



## OFFICE OF CHIEF MEDICAL EXAMINER

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

### CITYWIDE JOB VACANCY NOTICE

**Office Title:** Assistant Commissioner of Forensic Operations & Investigations  
**Civil Service Title:** Director of Laboratory  
**Division/Work Unit:** OCME – Medical Examiner

**Number of Positions:** 1  
**Title Code No:** 2184A  
**Level:** M6  
**Salary:** \$205,000-215,000 ( Per Annum)

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.

*Our core purpose is to protect public health and serve impartial justice through forensic science and medicine. We exist to provide answers in support of families and communities during times of profound need.*

The core values of **CARES** guide our work for communities and inform our behavior toward each other and all those we serve.

- **Commitment:** Dedicated to the mission at all times
- **Accountability:** Responsible to each other and the community
- **Resilience:** Adapt in the face of adversity
- **Excellence:** Achieve and maintain the highest quality
- **Service:** Innovate to meet evolving needs

#### JOB DESCRIPTION

The New York City Office of Chief Medical Examiner (OCME) is seeking an experienced and mission-driven leader to serve as the **Assistant Commissioner of Forensic Operations and Investigations**. Reporting directly to the First Deputy Commissioner, this position leads one of the most operationally complex divisions within OCME, overseeing 24/7 forensic services for the city and ensuring seamless readiness, coordination, and response to all fatality-related incidents.

The Assistant Commissioner will direct a comprehensive portfolio that includes Forensic Investigations, Forensic Operations, and Mortuary and Response Operations. This encompasses a wide range of specialized units including Medicolegal Investigations, Identifications, Fingerprint, Outreach/City Burial Operations, Communications, Forensic Autopsy Services, Forensic Photography, Forensic Radiography, Forensic Quality Control, Special Operations/Emergency Management, City Mortuary Services, Fleet/Logistics, DIIG, and Forensic Operations Administration. The Assistant Commissioner also serves as the agency lead for mass fatality management, ensuring OCME's readiness and response to emergency incidents citywide. Responsibilities include but are not limited to:

- Leads strategic planning, daily operations, and personnel and budgetary oversight for all functions within the Division of Forensic Operations and Investigations.
- Directs the design, implementation, and management of policies, procedures, and workflows to ensure efficiency, compliance, and high standards across all units.
- Provides executive oversight of all investigative and forensic support units, ensuring alignment with agency standards for quality, timeliness, and professionalism in the response to and management of fatalities citywide.
- Supervises all mortuary operations, including transportation, processing, storage, and release of decedents.

**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:** May 2025

**POST UNTIL:** Until Filled

**JOB ID #** 715298

**The City is an Equal Opportunity Employer.**  
**The Official NYC Web Site: [www.nyc.gov](http://www.nyc.gov)**



## CITYWIDE JOB VACANCY NOTICE

- Ensures division-wide compliance with all applicable local, state, and federal mandates, including interagency coordination, quality assurance standards, forensic training requirements, and mandatory reporting to oversight bodies, while safeguarding the integrity and accountability of all investigative operations.
- Leads emergency management initiatives and mass fatality preparedness efforts in partnership with other city agencies and stakeholders.
- Serves as a senior representative of the agency in matters related to forensic operations, maintaining trusted relationships with law enforcement, the funeral industry, religious leaders, healthcare partners, elected officials, and community stakeholders to ensure transparency, responsiveness, and public trust in OCME services.
- Participates in the agency's Executive Leadership Team and contributes to broader agency priorities and strategic planning.
- Remains on-call and available 24/7, including nights, weekends, and holidays, to respond to the operational needs of the agency and large-scale fatality events.

### MINIMUM QUALIFICATION REQUIREMENT

1. A baccalaureate degree from an accredited college, with specialization in criminalistics, forensic science, chemistry, biology, physics, molecular genetics, genetics, biochemistry, molecular biology, entomology, anthropology, ecology or a closely related scientific or engineering field.

### PREFERRED QUALIFICATIONS

- 5+ years of experience serving in a senior leadership position.
- Proven leadership experience in forensic operations, public health, emergency management, or related disciplines.
- Strong knowledge of medicolegal death investigation systems and operational best practices.
- Demonstrated ability to manage multidisciplinary teams in a 24/7 environment.
- Experience with government operations, interagency coordination, and emergency response.
- Strong communication, decision-making, and organizational skills.
- Commitment to public service, integrity, and OCME's mission.

### EXTRA COMPENSATION & BENEFITS – WHY JOIN OCME?

Working with the City of New York doesn't just offer a competitive salary — it opens the door to unique benefits that reward your service and support your future!

- **Student Loan Forgiveness:** As a prospective employee of the City of New York, you may be eligible for federal Public Service Loan Forgiveness (PSLF) and New York State student loan repayment assistance programs. Learn more at: <https://studentaid.gov/pslf/>
- Comprehensive health insurance benefits you and your family.
- Membership in the New York City Employees' Retirement System (NYCERS) pension plan.
- Access to a wide range of union benefits, including prescription plans, dental and optical care coverage.

**Come for the mission, stay for the benefits — and grow in a career that makes a difference every day.**

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**CITYWIDE JOB VACANCY NOTICE**

**SPECIAL NOTE**

- Selected candidates will be required to provide a DNA sample by swabbing.
- In case of an emergency, your position may be designated as essential staff.

**ADDITIONAL INFORMATION**

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.

**TO APPLY**

Please submit resume and cover letter to: <https://a127-jobs.nyc.gov>. (Job ID - 715298)

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