

OFFICE OF CHIEF MEDICAL EXAMINER
CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Deputy Director of Medicolegal Investigations
Title Code No: 95497
Office Title: Director of Special Operations
Division/Work Unit: Forensic Operations
Hours/Shift: Forty hours per week; scheduled five days out of a seven day work week including evening, nights, weekends, and holidays.

Level: M-II
Salary: \$85,000 - \$108,000
Work Location: 421 East 26th St, NYC
Number of Positions: 1

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

The core values of the OCME are to put the mission of the agency first, to be truly dedicated and to have integrity in every aspect of our professional life. The New York City Office of Chief Medical Examiner (OCME) seeks a Director of Special Operations to play a leadership role in Emergency management, response and support services. 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 position reflects the agency’s overall commitment to improving agency preparedness, and to OCME’s responsibility to provide 24/7 forensic services.

The Director of Special Operations Division will also function as the lead for the Regional 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 position, the Director will ensure the Agency’s overall capacity to fulfill its disaster response mandate. Among other leadership duties, the 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. The 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 to include medicolegal investigations is essential. The Director 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 programs to build capacity across disciplines;
- Coordinating and leading exercises and drills to include both OCME and other regional agencies, 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, Regional 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 and forensic personnel who may be enlisted to perform planning, training and response activities.Oversee and direct agency logistics, fleet and transporation services

Other duties and responsibilities as assigned.

QUALIFICATION REQUIREMENTS

1. A New York State license as a Physician Assistant with current Registration Certificate issued by New York State, plus two years of experience as a Physician Assistant and two years of experience as a Medicolegal Investigator; or
2. A current Nurse Practitioner Certificate issued by New York State, plus two years of experience as a Nurse Practitioner and two years of experience as a Medicolegal Investigator; or
3. Five Years of experience as a Medicolgeal Investigator.

PREFERRED SKILLS

The ideal candidate for this position will possess: demonstrated experience in disaster response operations, preferably with a fatality management, forensic, medicolegal investigative and 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 as well as supervision of medicolegal investigations is preferred.

SPECIAL NOTE

1. Selected candidates will be required to provide a DNA sample by swabbing.
2. This position has been identified as “essential.” During emergency events, “essential” positions may require 24-hour availability.

LICENSE REQUIREMENTS

The license, registration or certifications listed above under qualification Requirements “1” or “2” must be maintained for the duration of this employment

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO: <https://a127-jobs.nyc.gov>

NO PHONE CALLS PLEASE

| | | |
|-----------------------|--------------------------|----------------|
| POST DATE: March 2016 | POST UNTIL: Until Filled | JOB ID #234156 |
|-----------------------|--------------------------|----------------|