

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 4104800

Assistant Director Office of Interoperable & Emergency Communications, M-3	4104800
Director Office of Interoperable & Emergency Communications, NS	9102000

Brief Description of Class Series

Positions in this series direct the Office of Interoperable and Emergency Communications (OIEC) at the Division of Homeland Security and Emergency Services (DHSES).

Distinguishing Characteristics

Assistant Director Office of Interoperable & Emergency Communications: managerial level; under the general direction of the Director OIEC, the position advises the Director, senior executive staff, staff and internal/external agency personnel on interoperable and emergency communications issues; provides administrative supervision over radio engineering and support staff. This position is in the non-competitive jurisdictional class.

Director Office of Interoperable & Emergency Communications: single-position class; directs and assesses strategic direction, policy development and implementation, and resource requirements for the OIEC. This position is in the exempt jurisdictional class.

Illustrative Duties

Assistant Director Office of Interoperable & Emergency Communications

Assists in the development of policies, regulation, and other initiatives towards regulatory development, as well as the formulation of long-range strategic planning.

Establishes Statewide priorities and action steps with a focus on sustaining current 911 systems and implementing NG911 systems; develops plans for a Statewide NG911 Solution to develop interconnectivity of 911 systems and implement NG911 in cooperation with county 911 systems; facilitates the migration of public safety answering points (PSAPs) to a NG911 capability.

Acts as liaison to partner Agencies, Boards, and Working groups; represents the Division & OIEC at conferences, meetings, & trainings; and collaborates with Division Executives, Managers, Staff, and other Agencies in support of programs and initiatives.

Assists the Director in directing policy planning and development, identifies short- and long-term challenges; formulates and establishes best practices for the agency and its programs.

Manages long range development plans for the structures required to support overall agency goals and objectives, information and service sharing plans with external organizations.

Represents the OIEC in executive briefings, state and federal legislative hearings, and on committees and panels as appropriate.

Monitors the operation and deployment of communications equipment & personnel during exercises/deployments of both planned and unplanned events.

Provides guidance and direction in support of emerging technologies within emergency communications, particularly with 911 programs with the Office and the State of New York. Develops strategies, engage stakeholders, and recommend standards or regulations to support the implementation of current and emerging technologies.

Coordinates & manages quarterly statutory required items.

Performs the full range of supervisory duties over subordinate staff.

Director Office of Interoperable & Emergency Communications

Advises the Commissioner, senior executive staff, legislative staff and internal/external agency personnel on all interoperable and emergency communications issues.

Directs the development of statewide policies for the continuity of radio communications systems to assist New York State and local first responders to ensure the delivery of public safety services; and integrates program plans and implementation strategies for executive review.

Directs development of policies, regulations and other initiatives to ensure consistency of multi-agency policy and regulatory development; formulates long range strategic policy planning.

Establishes and fosters collaborative relationships, inter-organizational linkages, information sharing and a systems based approach to preparedness.

Formulates and directs policy planning and development, identifies short- and long-term challenges; formulates and establishes best practice interoperable communication strategies for the agency and its programs.

Directs the formulation and coordination of long-range interoperable communication development plans for the structures required to support overall agency goals and objectives, information and service sharing plans with external organizations.

Represents the OIEC in executive briefings, before state and federal legislative hearings, and on committees and panels as appropriate.

Provides executive oversight of mandated state and federal reports.

Minimum Qualifications

Assistant Director Office of Interoperable & Emergency Communications

Non-Competitive: Ten years of public, private, or non-profit section experience in the planning, operation, administration or management of information technology or enterprise level geographically diverse public safety systems, programs and projects. Experience must include critical analysis of multi-source information and data in compliance with statutes, policy guidelines and procedures governing public safety and emergency communications. Three years of this experience must be supervisory or one year must be managerial.

Substitution: A bachelor's degree may substitute for four years of general experience. A master's degree may substitute for an additional year.

Director Office of Interoperable & Emergency Communications

No minimum education and experience requirements are established for exempt positions.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 7/2024

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