

DEPUTY DIRECTOR OF HEALTH AND SAFETY (OCME)

General Statement of Duties and Responsibilities

This is a management class of positions.

Under executive direction, manages OCME's health and safety preparedness operations in response to a public health emergency incident or event, on site and / or at a hospital facility; coordinates medical surveillance with the relevant agency and inter-agency units; and develops and oversees all OCME's Continuity of Operations Program (COOP) policies and objectives during citywide emergency incidents or events. Develops emergency response policies and procedures.

Examples of Typical Tasks

Develops site Health and Safety Plans (HASP) in response to a public health emergency incident or event at scene; responsible for implementation and compliance of HASP. Participates in the development of health and safety operational planning.

Develops Continuity of Operations Program (COOP) goals, objectives and milestones; makes recommendations and coordinates testing, training, and exercises with OCME personnel. Reviews and coordinates COOP plan development and maintenance; revises COOP plans. Manages COOP plan activation and implementation as necessary.

Ensures health and safety rules are in compliance with all local, state and federal health and safety, rules, regulations, policies and procedures.

Develops guidelines for the effective selection and use of personal protective equipment.

DEPUTY DIRECTOR OF HEALTH AND SAFETY (OCME) (continued)

Examples of Typical Tasks (continued)

Performs job hazard analyses for health and safety operations on site. Performs safety inspections; assesses site hazards, personal protective equipment requirements and other important control measures.

Develops operational training programs, including but not limited to site orientation, review of recovery operations, and site-wide health and safety rules.

Assigns health and safety roles and responsibilities. Provide supervision and direction to health and safety unit staff.

Manages onsite health and safety procedures. Assesses site safety conditions; provides corrective instructions and action. Determines decontamination and personal hygiene requirements and location of wash stations. Oversees hazard, injury and illness reporting.

Coordinates medical surveillance protocols with relevant agency and inter-agency units.

Qualification Requirements

1. A master's degree from an accredited college in emergency management, public health, disaster management, emergency preparedness / administration, public administration, health administration, occupational or environmental health or a related field and three (3) years of satisfactory full-time professional experience in one or a combination of the following area(s): emergency preparedness planning / management, emergency medical services, fire safety, law enforcement, homeland security, public health, occupational health or a related specialized area; including eighteen (18) months of experience in a managerial, consultative, administrative or supervisory capacity. Supervision must include supervising professional staff in one of the areas described above;
or

DEPUTY DIRECTOR OF HEALTH AND SAFETY (OCME) (continued)

Qualification Requirements (continued)

2. A baccalaureate degree from an accredited college and four (4) years of satisfactory full-time professional experience in one of the areas described in "1" above, including eighteen (18) months of experience in a managerial, consultative, administrative or supervisory capacity. Supervision must include supervising professional staff in one of the areas described in "1" above; or
3. A satisfactory equivalent combination of education and experience as described in "1" or "2" above. However, all candidates must have a baccalaureate degree and eighteen (18) months of experience in a managerial, consultative, administrative or supervisory capacity. Supervision must include supervising professional staff 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.