

Appointments are subject to Office of Management and Budget (OMB)
approval for budgeted headcount.

GRANT FUNDED

OFFICE OF CHIEF MEDICAL EXAMINER

Civil Service Title: Administrative Staff Analyst
Title Code No: 1002D
Office Title: Training and Exercise Specialist
Division/Work Unit: Emergency Management
Hours/Shift: Thirty-five (35) hours over a seven day work week including holidays

Level: NM
Salary: \$80,000
Work Location: 421 E. 26th St., NYC
Number of Positions: 1

The New York City Office of Chief Medical Examiner (OCME) seeks a Training and Exercise Specialist to play a leadership role in disaster preparedness and response efforts. NYC 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 grant funded position reflects the City's overall commitment to improving emergency preparedness and OCME's increasing responsibility as a national leader in the field. The Training and Exercise Specialist will function as the agency's lead for the development, execution and maintenance of training curriculums and both internal and interagency exercise schedules. In addition, the Training and Exercise Specialist will serve as the coordinator of the Medical Examiner Special Operations Response Team (MESORT), an interdisciplinary team tasked with responding to incidents involving numerous fatalities and/or in complex fatality management scenarios. As the MESORT coordinator, the Training and Exercise Specialist will be responsible for 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 most eligible candidate will possess the technical skills listed and also the potential to exemplify this agency's core values of "Integrity, Dedication and putting the Agency First".

JOB DESCRIPTION

The Training and Exercise Specialist 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 is essential. The Training and Exercise Specialist will report directly to the Deputy Director for Emergency Management and 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 program to build capacity across disciplines;
- Coordinating and leading exercises and drills to include both OCME and other agencies' staff, where appropriate;
- 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 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 who may be enlisted to perform planning or training 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 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland or Orange County.

Special Note: Selected candidates will be required to provide a DNA sample by swabbing.

PREFERRED SKILLS

- Candidate should possess excellent communication, writing, oral presentation and conflict management skills. Skills to include Microsoft Excel, Visio, Word and PowerPoint.
- Demonstrated ability to manage time and complete tasks within specified deadlines.
- Demonstrate a minimum of 100 contact hours detailing training in emergency management and planning, mass fatality planning, hospital administration and/or healthcare emergency management and planning. HSEEP certification required. PMP and/or Lean Six Sigma certification is preferred.
- Exercise experience must include participation in at least one full-scale exercise and must encompass all phases of exercise design and evaluation training.
- Demonstrated experience in disaster response operations, preferably with a fatality management, forensic, or public health functional component; including participation in response to an actual disaster, encompassing all phases of emergency management (mitigation, preparedness/prevention, response and recovery) is desired.
- Mastery of Incident Command Systems, particularly the NYC "CIMS" program
- Demonstrated knowledge of hazardous material / WMD response protocols
- A hard copy and electronic portfolio with at least two (2) writing samples demonstrating experience writing and editing manuscripts or peer reviewed published clinical, scientific work or emergency management plan.
- A list of at least three business references, with immediate supervisors' or clients' names, business affiliations, addresses, telephone numbers and email addresses.
- Must be self-motivated with the ability to work both independently and within a team environment.

CITY EMPLOYEES WHO ARE INTERESTED IN THIS POSITION, PLEASE LOG INTO YOUR EMPLOYEE SELF SERVICE (ESS).

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

NO PHONE CALLS

POST DATE: September 2014	POST UNTIL: Until Filled	JOB ID #169801
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