

**CLASS TITLE: EMERGENCY MANAGEMENT OPERATIONS SUPPORT  
BRANCH CHIEF**

Class Code: 02708900  
Pay Grade: 37A  
EO Code: A

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Emergency Management Agency, to perform professional technical, analytical and supervisory work in developing State and Local emergency communications interoperability plans or providing oversight for a major emergency program in the Operations Support Branch of the Rhode Island Emergency Management Agency; to confer with state officials to formulate interoperability telecommunications policies and procedures, which are compatible with the goals and objectives of state government; to develop both short and long range plan for state-wide telecommunication needs and to communicate the State's objectives and needs to common carriers, telephone interconnect companies, consulting firms, and contractors; to keep abreast of emerging technologies and assesses their application to state operations; to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of a superior with considerable latitude for the exercise of independent judgement 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:** Plans, assigns, supervises and reviews the work of a professional and technical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED**

To perform professional technical, analytical and supervisory work in developing State and Local emergency communications interoperability plans or providing oversight for a major emergency program in the Operations Support Branch of the Rhode Island Emergency Management Agency; to confer with state officials to formulate interoperability telecommunications policies and procedures, which are compatible with the goals and objectives of state government; to develop both short and long range plan for state-wide telecommunication needs and to communicate the State's objectives and needs to common carriers, telephone interconnect companies, consulting firms, and contractors; to keep abreast of emerging technologies and assesses their application to state operations.

To manage and maintain a variety of emergency management systems including the Rhode Island Statewide Communications Network (RISCON) and other interoperable radio systems, the state's Geographic Information System (GIS) enterprise, the state's Crisis Information Management Software (CIMS) and web platform, the of Critical Infrastructure (CI) and Key Resources (KR) program, the states, Mass Notification System, and other systems associated with the agency.

To supervise the state's Radiological Emergency Preparedness Program (REPP) program; to supervise the initiation and management of work orders with commercial sources for the repair and maintenance of communication systems.

To prepare program definition studies describing the scope and anticipated yields associated

with the planned acquisition and installation of communications systems.

To develop planning studies defining short, intermediate and long-term range requirements for communications and warning systems for response to disasters ranging from radiological incident to floods, hurricanes and other man-made and natural disasters.

To evaluate the capabilities and limitations of a wide range of communication and warning systems in order to correct deficiencies and improve system performance capabilities.

To formulate operational plans and strategies for the activation of radio stations participating in the Emergency Alert System on either a selective or statewide basis.

To prepare networking strategies designed to identify primary, secondary, and lower level signal pathways to municipalities statewide utilizing frequencies assigned to the office of Emergency Management, other state agencies, or sheriff departments.

To solicit, evaluate, and make recommendations for technical proposals for electronic system received from commercial sources.

To work cooperatively with state and local departments on the design and/or organization, maintenance and operation of emergency communication systems.

To initiate applications for the initial licensing and/or renewal of licenses for communication system and authorize other state agencies, local government, and law enforcement agencies to transmit on these frequencies.

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 plan, coordinate, evaluate and direct staff and operations of statewide emergency interoperability telecommunications unit.

To formulate interoperability program goals and objectives; to develop or assists in the development of related policies and procedures; to interpret and administer pertinent laws.

To prepare or assist in the preparation of unit budget; to prepare Request for Proposals (RFP) and approve the implementation of new telecommunications technologies.

To negotiate contacts with commercial vendors, government agencies and communication companies and to maintain contacts with individuals both within and outside of unit who might impact on program activities.

To represent the office on statewide, regional and federal telecommunication policies and regulatory issues; to coordinate interoperability systems with federal, state, adjacent states, regional and local public safety first responder organizations.

As required, may testify at public hearings.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of two-way radio communications procedures; a thorough knowledge of FCC rules and regulations; a thorough knowledge of the operation of radios, satellite systems and other digital and analog commercial and emergency communication equipment; a thorough knowledge of budgeting procedures; a thorough knowledge to construct system design concepts of new communication and warning systems; a thorough knowledge of all phases of program grant including the development of evaluation standards and timetables in adherence with grant implementation, the procurement, coordination and installation of interoperability communications equipment and the coordination of records of all interoperability assets; a thorough knowledge and ability to lead in the development of Standard Operational Procedures (SOP) and Tactical Interoperable

Communications Plan (TICP) for state, regions and municipalities to ensure compliance with the National Incident Management System (NIMS); a working knowledge of methods of organization and planning as it relates to governmental structure and resources; a working knowledge of principles and practices of public administration germane to control and administration of a State's population in emergency situations, and of the techniques for employing available resources; a working knowledge of the State's perceived risk to hazards as a baseline for risk communication and public outreach campaigns; a working knowledge of particular emergency and natural disaster hazards, which may affect the emergency planning needs; a working knowledge of the functions of FEMA, Non-Governmental Organizations and State EOC operations as they impact emergency preparedness and emergency response; the ability to plan, organize, assign, direct, review, and evaluate the work of assigned staff; the ability to facilitate and coordinate the training of interoperability systems users; the ability to maintain an effective working relationship with subordinates, associates and superiors, and with other public and private agencies; the ability to prepare clear and concise reports; and related capacities and abilities.

### **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: Possession of a Master'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 a professional technical capacity in the field of emergency management in a private, local, state or federal emergency management agency similar public safety related organization, with at least two years in a management or supervisory position.

### **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.

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

1. Must obtain and maintain a Commercial Driver's License (CDL) minimum Class B required, Class A preferred, (CDL License holders are subject to Federal Motor Carrier Safety Administration (FMCSA) and Department of Transportation (DOT) Drug & Alcohol Testing Program). Subject to a physical examination administered by a licensed Physician.
2. Must obtain and maintain a valid Rhode Island Operator's license to operate a fork lift.
3. Must obtain and maintain the certification of a Communication Leader (COMML).
4. Must obtain and maintain certificates of training for ICS 100, 200, 300, 400, 247a, 248, 251, 700, and 800.
5. Must obtain and maintain completion of FEMA Professional Development Series.

Class Created: February 19, 2017