

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

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

**Civil Service Title:** Computer Systems Manager

**Level:** M - III

**Title Code No:** 10050

**Salary:** \$130,000 (commensurate with experience)

**Office Title:** Chief Information Officer (CIO)

**Work Location:** 421 East 26<sup>th</sup> Street, NYC

**Division/Work Unit:** MIS

**Number of Positions:** 1

**Hours/Shift:** 35 hours per week; overtime and weekend assignments may be expected

**JOB DESCRIPTION**

New York City's Office of Chief Medical Examiner (OCME) seeks a motivated, hands-on Chief Information Officer (CIO) to join the Agency's senior staff. OCME has a budget of \$75 million and a staff of 735. Its primary function is to investigate deaths of persons within New York City from criminal violence, by casualty or by suicide, when in a correctional facility or in any suspicious or unusual manner. In addition, it provides support to family members in cases that it examines, provides for the proper disposition of unclaimed bodies and provides independent forensic analysis of crime scene biological evidence. OCME's Department Forensic Biology, which is now housed in a new state-of-the-art laboratory facility, performs DNA testing on criminal cases by analyzing and testing evidence collected by the NYPD. In addition, the OCME is an active participant in the NYC Disaster Response system, planning for and responding to disasters of all types. The Office of Chief Medical Examiner is an expanding and dynamic agency. Funding is in place to develop an entirely new laboratory information management system (LIMS) and rebuild and support other legacy and enterprise systems currently in use, such as the Unified Victims Identification System (UVIS) and the Medical Examiners case tracking system (MEANS). There is a strong commitment among the senior staff to match the Agency's leadership in medicine and science with equally superior work in Information Systems design and implementation. The office currently is budgeted for a staff of 25 employees.

The Chief Information Officer will manage OCME's Information Technology Department, with responsibilities including, but not limited to:

- Integrating the agency's information technology strategy, with other city and national systems
- Development and maintenance of enterprise information technology systems that serve as the backbone of the Agency's operation;
- Support of the agency's City-wide LAN/WAN;
- Interfacing with various City agencies (such as Department of Information Technology and Telecommunications, the Department of Health, and Mayor's Office of Emergency Management) to integrate and leverage existing systems to support OCME's mission.
- Management of electronic and paper-based information storage and retrieval;
- Development of web-based applications;
- Development and support of agency administrative support systems in areas such as procurement, budget and human resources;
- Telecommunications, including wireless systems;
- Development and implementation of digital imaging systems to enhance photographic and x-ray services;
- Audio-visual systems design and support;
- Desktop computer support.

**QUALIFICATION REQUIREMENTS**

1. A Master's Degree in computer science from an accredited college and three years of progressively more responsible, full-time, satisfactory experience using mainframe, mini- or micro-computer technology in computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, or planning of data processing, at least 18 months of this experience must have been in an administrative, managerial or executive capacity in the areas of computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, or planning of data processing or in the supervision of staff performing these duties, **-OR-**

2. A Bachelor's Degree from an accredited college and four years of experience as described above **-OR-**

3. A four-year high school diploma or its educational equivalent and six years of experience as described above, **-OR-**

Education and experience equivalent to the above. However, all candidates must have at least a high school diploma or its equivalent and must possess at least three years experience as described above, including the 18 months of administrative, managerial, executive or supervisory experience as described above.

**NOTE:** The following types of experience are NOT acceptable; superficial use of preprogrammed software without complex programming, design, implementation or management of the product; use of word processing packages; use of a hand held calculator; primarily the entering or updating of data in a system; the operation of data processing hardware or consoles.

**PREFERRED SKILLS**

Key qualifications for the position include:

- A history of successfully developing and implementing information technology systems, ideally in health care and/or public service organizations, and
- A record of leveraging the benefits of information technology to drive enterprise-wide change and improvement;
- A strong background in applications development leadership;
- Documented experience as the project manager of a large technical project;
- Ability to work with end-users, technical staff and upper management;
- Excellent communication and writing skills;
- Experience working in or with governmental operations.

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

Ethelda Harris  
Recruitment Coordinator, Human Resources  
Office of Chief Medical Examiner  
520 First Avenue  
New York, NY 10016

**NO PHONE CALLS**

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

<b>POST DATE:</b> 09/16/08	<b>POST UNTIL:</b> 09/30/08	<b>JVN:</b> 816/09/CME/020 (Agency Code/ Fiscal Year/Number)
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