

**CLASS TITLE: EMERGENCY MANAGEMENT CRITICAL
INFRASTRUCTURE/KEY RESOURCES COORDINATOR**

Class Code: 02713201
Pay Grade: 26A
EO Code: B

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: Within the Emergency Management Agency, to perform analytical and planning work in developing state and local emergency plans for preparedness, response recovery, and hazard mitigation as related to emergency and disaster events for a major emergency program in the Operations Support Branch within the agency; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with considerable latitude for the exercise of independent judgment and initiative in supervising and organizing the branch's planning or program activities; work is subject to review through consultations and/or written reports for satisfactory performance and conformance to laws, policies, directives, rules and regulations.

SUPERVISION EXERCISED: None.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

To perform analytical and planning work in developing state and local emergency plans for preparedness, response recovery, and hazard mitigation as related to emergency and disaster events for a major emergency program in the Operations Support Branch within the agency.

To provide subject matter expertise on policy, threat, and vulnerability issues and strategic direction on Rhode Island Critical Infrastructure Protection.

To coordinate projects and negotiate programs with the Federal Emergency Management Agency (FEMA) and local government; and participate in major preparedness, response, recovery and mitigation operations

To perform technical work involving the National Infrastructure Protection Plan, National Response Framework, National Institute of Standards and Technology-Framework for Improving Critical Infrastructure.

To assess risk and vulnerability in order to implement antiterrorism, emergency management, and physical security protection policies.

To identify and implement threat reduction measures including plans, policies, and procedures, risk management planning, physical and cyber security, mechanical, structural, and architectural reviews, and business continuity planning.

To manage mitigation and remediation efforts including restoration of operations, logistics management, and information recovery for identified critical infrastructure in support of the State of Rhode Island.

To formulate and execute methodologies for risk management activities, to include risk mitigation and remediation research.

To plan and prepare initial/periodic risk management strategy training and orientation.

To integrate and synchronize efforts of strategic national and theater level critical infrastructure protection programs.

To perform technical writing or to develop and coordinate strategic mission assurance policies.
To maintain critical infrastructure protection program database.
To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge analyzing, developing, implementing, or modifying critical infrastructure security policies or procedures; a thorough knowledge in developing or delivering risk management security training or critical infrastructure program recommendations; a thorough knowledge analyzing risk management security policies or procedures to assess vulnerabilities; a thorough knowledge of developing, coordinating and communicating security policies; a working knowledge of skills with the ability to interact with people from many levels of industry and government; a working knowledge of the state's perceived risk to hazards as a baseline for risk communication and public outreach campaigns; a working knowledge appropriate software and applications; the ability to deal tactfully and effectively with a wide variety of government officials, civic groups, private vendors, the public and State staff to enlist their support and cooperation; the ability to prepare clear, concise and accurate written studies, proposals and reports; the ability to represent the state in meetings with the public, media, and government bodies to successfully promote program goals; the ability to articulate a persuasive and scientifically defensible case for disaster prevention and mitigation programs, plans and policies; and related capacities and abilities

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: Possession of a Bachelor's Degree in Emergency Management, Homeland Security, Fire and Life Safety, or related field such as risk management or continuity planning; and,

Experience: Such as may have been gained through: considerable experience in emergency management in a private, local, state or federal emergency management agency similar public safety related organization.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS:

At the time of appointment:

1. Must obtain and maintain a valid Motor Vehicle Operator's license.
2. Must obtain and maintain a Department of Homeland Security Clearance (TOP SECRET / SCI).

Within six (6) months of appointment (subject to course availability):

1. Must obtain and maintain certificates of training for ICS 100, 200, 300, 400, 700, and 800.
2. Must obtain and maintain completion of FEMA Professional Development Series.