

**OCCUPATIONAL GROUP: Public Safety**

**CLASS FAMILY: Emergency Management**

**CLASS FAMILY DESCRIPTION:**

**This family of positions includes those whose purpose is to plan, coordinate, and implement emergency preparedness policy, regulations, and methodology with local entities. It includes those who are responsible for fire prevention/suppression, rescue, and emergency medical treatment.**

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**CLASS TITLE: Emergency Management Technical Associate**

**DISTINGUISHING CHARACTERISTICS:**

These positions are the beginning level in the series and are distinguished from the Technician level by the assignment to limited technical areas, and by the fact that problem resolution at this level is typically guided by standard procedures and/or precedents. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Coordinate with federal, state, and local agencies to develop emergency related volunteer resources
- Facilitate the maximum disaster recovery assistance
- Monitoring the efforts of agencies and the management of recovery programs
- Assist in manning the state office of Emergency Services during exercises and actual emergencies
- Understanding and commenting on changes to the volunteer individual assistance recovery programs and assuring that they're implemented to fullest extent.
- Maintains adequate records regarding inspection, maintenance, and calibration of instruments
- Inspects, tests, and repairs monitoring equipment and instruments

**KNOWLEDGE, SKILLS, ABILITIES:**

- Knowledge of state and federal disaster assistance programs, policies, procedures, regulations, and legislature
- Knowledge of basic emergency operations and procedures pertaining to state and local government
- Skills pertaining to computerized office work (i.e. developing and maintaining spreadsheets; writing and pulling reports)
- Ability to retrieve and analyze data and make appropriate conclusions to perform actions needed to be taken

- Ability to work with public and serve as mediator in effective manner and to diffuse potentially hostile situations
- Ability to communicate effectively written and orally

**MINIMUM QUALIFICATIONS:**

**Education:** Graduation from a standard high school or equivalent.

**Experience:** 2 years of full time or volunteer in emergency service area related to assignment area.

**Education & Experience Substitution:** N/A

**Certificates, Licenses, Registrations:** N/A

**SPECIAL REQUIREMENT:** Must be able to qualify for Nuclear Regulatory Commission license if assigned to Radiological Facility Program within one year of hire date.

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**CLASS TITLE: Emergency Management Technician**

**DISTINGUISHING CHARACTERISTICS:**

These positions, at this level in the series, are distinguished by the assigned responsibility for the development of policy and procedures related to specific program areas. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Provide assistance to communities in implementing preventative and emergency plan
- Review, analyze, and interpret regulations and policies governing disaster response and recovery as set forth by state and federal authorities
- Retaining and updating records
- Participate in post disaster public meeting, training, and other assignments as necessary in support recovery
- Coordinates with federal, state, and local agencies to ensure effectiveness and availability of communications to be used in disaster operations
- Coordinates with federal agencies and local radio and television stations to maintain operability of Emergency Broadcast System
- Serves as duty officer during actual emergencies o coordinate state agency response

**KNOWLEDGE, SKILLS, ABILITIES:**

- Knowledge of state and federal laws, regulations, policies, and practices and their relationship with other programs of external and internal entities
- Knowledge of communication systems and FCC regulations
- Skills to navigate variety of computer systems, communication devices, and other equipment as needed for response and recovery
- Skills to effectively present and receive ideas and instructions written and orally
- Ability to effectively communicate with elected and appointed officials at state and federal levels as well as general public.

- Ability to remain flexible in the approach in problem solving
- Ability to collect, evaluates, and analyzes date
- Ability to travel during disasters to conferences and training seminars

**MINIMUM QUALIFICATIONS:**

**Education:** Graduation from a standard high school or equivalent.

**Experience:** 1 year administrative or technical planning related to assigned area **OR** 3 years full time paid employment in electronic communication (installing, designing, operation of large scale variety communication equipment).

**Education & Experience Substitution:** Associate’s Degree in electronic technology from accredited college/university **OR** successful completion at an approved program with at least 2000 clock hours may substitute for two years of non-administrative experience.

**Certificates, Licenses, Registrations:** N/A

**SPECIAL REQUIREMENT:** Must be able to qualify for Nuclear Regulatory Commission license if assigned to Radiological Facility Program within one year of hire date.

**CLASS TITLE: Emergency Management Technician Senior**

**DISTINGUISHING CHARACTERISTICS:**

These positions are the advanced level in the series and are characterized by responsibility for the conceptualization and development of a major program and/or operational system. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Develops plans and implement multi-agency projects and initiatives
- Working with officials at all levels of government in order to prevent loss of life
- Manage FEMA emergency services and EPA’s SARA training for state and local jurisdictions
- Assist local jurisdictions in developing and evaluating simulation exercises
- Develop and implement Emergency Operation Plans (EOPs) for counties in WV
- Advise local officials of proposed EOPs and assessing their response capabilities
- Responsible for maintaining inventory or radiological instruments; scheduling instrument exchanges; providing instruments sets for training classes

**KNOWLEDGE, SKILLS, ABILITIES:**

- Knowledge of federal and state regulations, laws, standards, and statutes governing programs and operational areas
- Knowledge of general plans and functions of emergency preparedness at all levels
- Knowledge of basic map reading and use of elevation data
- Skills of public speaking
- Skills of assimilating basic information on complex issues

- Ability to effectively communicate with top officials, co-workers, general public written and orally
- Ability to effectively maintain working relationship with federal, state, and local agencies
- Ability to do extensive travel during disasters, conferences, training, and public meetings
- Ability to respond to changing conditions
- Ability to train lower level employees

**MINIMUM QUALIFICATIONS:**

**Education:** Graduation from a standard high school or equivalent.

**Experience:** 2 years of administrative or technical planning experience in field related to assigned area **OR** 2 years full time or part time equivalent paid experience in electronics or related administrative field.

**Education & Experience Substitution:** N/A

**Certificates, Licenses, Registrations:** N/A

**SPECIAL REQUIREMENT:** Must be able to qualify for Nuclear Regulatory Commission license to handle radiological material if assigned to Radiological Facility Program within one year of hire date.

**CLASS TITLE: Emergency Management Specialist 1**

**DISTINGUISHING CHARACTERISTICS:**

These positions are responsible for the creation of public health threat response plans and response capacity through the development and execution of exercises. Perform related work as required

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Lead statewide public health exercises and execution efforts across all threat preparedness programs
- Support local, state, regional planning and response advancements to terrorism incidents, catastrophic disease outbreaks, and other events where public is at risk
- Establish priorities and formulate policies for local health departments and agencies
- Consult with local and state organizations in determining health exercise needs
- Integrate state health exercises with other state and federal agencies
- Maintain updated training and exercise records for Department of Homeland Security and emergency responders and others as required

**KNOWLEDGE, SKILLS, ABILITIES:**

- Knowledge of public health programs and services at state and local levels
- Knowledge of community, public and private, state, and national health resources, goals, and objectives
- Knowledge of state and federal regulations, rules, laws
- Knowledge of computer, two way radios, and protocol; basic medical terminology
- Knowledge of incident command system and emergency operation procedures

- Knowledge of and understanding federal HSEEP exercise planning techniques and requirements
- Knowledge of principles and practices of problem formulation, research design, implement, and analytical methods and evaluation for project leadership and management
- Skills in interfacing with public and private professional groups, organizations, and maintaining effective working relationship with supervisors and associates
- Skills in analyzing and evaluating public health and healthcare system preparedness programs, projects, and policies
- Skills in designing mechanisms for collecting and evaluating information
- Skills at technical and creative writing
- Ability to communicate effectively orally and written
- Ability to respond 24/7/365 as warranted to public health threats and events within state
- Ability to travel inter and intra state with possible extended overnight stay
- Ability to use various computer software applications and pieces of equipment
- Ability to develop courses of action and express ideas clearly, concisely, and effectively
- Ability to review and edit exercise documents, including exercise plans, evaluation guides, after action reviews, and improvement plans

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's Degree from accredited college/university

**Experience:** 4 years full time or part time equivalent paid experience in adult training or classroom teaching.

**Education & Experience Substitution:** 1.) An Associate's degree plus 2 years full time or part time equivalent in adult training or classroom teaching. 2.) Additional experience as described below may be substituted for the training on year for year basis.

**Certificates, Licenses, Registrations:** National Incident Management System (NIMS) and NIMS COOP courses.

**SPECIAL REQUIREMENT:** 1.) Must be able to pass background check as this is a security sensitive position. 2.) Pass drug test as condition of employment. 3.) Must be able to qualify for Nuclear Regulatory Commission license to handle radiological material if assigned to Radiological Facility Program within one year of hire date.

**CLASS TITLE: Emergency Management Specialist 2**

**DISTINGUISHING CHARACTERISTICS:**

These positions indirectly manage all EMS agencies in the state in respect to their disaster preparedness duties. In time of disaster, they may directly supervise the activities of independent EMS agency staff and resources, state staff and resources, and coordinate activities of other parts of DHHR and other state agencies. Additionally, these positions are responsible for the development, procurement, and management of electronic security systems (closed circuit TV networks, access control systems, etc). Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Directs planning, development, and implementation of security systems
- Serves as advisor for division regarding network issues
- Serves on various division committees; attends meetings and workgroups
- Design and implement technical training plans for all personnel; evaluates new employees technical competency
- Network/collaborate with federal, state, local officials in developing plans, procedures, and guidelines
- Reviews stored video on electronic media to validate and/or elaborate on information that may be vital to an incident or investigation
- Recommends operational changes to facilitate efficient use of division's security networks; backs up all division servers and maintains offsite copy of all critical media
- Ensures accuracy of databases and maintains valid requestor copies of all information

### **KNOWLEDGE, SKILLS, ABILITIES**

- Knowledge of agency internal operating procedures and guidelines
- Knowledge of principles of administrative management and planning
- Knowledge of electronics and information technology equipment
- Ability to manage and supervise lower levels of staff
- Ability to clearly report activities and identify potential problem areas
- Ability analyzes problems and applies effective solutions
- Ability to interact with variety of individuals
- Ability to communicate effectively written and orally

### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from accredited college/university.

**Experience:** 4 years experience as supervisor or lead administrator.

**Education & Experience Substitution:** 3 years full time paid experience in lead security/EMS position may be substituted for degree on year to year basis.

**Certificates, Licenses, Registrations:** N/A

**SPECIAL REQUIREMENT:** Must be able to qualify for Nuclear Regulatory Commission license to handle radiological material if assigned to Radiological Facility Program within one year of hire date.

**CLASS TITLE:** Emergency Management Manager

### **DISTINGUISHING CHARACTERISTICS:**

This position is responsible for the management of an emergency management program(s) performing administrative and professional work. This position formulates plans, procedures for the program area. This position has budget responsibility and supervises staff. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Oversees the work of and supervises staff; makes assignments; conducts performance evaluations; recommends hiring.
- Oversees the compliance of office programs with state and federal rules, policies and standards.
- Oversees the monitoring and evaluation of program administration and the delivery of services.
- Prepares and executes the office budget, approves expenditures; oversees grants management; supervises fiscal records maintenance and reporting.
- Drafts requests for federal assistance.
- Prepares reports to go to appropriate federal and state authorities.
- May represent agency at federal, state, local meetings and conferences.

**KNOWLEDGE, SKILLS, ABILITIES:**

- Knowledge of personnel management policies and techniques.
- Knowledge of federal and state financial and grant management.
- Knowledge of specific programs requirements.
- Knowledge of federal and state legislation, regulations, and policies in area of assignment.
- Skills in use of various computer and communication equipment.
- Ability to respond effectively to emergencies.
- Ability to prepare and execute fiscal matters.
- Ability to establish and maintain effective working relationship with all levels of staff and authorities.
- Ability to interpret and apply laws relating to area of assignment.
- Ability to communicate effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from an accredited college or university.

**Experience:** 5 years full time paid experience in emergency management; federal program management; or military service.

**Education & Experience Substitution:** A Master's degree may substitute for 2 years of above listed non-supervisory experience OR Nonsupervisory experience as listed above may be substituted for required training on a year for year basis.

**Certificates, Licenses, Registrations:** N/A

**SPECIAL REQUIREMENTS:** Must be able to qualify for Nuclear Regulatory Commission license to handle radioactive material if assigned to Radiological Facility Program within one year of hire date.

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**CLASS TITLE:** Emergency Management Manager Senior

**DISTINGUISHING CHARACTERISTICS:**

This position performs administrative work at the advanced level in overseeing and directing an emergency management program(s). This position provides an overall leadership for the program area; develops and executes plans and procedures for the program area; and establishes the mission and overall programmatic direction of the program area. This position has budget responsibility and supervises staff. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Directs the work staff; makes assignments; conducts performance evaluations; recommends hiring.
- Oversees the compliance of office programs through staff.
- Oversees the monitoring and evaluation of program administration and the delivery of services.
- Develops the missions, objectives, and goals in the program area to include strategic planning.
- Prepares and executes the office budget, approves expenditures; oversees grants management; supervises fiscal records maintenance and reporting.
- Represents agency at federal, state, local meetings and conferences.

**KNOWLEDGE, SKILLS, ABILITIES:**

- Knowledge of specific programs requirements.
- Knowledge of federal and state legislation, regulations, and policies in area of assignment.
- Knowledge of personnel management policies and techniques.
- Knowledge of federal and state financial and grant management.
- Ability to respond effectively to emergencies.
- Ability to prepare and execute fiscal matters.
- Ability to establish and maintain effective working relationship with all levels of staff and authorities.
- Ability to interpret and apply laws relating to area of assignment.
- Ability to communicate effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from an accredited college or university.

**Experience:** 6 – 7 years full time paid experience in emergency management.

**Education & Experience Substitution:** A Master's degree may substitute for 2 years of above listed non-supervisory experience OR Nonsupervisory experience as listed above may be substituted for required training on a year for year basis.

**Certificates, Licenses, Registrations:** N/A

**SPECIAL REQUIREMENTS:** None