



**NYC**  
Office of Chief  
Medical Examiner

## OFFICE OF CHIEF MEDICAL EXAMINER

*We exist to provide answers in support of families, victims, and community during times of profound need.*

### **CITYWIDE JOB VACANCY NOTICE**

The **Office of Chief Medical Examiner** investigates cases of persons who die within New York City from criminal violence, by accident, by suicide, suddenly when in apparent health, when unattended by a physician, in a correctional facility or in any suspicious or unusual manner or where an application is made pursuant to law for a permit to cremate a body of a person. We exist to provide answers in support of families, victims, and community during times of profound need.

### **JOB DESCRIPTION**

Reporting directly to the Deputy Director of Emergency Management and with broad latitude for independent initiative and judgment, the Assistant Director of Emergency Management will coordinate training and communication between OCME and relevant stakeholders to develop mass fatality management best practices, protocols and training methods. The selected candidate will be responsible for:

- Developing protocols, operating guides, and staffing plans to promote disaster preparedness and continuity of operations including representing the Agency at relevant Citywide and multi-agency task forces, meetings, and planning initiatives;

- Developing a robust training and exercise program including performing instructional design, curriculum development, content development and execution to build capacity across disciplines;

- Serving as the OCME Operations Center Coordinator during escalations and/or representing OCME as a liaison in the NYCCEM Emergency Operations Center (EOC) or other partner agency operations centers, as needed.

- Coordinating intra- and interagency exercises and drills to include exercise design, partner engagement, logistics support and development of after action reports and improvement plans; Preparing and delivering briefings, presentations and reports that ensure relevant communication to all stakeholders;

Serve as liaison representing NYC OCME in relationships with multiple stakeholders representing government agencies, non-profit organizations and private entities;

Assist in overseeing and monitoring projects and policy initiatives to ensure goals and timelines are met, including managing working relationships with and providing oversight of subject matter experts and technical consultants.

Provide administrative support and coordination to the Emergency Management Team, including preparation of correspondence and briefing materials, background research and information, meeting planning and execution, and tracking of training and exercise registration and participation.

Participating in grant development and reporting activities, as needed.

Other duties as assigned

## **MINIMUM QUALIFICATION REQUIREMENTS**

1. For Assignment Level I (only physical, biological and environmental sciences and public health) A master's degree from an accredited college or university with a specialization in an appropriate field of physical, biological or environmental science or in public health.

To be appointed to Assignment Level II and above, candidates must have:

1. A doctorate degree from an accredited college or university with specialization in an appropriate field of  
  
physical, biological, environmental or social science and one year of full-time experience in a responsible  
  
supervisory, administrative or research capacity in the appropriate field of specialization; or
2. A master's degree from an accredited college or university with specialization in an appropriate field of  
  
physical, biological, environmental or social science and three years of responsible full-time research  
  
experience in the appropriate field of specialization; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at  
  
least a master's degree in an appropriate field of specialization and at least two years of experience described in "2" above. Two years as a City Research Scientist Level I can be substituted for the experience required in "1" and "2" above.

NOTE: Probationary Period

Appointments to this position are subject to a minimum probationary period of one year

## **PREFERRED SKILLS**

Demonstrate experience and/or knowledge emergency management and planning, mass fatality planning, hospital administration and/or healthcare emergency management and planning.

Planning experience to include the participation in at least one planning project from proof of concept to finalization. Preference for project management experience and/or certification.

New York City government work experience or relevant research or technical background; experience in Physical Anthropology or Forensic Science, preferably within a medical examiner/coroner office is a plus.

Comprehensive experience including participation in response to an actual incident or disaster.

Candidate should possess excellent communication, writing, oral presentation and conflict management skills.

**Please note that only candidates selected for interview will be contacted for this position.**

**\*\*FINAL APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT & BUDGET APPROVAL\*\***

**The City is an Equal Opportunity Employer.**

<b>Office Title: Assistant Director of Emergency Management</b> <b>Civil Service Title:</b> City Research Scientist <b>Division/Work Unit:</b> OCME – Emergency Management <b>Work Location:</b> 421 East 26 <sup>th</sup> Street NY, NY 10016	<b>Number of Positions: 1 Title Code</b> <b>No: 21744 Level: 01</b> <b>Salary: \$64,140 - \$77,609</b>
---	--

**POST DATE: July 2022 | POST UNTIL: Until Filled | JOB ID # 540274**

**The Official NYC Web Site: [www.nyc.gov](http://www.nyc.gov)**



## **OFFICE OF CHIEF MEDICAL EXAMINER**

*We exist to provide answers in support of families, victims, and community during times of profound need.*

### **CITYWIDE JOB VACANCY NOTICE**

Demonstrated attention to detail and excellent organizational skills; ability to prioritize tasks, manage time and complete projects within specified deadlines.

Flexibility and good humor to work as part of a dynamic team in an ever-changing environment, demonstrated ability to manage multiple simultaneous projects effectively.

Must be self-motivated with the ability to work both independently and within a team environment.

Proficient in Microsoft Office applications, including but not limited to: Word, Excel, PowerPoint.  
Technical aptitude to learn new applications. Strong graphic design skills.

Possess a valid driver's license and have ability to drive in all weather and traffic conditions.

## **SPECIAL NOTE**

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

## **ADDITIONAL INFORMATION**

1. The selected candidate will be required to submit a DNA sample by swabbing.
2. As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.
3. As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at [www.nyc.gov/studentloans](http://www.nyc.gov/studentloans).

**Residency Requirement:** 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 determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

## **TO APPLY**

To Apply: Please submit resume and cover letter to [nyc.gov/ocmecareers](http://nyc.gov/ocmecareers) Job ID#540274. Please note that only candidates selected for interview will be contacted for this position.

**Please note that only candidates selected for interview will be contacted for this position.**

**\*\*FINAL APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT & BUDGET APPROVAL\*\***

**The City is an Equal Opportunity Employer.**

<b>POST DATE: July 2022</b>	<b>POST UNTIL: Until Filled</b>	<b>JOB ID # 540274</b>
-----------------------------	---------------------------------	------------------------

**The Official NYC Web Site: [www.nyc.gov](http://www.nyc.gov)**