

## GRANT-FUNDED POSITION

### OFFICE OF CHIEF MEDICAL EXAMINER CITYWIDE JOB VACANCY NOTICE

**Civil Service Title:** Health Services Manager  
**Title Code No:** 10069  
**Office Title:** Director, Forensic Training  
**Division/Work Unit:** OCME Training Institute  
**Hours/Shift:** Thirty-five hours over five days; intermittent overtime may be necessary

**Level:** M- I  
**Salary:** \$49,492 to \$105,000  
**Work Location:** 421 East 26<sup>th</sup> St., NYC  
**Number of Positions:** 1

#### JOB DESCRIPTION

The New York City Office of Chief Medical Examiner (OCME) has established a Forensic Training Program funded by the National Institute of Justice (NIJ). This grant enables OCME to leverage its multidisciplinary technical expertise and first class facilities to serve the broader forensic sciences community.

The Training Director will serve in a leadership position and will work closely with the Dean of the Institute to develop new training programs and ensure the program's long-term sustainability. The Training Director will be responsible for overall curriculum design, ensuring that the learning experience is practice-based, and that educational outcomes comply with all ABMDI certification requirements. The Director will work with instructors to develop learning modules and play a central role in developing all written materials. The selected candidate is expected to remain current with the latest training and adult learning theories as well as technology developments in the medico-legal investigation community.

The Director will recruit, direct and manage a multidisciplinary training team; direct the marketing and outreach efforts for attracting program participants, including development of targeted website; oversees development of recruitment, admissions and registration to the program, and ultimately all workshop logistics. S/He will collaborate with other public sector and/or academic institutions to promote and market curricula and workshops. The Forensic Training Director will manage established training and grant budgets, prepare required documentation, ensuring cost containment controls are in place while ensuring quality program development and delivery. In addition, the Director will be responsible for developing program evaluation methodologies and metrics measuring program outreach and effectiveness ensuring that met. S/He will be expected to develop revenue and program expansion strategies designed to sustain the program once the grant is exhausted.

#### PREFERRED SKILLS

The successful candidate will possess substantial and demonstrated experience in the forensic and/or medico-legal investigations field; five years experience in forensic sciences training (conducting workshops, curriculum development and evaluation). Must have demonstrable leadership capacity and ability to manage teams, particularly in an educational or training context. Superior presentation skills. Must be able to demonstrate successful complex project management experience.

**SPECIAL NOTE:** The selected candidate will be required to provide a DNA sample by swabbing.

#### QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and five years of full-time professional satisfactory experience acquired within the last fifteen years, in a health services setting such as a laboratory, hospital, or other patient care facility, or in a public health, environmental health, or mental hygiene program, at least 18 months of which must have been in a managerial capacity, consisting of managerial experience clearly demonstrating the ability to perform difficult and responsible managerial work, requiring independent decision-making concerning program management, planning, allocation of resources, and the scheduling and assignment of work; **or** 2. Education and/or experience equivalent to "1" above. Education may be substituted for experience on the basis that each 30 graduate semester credits from an accredited college in hospital administration, public health, public administration, business administration, management or administration can be substituted for one year of non-managerial experience up to a maximum of 60 semester credits for two years. However, all candidates must have a minimum of a baccalaureate degree and 18 months of managerial experience as described in "1" above.

**Note:** New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for two continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland or Orange County.

**TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:**

Recruiter1  
Human Resources  
Office of Chief Medical Examiner  
421 East 26<sup>th</sup> Street  
New York, NY 10016

Resumes may be emailed in a WORD format to [Recruiter1@ocme.nyc.gov](mailto:Recruiter1@ocme.nyc.gov). Title and posting number must be indicated in the subject line.

**NO PHONE CALLS**

POST DATE: 12/20/10

POST UNTIL: 1/03/11

JVN: 816 / 11 / CME / 032  
(Agency Code/ Fiscal Year/Number)