

DEPUTY DIRECTOR OF EMERGENCY MANAGEMENT (OCME)

General Statement of Duties and Responsibilities

This is a management class of positions.

Under executive direction, manages and coordinates the Office of the Chief Medical Examiner's (OCME) emergency preparedness efforts, training, and exercise programs, including the Regional Mass Fatality Management (MFM) response system; and the Medical Examiner Special Operations Response Team's (MESORT) rapid deployment to disaster investigation scenes. Provides supervision to the NYC OCME emergency management staff.

Examples of Typical Tasks

Manages and oversees the Medical Examiner Special Operations Response Team's (MESORT) roster and readiness measures; coordinates emergency management training and exercise programs; and develops, executes, schedules internal and external training opportunities for the MESORT members.

Develops and oversees MESORT's capability and capacity to conduct death investigations in contaminated environments; prevent contamination of OCME staff, vehicles, and facilities; decontaminate decedents at the scene of an incident; and, ensures the integrity of the identification process in contaminated environments and the collection and processing of contaminated remains and evidence.

Coordinates OCME's participation in the development and execution of interagency emergency preparedness exercises; schedules, develops, and executes internal exercise modifications.

DEPUTY DIRECTOR OF EMERGENCY MANAGEMENT (OCME) (continued)

Examples of Typical Tasks (continued)

Coordinates the operations of the Regional Mass Fatality Management (MFM) Response System and regional catastrophic assessment teams.

Develops Regional MFM plans, field operating guides and associated toolkits.

Coordinates OCME's development and compilation of agency data, assets and resources for trainings, exercises, and deployments.

Oversees the coordination of the OCME Operations Center during an emergency escalation order; manages and coordinates collection and dissemination of information and resources.

Compiles After Action Reports. Identifies opportunities for improvement and remediates problems.

Special note:

Works non-business hours during emergencies and periodic on-call duty during non-emergency periods.

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, policy analysis, public affairs or a related field and three (3) years of satisfactory full-time professional experience

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(OCME) (continued)

Qualification Requirements (continued)

in one or a combination of the following area(s): emergency preparedness planning / management, emergency medical services, fire safety, law enforcement, homeland security, bioterrorism preparedness, public health, forensic science, project management, program evaluation, research and analysis, training 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

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.