

**PUBLIC HEALTH EMERGENCY PREPAREDNESS**  
**SPECIALIST (HMH)**

**Duties and Responsibilities**

This class of positions encompasses professional and/or supervisory work of varying degrees of difficulty and responsibility in a specialized field of citywide public health emergency preparedness and response, including pandemics, extreme weather conditions, disease outbreaks, radiological/chemical attack, bioterrorism, mental health disaster response, mass fatality management and continual public health emergency preparedness activities. There are two Assignment Levels within this class of positions. All personnel perform related work.

**Assignment Level I**

Under supervision, with latitude for independent initiative and judgment, performs professional work of ordinary difficulty and responsibility and assists in the preparation and implementation of citywide public health emergency preparedness response plans, policies and activities in a specialized field of public health emergency services.

**Examples of Typical Tasks**

Assists in the implementation of public health emergency policies and plans and provides technical assistance in a specialized field of public health emergency preparedness and response.

Assists in developing, writing and updating public health emergency preparedness guidelines and plans in area of specialization.

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**SPECIALIST (HMH)** (continued)

**Assignment Level I** (continued)

**Examples of Typical Tasks** (continued)

Assists in planning response plans and/or coordinating activities in a specialized field of public health emergency preparedness and response, including exercises and drills.

During public health emergency activations, may be assigned to staff the NYC Department of Health and Mental Hygiene's Department Emergency Operations Center (DEOC) or inter-agency emergency management units.

Develops, maintains and/or updates resources, such as checklists, job action sheets and other rapid action tools, in preparation for response to public health emergency incidents.

Assists in post-emergency canvassing operation (PECO) project activities to determine critical needs of newly vulnerable populations; implements appropriate response services.

Assists with the preparation of comprehensive reports on surveys and/or findings related to emergency preparedness planning and response services; makes recommendations for improved effectiveness of such services.

Assists in the development and renewal of grant applications, contracts and budgetary processes involved in funding citywide public health emergency preparedness and response activities, services and planning.

Assists in volunteer recruitment and coordinating volunteer activities.

Ensures confidentiality of all response plans and related information, as appropriate.

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**SPECIALIST (HMH)** (continued)

**Assignment Level II**

Under direction, with wide latitude for independent initiative and judgment, in addition to performing the duties of Assignment Level I at a higher level, performs difficult and responsible professional work in the preparation and implementation of citywide public health emergency services in a specialized field.

**Examples of Typical Tasks**

Supervises professional and support staff performing and/or assisting in the performance of public health emergency preparedness and related work. Coordinates volunteer recruitment and activities.

Plans, develops, and administers a public health emergency preparedness project of considerable size and/or complexity in a specialized field.

Assists external agencies and/or community groups in developing and implementing public health and healthcare community strategies with regards to public health emergency preparedness and response.

Represents the Department at meetings and events regarding emergency preparedness and response.

Supervises or conducts complex studies and surveys of practices and/or operations in assigned area of public health emergency preparedness.

Assesses emergency planning and response training needs; identifies and coordinates staff training opportunities; provides curricula design and other training programs as requested.

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**SPECIALIST (HMH)** (continued)

**Special Note:**

Public Health Emergency Preparedness Specialists (HMH) will be required to work during public health emergency activations, drills and/or trainings.

**Qualification Requirements**

1. Master's degree from an accredited college in emergency management, public health, disaster management, emergency preparedness/administration, public administration, or related field and one (1) year of satisfactory full-time professional experience in one or a combination of the following area(s): emergency preparedness planning/management, emergency medical services, fire or public safety, law enforcement, homeland security, public health, mental health, environmental/occupational health and safety or a related specialized area; or
2. A baccalaureate degree from an accredited college and two (2) years of satisfactory full-time professional experience in one of the areas described in "1" above; or
3. A satisfactory equivalent combination of education and experience. However all candidates must have a minimum of one (1) year of satisfactory full-time professional experience in one of the areas described in "1" above.

**Direct Lines of Promotion**

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