

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	Level: NM
Title Code No: 1002A	Salary: \$80,000
Office Title: Emergency Management Planner	Work Location: 421 E. 26 <sup>th</sup> St, NYC
Division/Work Unit: Emergency Management	Number of Positions: 1
Hours/Shift: Thirty-five hours over a seven day work week including holidays	

The New York City Office of Chief Medical Examiner (OCME) seeks an Emergency Management Planner 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 Emergency Management Planner will function as the agency’s lead for the development, implementation and maintenance of internal and interagency emergency plans and protocols. . 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

Reporting directly to the Deputy Director of Emergency Management and with broad latitude for independent initiative and judgment, the Emergency Management Planner will coordinate training and communication between OCME and relevant stakeholders to develop mass fatality management best practices and training methods. The selected candidate:

- Works with local New York City, state, federal agencies and Non-Governmental Organizations to gather key information and foster interagency coordination.
- Updates and maintains OCME disaster plans and standard operating procedures.
- Updates and maintains the Pandemic Influenza Fatality Surge Plan in coordination with partner agencies and participate in the development of drills and facilitated discussions
- Develop implementation strategies for completed emergency plans and participate in the development of training materials.
- Develop emergency plan maintenance schedule/cycle and update plans as needed.

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.
- 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 preferred. PMP and/or Lean Six Sigma certification is preferred.
- Planning experience to include the participation in at least one planning project from proof of concept to finalization. Preference for project management experience.
- Exercise experience must include participation in at least one full-scale exercise and must encompass all phases of exercise design and evaluation training.
- Comprehensive experience including participation in response to an actual disaster, encompassing all phases of emergency management (mitigation, preparedness/prevention, response and recovery) is desired.
- 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.
- Microsoft Visio, Word and PowerPoint.

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 #169685
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