

Job Description

Job Title Director Medical Mngt &Ops
Job ID 97933
Location Manhattan - Downtown

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Job Information

JOB TITLE: Director, Medical Management & Operations
SALARY RANGE: Min.: \$100,243 Mid.: \$125,303.50
HAY POINTS: 830
DEPT/DIV: Occupational Health Services (OHS)
SUPERVISOR: Corporate Occupational Health Officer
LOCATION: 180 Livingston Street, Brooklyn, NY 11201
HOURS OF WORK: 9:00 am - 5:30 pm (7 1/2 hours/day)

Summary

This critical position plays a key role in OHS' mission to deliver medical services that ultimately enhances employee and public safety.

It is accountable for OHS' automated data management systems requirements and information management operations. In addition to directing the daily activities of MTA Drug Reporting Unit which includes the monitoring, analyzing and safeguarding over 60,000 drug and alcohol testing results annually. This includes the enforcement of all reporting requirements as mandated per Federal Transit Administration (FTA) regulations for about 38,000 NYC Transit and MTA Bus Company employees.

Serve as the NYCT & MTA Bus Drug and Alcohol Program Manager to direct all activities necessary to ensure the effective and continuous operation of the program. Manages the daily activities, program procedures and processes. Also serves as the Designated Employee Representative (DER) and confers with the MRO on positive results. Serve as the key point of contact for the agency's drug and alcohol program including policies and procedures. Works with Substance Abuse Professional's (SAP) implementing and managing employee's follow-up testing program. Ensures the Random program meets DOT testing requirements.

Monitor specimen collection/testing activities at all MTA agencies including contractor employed laboratories to make sure they comply with regulations imposed by FTA and FRA policies incorporated within current labor agreements. This includes monitoring collection/testing procedures, implementing continuous corrective measures, and maintaining adequate supply levels to perform more than 75,000 drug/alcohol tests at all MTA agency facilities.

Manage quality assurance and controls for OHS department to ensure city, state and federal regulations are monitored and followed. Also, responsible for inspection activities that are scheduled for detection and resolution to ensure proper controls are in place for satisfactory outcomes.

Responsibilities

Direct, monitor, and report on the NYC Transit Drug & Alcohol Testing Program, responsible for ensuring adherence to federally mandated drug and alcohol testing requirements. Responsible for downloading employee testing data for random and recheck tests, confirming employee job information, making notifications to supervisory personnel and maintaining all relevant records.

Direct OHS' automated data management system requirements and information management operations; provide statistical data/analysis on a wide variety of OHS clinical initiatives; ensure adherence and organizational regulatory compliance with a multitude of mandated federal, state, local and NYC Transit information requirements. Primary liaison to the BSC/Cority regarding all systems related issues.

Direct the development, implementation, and maintenance of appropriate mechanisms necessary for the effective operation of NYC Transit's Drug Reporting Unit, responsible for monitoring, analyzing, reporting and safeguarding of all drug/alcohol testing data. This includes maintenance of all related drug & alcohol databases, required forms and notices.

Provide oversight for NYC Transit covered Federal Transit Administration contractors to ensure adherence to federal drug and alcohol testing regulations.

Project Manager for multiple contracts which include occupational health software - Cority, queries, online medical reference - Elsevier, FTA contractor oversight/training Precision Compliance and laboratory drug testing - Quest Diagnostics and other duties as assigned.

Select, develop and motivate personnel within the department. Provide career development for subordinates. Provide prompt and effective coaching and counseling. Responsible for discipline/termination of employees when necessary. Review performance of staff. Create a professional environment that respects individual differences and enables all employees to develop and contribute to their full potential.

Other duties as assigned.

Qualifications

Must be knowledgeable about Human Resources, medical and labor relations policies and procedures.

Must have extensive knowledge of DOT FTA, FRA & FMCSA drug collection and alcohol testing requirements.

Must be familiar with NYC Transit procurement policies and procedures.

Solid analytical and problem-solving skills; ability to think strategically and drive decision making.

Excellent verbal, written, and presentation skills. In particular, a demonstrated ability to effectively communicate technical and business issues and/or solutions to multiple organizational levels internally and externally as needed.

Experience in workforce planning and/or strategic location analysis.

Strong leadership qualities and organizational skills as well as the ability to adapt quickly to changing priorities, assignments, and roles.

Demonstrated ability to work with all internal levels within a given organization.

Demonstrated ability to communicate and interact well with external agencies. External agencies may include the Governor's Office for New York State, New York City government, elected and other public officials, as well as any staff located at other federal or state agencies or authorities.

Demonstrated ability to work in a high profile, high pressure environment effectively.

Demonstrated ability to communicate effectively with key internal and/or external stakeholders.

Must have strong managerial skills to effectively direct a staff of professional and technical employees in implementing the short- and long-term goals and direction for the area of responsibility.

Demonstrated ability to complete short- and long-term projects effectively and as efficiently as possible.

Strong attention to detail.

Demonstrated analytical capabilities and quantitative skills.

Demonstrated proficiency in Microsoft Office Suite or comparable applications, i.e., Word, Excel, PowerPoint, Outlook, and PowerBI.

Education and Experience

Bachelor's degree with Business Administration, Computer Science major or related area or an equivalent combination of education from an accredited college and experience may be considered in lieu of a degree; master's degree preferred

Ten (10) years' experience including at least four (4) years in a managerial and/or leadership role in a large, multi-faceted, fast-paced organization or governmental body preferred.

Must have experience with managing and implementing mid- to large-scale Occupational health software design and analysis/systems management.

Other Information

As an employee of MTA Headquarters, you may be required to complete an annual financial disclosure statement with the State of New York, if your position earns more than \$101,379 (this figure is subject to change) per year or if the position is designated as a policy maker.

How To Apply

Qualified applicants can submit an online application by clicking on the 'APPLY NOW' button from either the CAREERS page or from the JOB DESCRIPTION page.

If you have previously applied on line for other positions, enter your User Name and Password. If it is your first registration, click on the CLICK HERE TO REGISTER hyperlink and enter a User Name and Password; then click on the REGISTER button.

Equal Employment Opportunity

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