

**RE-POST
GRANT FUNDED
OFFICE OF CHIEF MEDICAL EXAMINER
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: Administrative Staff Analyst
Title Code No: 10026
Office Title: Regional Mass Fatality Response System Coordinator
Division/Work Unit: Emergency Management
Hours/Shift: N/A

Level: M - II
Salary: \$54,740 - \$95,000
Work Location: 520 First Avenue NY, NY
Number of Positions: 1

The New York City Office of Chief Medical Examiner (OCME) seeks a Regional Mass Fatality Response System Coordinator to support a grant-funded planning initiative under a (US) Department of Homeland Security grant. In an effort to promote regional coordination, OCME and partners in surrounding counties and states are engaged in a broad-based planning initiative in the area of mass fatality management. The initiative reflects lessons learned in the wake of 9/11 and Hurricanes Katrina and Rita, and the corresponding federal support to jurisdictions to increase capacity for disaster response. While NYC OCME will serve as a technical lead, the work will be carried out in conjunction with a regional planning task force, as well as the NYC Office of Emergency Management and other regional disaster planning agencies.

JOB DESCRIPTION

Reporting directly to the Assistant Commissioner for Emergency Management, the Regional Mass Fatality Response System Coordinator should be a pro-active, self motivated individual who can enlist multiple parties in coordinated planning and preparedness activities and processes. S/He will work with a planning team to assess the region's current capacity, to develop and refine an operational plan for the regional mass fatality response system. To accomplish these tasks, the selected candidate will be responsible for a range of activities, including, but not limited to, the following:

- Operationalize the Regional Mass Fatality Response System Plan;
- Develop functioning Regional Advisory Groups area of mass fatality management and disaster response;
- Coordinate Regional participation in training exercises, to include HAZMAT, forensic sciences, mass fatality management, ICS and plan socialization;
- Conduct final editing of the Plan, in coordination with technical consultants, to promote regional preparedness;
- Work with regional partners, stakeholders and vendors to develop and operationalize the plan(s);
- Serve as the OCME's liaison on regional planning committees and workgroups;
- Coordinate with multiple stakeholders representing government agencies, nonprofit and private entities to promote a uniform and comprehensive regional mass fatality management system;
- Manage working relationships with and provide oversight of technical consultants and vendors who will be heavily involved in planning work;
- Coordinate with national subject matter experts to secure their input in the refinement and operationalization of the Regional Mass Fatality Response System Plan
- Prepare briefings, presentations and reports that detail the initiative's progress and ensures relevant communication to all stakeholders;
- Ensuring accurate and efficient documentation of planning activities, enabling rapid reporting;
- Manage Regional Catastrophic Preparedness Grant budget and maintain report documenting expenditures against this budget;

Additional responsibilities include: participating in emergency related trainings and exercises as required and reporting to work during emergency activations (including non-business hours and during drills and trainings). This individual will also serve as an OCME On-Call ICS Liaison Officer on a rotating basis and upon emergency activation; the candidate will serve as the OCME Liaison Officer to coordinate regional interagency activities.

QUALIFICATION REQUIREMENTS

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; **or 2.** A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

Note: 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.

PREFERRED SKILLS

- Superior oral and written communication skills, especially with regard to technical writing. Experience in plan development and project management.
- Excellent group facilitation, meeting and time management skills.
- Experience writing detailed planning documents.
- Willingness to travel.
- Experience in incident response is desirable. Knowledge of public health and/or forensics is preferred.

SPECIAL NOTE: The selected candidates will be required to provide a DNA sample by swabbing.

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:

Ethelda Harris
Recruitment Coordinator, Human Resources
Office of Chief Medical Examiner
421 East 26th Street
New York, NY 10016
NO PHONE CALLS

Resumes may be emailed in a Word format to Recruiter1@ocme.nyc.gov.
Title and posting number must be indicated in the subject line.

POST DATE: 12/7/10	POST UNTIL: 12/31/10	JVN: 816 / 11 / CME / 029 (Agency Code/ Fiscal Year/Number)
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