



DEPT OF HEALTH/MENTAL HYGIENE

Job Posting Notice

**Job ID** 552161 **# of Positions** 1

**Business Title** Assistant Commissioner, Bureau of Immunization/Administration

**Civil Service Title** AGENCY MEDICAL DIRECTOR

**Title Code No** 5304A **Level** M8

**Title Classification** Non-Competitive

**Proposed Salary Range** \$116,506.00 - \$193,000.00 (Annual)

**Work Location** 42-09 28th Street

**Division/Work Unit** Immunization Administration

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

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**Job Description**

The New York City Department of Health and Mental Hygiene (NYC DOHMH) is a world-renowned agency with a long tradition of protecting and promoting health in the nation's most culturally and linguistically diverse city.

The Division of Disease Control is seeking a highly motivated medical epidemiologist to serve as the Assistant Commissioner (AC) for its Bureau of Immunization (BOI). Under the guidance and direction of the Deputy Commissioner of Disease Control, the Assistant Commissioner, with wide latitude for independent action, judgement, and decision-making, will provide Executive Leadership by developing, directing, and ensuring the effective implementation and delivery of the immunization-related public health activities.

The BOI AC is responsible for overseeing, managing, and providing leadership for the Bureau.

The BOI promotes the immunization of children and adults against numerous diseases such as hepatitis A, hepatitis B, measles, mumps, rubella, varicella, diphtheria, tetanus, pertussis, Haemophilus influenzae type B, polio, influenza, and pneumococcal disease and the human papillomavirus (HPV).

The bureau is currently composed of nine units/programs, which include: (1) Epidemiology & Surveillance Unit (2) Citywide Immunization Registry (3) Perinatal Hepatitis B (4) Interoperability Unit (5) Provider Quality Assurance Unit (6) Adult Immunization (7) Clinical Services Unit (8) School Immunization Compliance Unit; and the (9) Administrative Unit.

The BOI is also directly involved in planning for the availability and distribution of COVID-19 and Monkeypox vaccine.

**DUTIES WILL INCLUDE BUT NOT BE LIMITED TO:**

Plan, direct, and lead multidisciplinary teams comprised of physicians, research scientists and epidemiological staff to implement programs to increase immunization coverage across the lifespan.

Development and implementation of public health policies, strategies and programs to increase vaccine coverage across the lifespan and reduce the incidence of vaccine-preventable diseases among 8.4 million New York City residents to meet the Healthy People 2030 Goals.

Oversight for the Vaccines for Children (VFC) program.

Management and strategic direction of the Citywide Immunization Registry (CIR).

Coordination of work with health providers to implement evidence-based strategies to increase immunization coverage and improve reporting of immunizations to CIR.

Oversee expansion of a Vaccine for Adults Program.

Serve as Principal Investigator on the CDC Immunization Cooperative Agreements and other grant programs that support the Bureau.

Oversight and management of an annual operating budget of about \$15 million in CDC grant funds, \$187M COVID-19 vaccine supplementary funding, and management of \$165 million of federal vaccine funds, including the VFC program (prior to COVID-19).

Detect, investigate, control, and prevent vaccine-preventable disease outbreaks.

Ensure Daycare and School Immunization compliance.

Case management of infants born to Hepatitis B-infected women.

Oversee collection, analysis, interpretation, and dissemination of reportable disease surveillance data.

Formulate policies and plans and procedures relating to vaccine-preventable disease prevention and control.

Supervise and mentor bureau senior management responsible for the day-to-day operations of the bureau, including setting appropriate and measurable goals and objectives and working closely with senior management to ensure successful execution, including ensuring equitable and inclusive recruitment and promotions of staff.

Supervise epidemiologic studies and evaluations conducted by the Bureau on vaccine-preventable disease outbreaks and surveillance and immunization programmatic activities.

Contribute to scientific community through published manuscripts and oral presentations.

Oversee Bureau work in public health research and analysis leading to numerous published manuscripts and presentations at national meetings.

Educate and provide consultation to the public and medical community on vaccine preventable diseases.

Serve as a resource to the medical community regarding the public health management of vaccine-preventable diseases.

Conduct outreach to the NYC medical community regarding vaccine-preventable disease issues.

Provide education for the medical community through lecture on the importance of vaccines in public health at schools of public health, grand rounds, webinars and print materials.

Conduct vaccine campaigns, for example, annual flu vaccination and back to school immunization.

Development of materials to provider education to the public on the importance of immunization and prevention of vaccine-preventable diseases.

Provide infectious disease consultation and subject matter expertise for the NYC DOHMH and other city agencies during vaccine-preventable disease incidents and outbreaks.

Provide subject matter expertise on immunization-related topics to the NYC DOHMH and represents the Department on local, state, and national advisory committees serving as a subject matter expert on vaccine-preventable diseases and program implementation.

Ensure development of staff and training opportunities for BOI workforce.

Support training opportunities and professional development for Bureau staff with a focus on addressing workforce and pay equity issues.

Supports other training and mentorship opportunities, including the CSTE Epidemiology Fellowship, Public Health Associate Program fellows, Public Health Advisors, medical students, and preventive medical residents who are assigned or rotate through the Bureau.

Review legislation and makes recommendations relating to vaccine-preventable disease control.

Participate in the Agency emergency response and Incident Command System (ICS) during any public

health emergencies.

Serve in leadership role for NYC DOHMH emergency response and Incident Command System (ICS) including emergency response planning activities, anthrax and smallpox post-event planning, and pandemic influenza preparedness.

Develop, implement, and evaluate strategies that advance racial equity, inclusion, and social justice in Bureau work.

### **Minimum Qual Requirements**

#### **Preferred Skills**

Excellent writing ability and strong interpersonal communication skills.  
Experience with Microsoft Excel, Word, and PowerPoint.  
Knowledge of immunization.

#### **Minimum Qualification Requirements**

1. Possession of a valid license to practice medicine in the State of New York plus valid Board Certification issued by the appropriate American Specialty Board in an approved medical specialty; and four years of medical practice including one year of experience in an administrative or supervisory capacity; or
2. A combination of education and/or experience equivalent to that listed in "1" above. However, all candidates must have a valid license to practice medicine in the State of New York, and one year of medical practice in an administrative or supervisory capacity.

#### **Additional Information**

##### **\*\*IMPORTANT NOTES TO ALL CANDIDATES:**

Please note: If you are called for an interview you will be required to bring to your interview copies of original documentation, such as:

- A document that establishes identity for employment eligibility, such as: A Valid U.S. Passport, Permanent Resident Card/Green Card, or Driver's license.
- Proof of Education according to the education requirements of the civil service title.
- Current Resume
- Proof of Address/NYC Residency dated within the last 60 days, such as: Recent Utility Bill (i.e. Telephone, Cable, Mobile Phone)

Additional documentation may be required to evaluate your qualification as outlined in this posting's "Minimum Qualification Requirements" section. Examples of additional documentation may be, but not limited to: college transcript, experience verification or professional trade licenses.

If after your interview you are the selected candidate you will be contacted to schedule an on-boarding appointment. By the time of this appointment you will be asked to produce the originals of the above documents along with your original Social Security card.

##### **\*\*LOAN FORGIVENESS**

As a current or prospective employee of the Department of Health and Mental Hygiene, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information on Public Service Loan Forgiveness (PSLF) Program, Teacher Loan Forgiveness Program and Federal Perkins Loan Cancellation and Discharge, please visit: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>.

For information on the New York State Student Loan Repayment Assistance Programs, please visit: <https://www.hesc.ny.gov/repay-your-loans/repayment-options-assistance/loan-forgiveness-cancellation-and-discharge.html>.

"FINAL APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT & BUDGET APPROVAL"

#### **To Apply**

Apply online with a cover letter to <https://a127-jobs.nyc.gov/>. In the Job ID search bar, enter: job ID number # 552161.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

The NYC Health Department is committed to recruiting and retaining a diverse and culturally responsive workforce. We strongly encourage people of color, people with disabilities, veterans, women, and lesbian, gay, bisexual, and transgender and gender non-conforming persons to apply.

All applicants will be considered without regard to actual or perceived race, color, national origin, religion, sexual orientation, marital or parental status, disability, sex, gender identity or expression, age, prior record of arrest; or any other basis prohibited by law.

NOTE: This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate in your resume that you would like to be considered for the position under the 55-a Program.

### **Residency Requirement**

A person serving in a mayoral agency in any of the following civil service titles shall be a resident of the city on the date that he or she assumes such title or shall establish City Residence within ninety days after such date and shall thereafter maintain City residency for as long as he or she serves in such title: agency heads, including but not limited to Commissioner, First Deputy Commissioner, Executive Deputy Commissioner, Deputy Commissioner, General Counsel, Assistant Deputy Commissioner, Associate Commissioner, Assistant Commissioner.

**POSTING DATE**09/21/2022

**POST UNTIL**

Until Filled

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**The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.**