hazards exercises and training.

**Examples of Typical Tasks**

Directs and coordinates hazard vulnerability analysis and ecological data model development; develops methods to drive agency emergency preparedness work.

Oversees and provides analytical support internally and to external agencies.

Coordinates and manages research proposals to study NYC disaster and public health emergency response issues; provides research reports to guide planning and project development.

Coordinates research proposals and oversees the preparation of reports. Directs data modeling projects for public health emergency planning and response.

Represents the agency at interagency, intergovernmental and community events and meetings.

Directs and supervises staff members engaged in emergency evaluation work.

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**EVALUATION (HMH)** (continued)

**Special note:**

Works non-business hours during emergencies and periodic on-call duty during non-emergency periods.

**Qualification Requirements**

1. A master's degree from an accredited college in emergency management, public health, disaster management, emergency preparedness / administration, public administration, health administration, policy analysis, public affairs or a related field and three (3) years of satisfactory full-time professional experience in one or a combination of the following area(s): emergency preparedness planning / management, emergency medical services, fire safety, law enforcement, homeland security, public health, project management, program evaluation, research and analysis or a related specialized area; including eighteen (18) months of experience in a managerial, consultative, administrative or supervisory capacity. Supervision must include supervising professional staff in one of the areas described above; or
2. A baccalaureate degree from an accredited college and four (4) years of satisfactory full-time professional experience in one of the areas described in "1" above, including eighteen (18) months of experience in a managerial, consultative, administrative or supervisory capacity. Supervision must include supervising professional staff in one of the areas described in "1" above; or
3. A satisfactory equivalent combination of education and experience as described in "1" or "2" above. However, all candidates must have a baccalaureate degree and eighteen (18) months of experience in a managerial, consultative, administrative or supervisory capacity. Supervision must include supervising professional staff in one of the areas described in "1" above.

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**Direct Lines of Promotion**

**None.** This class of positions is classified in the Non-Competitive Class.