



DEPT OF HEALTH/MENTAL HYGIENE

Job Posting Notice

Health

Job ID 313052 # of Positions 1

Business Title Director of Forensic Investigations

Civil Service Title DIRECTOR OF MEDICOLEGAL INVEST

Title Code No 95496 Level M2

Title Classification Non-Competitive

Proposed Salary Range \$ 60,435.00 - \$146,276.00 (Annual)

Work Location 421 East 26th Street NY NY

Division/Work Unit OCME-Operations

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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.

We exist to provide answers in support of families, victims and community during times of profound need.

The core values of the OCME are to put the mission of the agency first, to be truly dedicated and to have integrity in every aspect of our professional life.

Under the executive direction of the Chief Medical Examiner and task direction of the Deputy Commissioner of Forensic Operations the Director of Forensic Investigations directs, plans, develops policies and procedures for medicolegal all investigations. Directly supervises the Deputy Directors of Forensic Investigations as well directs all medicolegal investigation operations. The Director is a decision engine for all medicolegal investigations, with proactive planning and solutions focused approach to management. The Director is self-motivated individual who can work across technical disciplines to create integrated plans, standard operating procedures, and operational teams. The Director will be responsible for a wide range of activities, including, but not limited to, the following:

- Directs, manages and oversees, all operational systems of assigned areas of responsibility; including all functions within forensic investigations; Medicolegal Investigations, Identifications, and Outreach Investigations.
- Develops systems, writes plans, analyzes and creates policies, and procedures with attention to detail, logistics and system -wide impact for the Director of Forensic Investigations.
- Directs Investigations of missing person inquiries submitted to the agency.
- Oversees service to families and Medical Examiners with the decedent identification process and complete identifications using the agency's case management system.
- Oversees all work in all five borough offices and deploys to all boroughs as needed.
- Communications agency policies and directives into operating procedures and methods for the forensic investigations operations.
- Directs and oversees standards of work performance through education and training.
- Develops and manages quality assurance and quality controls processes
- Other duties as assigned.

Minimum Qual Requirements

1. A New York State license as a Physician Assistant with current Registration Certificate issued by New York State, plus two years of experience as a Physician Assistant and two years of experience as a Medicolegal Investigator; OR
2. A current Nurse Practitioner Registration Certificate issued by New York State, plus two year of experience as a Nurse Practitioner and two years of experience as a Medicolegal Investigator; OR
3. Five years of experience as a Medicolegal Investigator.

LICENSE REQUIREMENTS

The license and registration certificates listed above under qualification Requirements "1" or "2" if indicated must be maintained for the duration of this employment.

Preferred Skills

Successful candidates should possess the following:

1. Experience managing a large, diverse staff.
2. Conflict resolution skills.
3. Strong computer skills including Word, and Excel.
4. Must be highly organized and possess excellent oral communication and interpersonal skills.

Additional Information**SPECIAL NOTE**

1. Selected candidates will be required to provide a DNA sample by swabbing.
2. Selected candidate would be willing to seek the American Board of Medicolegal Investigations (ABMDI) Registry within 12 months of employment.
3. This position has been identified as "essential." During emergency events, "essential" positions may require 24-hour availability.

To Apply

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO <https://a127-jobs.nyc.gov> JOB ID #313052

Residency Requirement

New York City residency is not required for this position.

POSTING DATE 11/14/2017

POST UNTIL Until Filled

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