

Appointments are subject to Office of Management and Budget (OMB) approval.

Office of Chief Medical Examiner
CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Administrative Staff Analyst	Level: II
Title Code No: 10026	Salary: \$54,740 to \$76,500
Office Title: Director of Identification Services	Work Location: 520 First Avenue, New York City Travel Citywide
Division/Work Unit: Identification	Number of Positions: 1
Hours/Shift: 35 Hours per week over a seven-day period; may include evenings, weekends & holidays.	

JOB DESCRIPTION

The Director of Identification Services will be responsible for the supervision and management of the agency's Identification Department, the World Trade Center Victim Services Unit, and will serve as OCME's Disaster Victim Identification Coordinator. As Director of Identification services, the selected candidate will oversee the identification process for the agency and supervise and manage staff who work with decedent's families and friends to obtain confirmed identification of the decedents who fall under OCME's jurisdiction; work closely with NYPD's Missing Persons Unit and other entities to identify decedents and to locate, and cause notification to be made to, next of kin. Draft and implement City-wide Identification Department Policies and Procedures, and ensure agency adherence. Track the identification process, analyze data and prepare reports for use within and outside OCME, and update OCME's Identification Review Committee concerning difficult cases. The Director will also manage the World Trade Center Victim Services unit (WTC Team), supervising the WTC Team in the collection and analysis of WTC data; liaising with WTC victims' families, governmental and private entities; coordinating activities within OCME to continue victim identification efforts; performing identification review prior to the linking or release of WTC remains; coordinating release of WTC victim's remains to funeral homes; overseeing the maintenance of Memorial Park, both in terms of the structure and the storage of identified and unidentified remains; maintaining the various WTC databases and analyzing data for the preparation of reports. In addition to the above responsibilities, the Director will serve as the department's Disaster Victim Identification Coordinator in the case of a mass fatality event in New York City. As a member of the Response Team, the Director will be directly involved in the planning, participation in, and supervision of, the implementation of OCME's Disaster Plan – responsible for developing plans and protocols for victim identification, training team members, and overseeing work as appropriate to plan for future mass fatality events.

QUALIFICATION REQUIREMENT

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; **or**
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

PREFERRED SKILLS

- Candidates must have a strong understanding of various identification modalities (e.g., fingerprint, dental, DNA, anthropological, radiographic) and possess the skills and ability to synthesize various lines of evidence. A background in Physical Anthropology, especially with a strong foundation in Forensic Anthropology and Human Osteology, is desirable.
- Good writing, organizational and analytical skills
- Proficiency and a strong understanding of computer databases and data management are essential. Knowledge of existing database systems such as Accurint, UVIS, VIP, or OCME WTC data integration system a plus.
- Ability to exercise independent judgment, manage multiple priorities, and function well and effectively in times of crisis.
- Ability to communicate effectively, compassionately and appropriately with bereaved families strongly desired.
- Proficiency and a strong understanding of national missing person databases is critical in order to ensure that data from NYC cases can be compared to outside jurisdictions
- The selected candidate must have a high sensitivity to the families of victims, ability to communicate effectively with compassion under a high-stress is required,
- Applicants must have excellent interpersonal, organizational, analytical skills, and the ability to exercise independent judgment and manage multiple priorities.

TO APPLY, PLEASE SUBMIT RESUME TO:

Recruiter1
Human Resources
Office of Chief Medical Examiner
421 East 26th Street
New York, NY 10016
Fax: 212-323-1770

NO PHONE CALLS PLEASE

NOTE: You may e-mail resumes in a WORD formatted document to: Recruiter1@ocme.nyc.gov

Please reference job posting number JVN: 816 / 10 / CME / 016 when applying for this position.

POST DATE: 10/07/09	POST UNTIL: 10/21/09	JVN: 816 / 10 / CME / 016 (Agency Code/ Fiscal Year/Number)
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