



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

Office Title: Deputy Director of Forensic Investigations
Civil Service Title: Deputy Director of Medicolegal Investigations
Division/Work Unit: OCME – Forensic Operations & Investigations
Work Location: 421 East 26th street, New York, NY 10016

Number of Positions: 1
Title Code No: 95497
Level: M2
Salary: \$153,000 (Annual)

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. Under the oversight of the Deputy Commissioner of Forensic Operations & Investigations and the direction of the Executive Director of Forensic Investigations, the Deputy Director of Forensic Investigations is responsible for direct management of the 24/7 city-wide operations of the Communications and Medicolegal Investigations Units for both day-to-day and disaster response. The Deputy Director should be a proactive, self-motivated individual who can work cooperatively across technical disciplines. The Deputy Director must have excellent human transaction skills to effectively manage a large number of both managerial and non-managerial personnel and to create integrated plans and standard operating procedures.

The Deputy Director will be responsible for a wide range of activities, including, but not limited to, the following:

- Develop, implement, and direct operational procedures for the investigation of deaths reported the agency.
- Oversee OCME's 24/7/365 Operations Center to ensure unity of effort across all operational divisions within the agency for day-to-day and disaster response.
- Ensure adequate staffing levels to support operations and identifies and establishes plans for response to workload surges or critical staff shortage.
- Liaise with and develop relationships with external partners, including NYC ACS, NYPD, FDNY, LiveOnNY, DOHMH and other agencies and organizations.
- Manage a large team inclusive of both managerial and non-managerial staff members.
- Direct the unit handling of personnel matters, including participation in labor management negotiations, progressive discipline, performance management, recruitment, scheduling, and employee compliance.
- Collect, analyze, and disseminate data to inform and guide agency leadership decision making.
- Manage operational budgets and procurements.
- Maintain advanced proficiency in the use and parameters of the Case Management System and perform routine assessment of operational modules to identify new system needs and recommend enhancements.
- Assume the duties of the Executive Director of Investigations, as needed.
- Maintains operational knowledge of disaster and continuity of operations plans for areas of responsibility.
- Provides routine disaster response coverage for investigative scene response and operations.
- Attending operational meetings as representative for area of responsibility.
- Develop and Implement measures for quality assurance and control.
- Other duties as assigned.

MINIMUM 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 Registration 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 Medicolegal Investigator.

LICENSE REQUIREMENTS

The license and registration certificates listed above under qualification Requirements "1" or "2" if indicated must be maintained for the duration of this employment.

ADDITIONAL INFORMATION

SPECIAL NOTE

1. Selected candidates will be required to provide a DNA sample by swabbing.
2. Selected candidate would be willing to seek the American Board of Medicolegal Investigations (ABMDI) Registry within 12 months of employment.
3. This position has been identified as "essential." During emergency events, "essential" positions may require 24-hour availability.

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

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

POST DATE:	POST UNTIL: Until Filled	JOB ID # 609082
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NOTE:

New York City residency is not required for this position.

TO APPLY

To Apply: Please submit resume and cover letter to nyc.gov/ocmecareers Job ID#609082

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