

AMENDED
OFFICE OF CHIEF MEDICAL EXAMINER
GRANT FUNDED

Civil Service Title: Administrative Staff Analyst
Title Code No: 10026
Office Title: Special Operations Deputy Director
Division/Work Unit: Special Operations
Hours/Shift: Thirty-five (35) hours over a seven day period.

Level: M-II
Salary: \$54,740 to \$95,000
Work Location: 520 First Avenue, NYC
Number of Positions: 1

The New York City Office of Chief Medical Examiner (OCME) seeks a Special Operations Deputy Director to play a leadership role in disaster preparedness and response efforts. NYC’s OCME has become a leader in disaster response and is currently building capacity to maintain and expand its technical expertise in the area of mass fatality management. This grant funded position reflects the City’s overall commitment to improving emergency preparedness, and to the OCME’s increasing responsibility as a national leader in the field.

The Special Operations Deputy Director will function as the lead for the Medical Examiner’s Special Operations Response Team (MESORT), an interdisciplinary team tasked with responding to incidents involving numerous fatalities and/or in complex fatality management scenarios. In this grant funded position, the Deputy Director will ensure the Agency’s overall capacity to fulfill its disaster response mandate. Among other leadership duties, the Deputy Director will be responsible for designing safety and operational protocols, developing and carrying out training programs, monitoring and evaluating the Agency’s ongoing preparedness capabilities, and performing disaster management functions in the event of an incident

JOB DESCRIPTION

The Deputy Director should be a pro-active, self-motivated individual who can work across technical disciplines to create integrated plans and operational teams. A background in emergency preparedness, disaster response and/or applied forensic sciences is essential. The Deputy Director will report directly to the Director of Special Operations and will be responsible for a wide range of activities, including, but not limited to, the following:

- Developing tools and methods to perform assessments in the area of fatality management and disaster response;
- Developing protocols, operating guides, and staffing plans to promote disaster preparedness;
- Developing and implementing training program to build capacity across disciplines;
- Coordinating and leading exercises and drills to include both OCME and other agencies’ staff, where appropriate;
- Deploying to incidents, exercising command and control protocols, and commanding MESORT team members;
- Developing After Action Reports and designing improvement plans based on such reports;
- Preparing and delivering briefings, presentations and reports that detail the outcomes of trainings, exercises, and assessments and ensures relevant communication to all stakeholders;
- Representing the Agency at relevant Citywide and multi-agency task forces, meetings, and planning initiatives;
- Coordinating with multiple stakeholders representing government agencies, nonprofit and private entities;
- Managing working relationship with and providing oversight of technical consultants who may be enlisted to perform planning or training activities.

QUALIFICATION REQUIREMENTS

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.

New York City residency is required within (90) ninety days of appointment.

PREFERRED SKILLS

The ideal candidate for this position will possess: demonstrated experience in disaster response operations, preferably with a fatality management, forensic, or public health functional component; Mastery of Incident Command Systems, particularly the NYC “CIMS” program; demonstrated knowledge of hazardous material / WMD response protocols; experience in plan and operational protocol development; background in practical training; project management skills, especially with a team management component; superior oral and written communication skills, especially with regard to technical writing. Background in national or international emergency management, with knowledge of emergency management plans (including ICS, NIMS, CIMS) is ideal. Knowledge of public health and/or forensics is preferred.

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:

Recruiter 1
Human Resources
The Office of Chief Medical Examiner
421 East 26 Street
New York, NY 10016

Resumes may be emailed in a WORD format to Recruiter1@ocme.nyc.gov. Title/Level & Job Vacancy number must be indicated in the subject line.
NO PHONE CALLS

POST DATE: November 24, 2009	POST UNTIL: December 24, 2009	JVN: <u>816/10/CME/018</u> (Agency Code/ Fiscal Year/Number)
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