

CLASS TITLE: EMERGENCY MANAGEMENT PLANNER

Class Code: 02708103

Pay Grade: 26A

EO Code: B

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: Within the Emergency Management Agency, to perform a wide variety of analytical and planning work in developing state and local emergency plans or providing oversight for a major emergency management program; to plan and organize unique planning and/or program activities; 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; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with 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

Emergency Management: Within the Emergency Management Agency, to develop and update plans to respond to and recover from the effects of a wide range of catastrophic all hazards events, including terrorism/homeland security events; to provide technical support in the areas of research, planning, data collection, data analysis and training for state agencies and local community emergency responders; to maintain and implement core State plans such as the Comprehensive Emergency Preparedness (CEMP) Plan, Continuity of Operations Plan (COOP), Continuity of Government (COG) plan and other procedures and guidance documents; to conduct research and writing of plans for hazard-specific events such as homeland security/terrorism events, major aircraft accidents, mass casualty, hazardous material spills, severe weather situations, search and rescue activities, nuclear accidents, terrorist attacks, and other disaster situations or threats that may arise; to incorporate various and periodic risk assessments in order to maintain applicability and relevance of emergency plans; to act as a planning liaison to the Federal Department of Homeland Security (DHS), the Federal Emergency Management Agency, and state and local communities and agencies; aids in development of local planning programs and initiatives, plans and measures; assists local communities in developing grant applications, guidelines, programs and protocols; to gather, review and organize data from varied sources for use in developing community, regional or state plans; to prepare charts, tables and technical reports for comprehensive plan preparation and for regional and community development; to participate in the collection and review of statistical data for planning studies and economic forecasts, population estimates and projections and land use and public facilities studies; to compile, summarize and report research concerning community, regional or state plans; to provide general technical assistance to state and municipal officials as well as the public concerning general planning data and programs; or,

Risk & Hazards: Within the Emergency Management Agency, to support programs including, but not limited to the National Flood Insurance Program (NFIP), Cooperating Technical Partners Program (CTP) programs; to coordinate various and periodic risk assessments in order to define the probability of events and the likely consequences of events; to aid in the development of local planning programs and measures; to assist local communities in developing grant applications, guidelines, programs and protocols; to assist local government officials in the adoption of FEMA Flood Insurance Rate Maps (FIRMs); or,

Plans and Operations: Within the Emergency Management Agency, to be responsible for ensuring continuity between other branches, aligning agency plans, policies and procedures and integration of planning principles into daily operations, trainings and exercises; to make appropriate changes to existing plans and consult with State and Local officials as needed; to be responsible for developing, coordinating and maintaining the State of Rhode Island's emergency management plans catalog; to ensure that After-Action Reports (AARs) and/or Capability Improvement Plans (CIP) results (derived from training, exercises, incidents, or emergency activations) recommendations or other corrective measures are incorporated back into the planning life-cycle; to be responsible for incorporating various and periodic risk assessments in order to maintain applicability and relevance of emergency plans; to be responsible to gather, review and organize data from varied sources for use in developing community, regional or state plan coordination; to ensure state-local coordination of Special Events to include Incident Action Plans, Standing Operating Procedures (SOPs) or other protocols are addressed across the spectrum of primary and supporting partners; or,

Regional Planning: Within the Emergency Management Agency, to be responsible for assisting locals, businesses and other public and private partners build plans, policies, procedures, apply for grants and develop preparedness related activities to include facilitating training and exercise opportunities; to be responsible for developing, implementing, and evaluating plans, policies and procedures for special emphasis on emergency programs or services provided by the agency; and,

Common Duties To All Above: To participate in periodic drills and exercises; analyzes and prepares evaluations of Rhode Island's emergency preparedness status; to coordinate and provide staff support for multi-agency emergency preparedness committees and work groups; to research, identify and recommend emergency preparedness equipment and systems to improve readiness of state and local agencies; to provide general technical assistance to state and municipal officials as well as the public concerning general planning data and programs; to support other planning efforts across the planning spectrum as directed; to perform Emergency Operations Center duties as required during incident; to perform duties vary in nature due to the many emergency situations requiring planning and the particular location within the state with emergency situations that vary from minor spills to major evacuation efforts; locations range from small communities to large metropolitan areas and from mountain areas to coastlines that determine the characteristics unique to the planning effort; to perform analysis of individual situations to identify potential problems and detail the response and recovery efforts required; to develop or assist local governments, state agencies, and utilizes to develop plans to respond and recover from the effects of catastrophic events and disasters such as: earthquakes, floods, power outages, hazardous materials spills, and radiological accidents; to determine whether proposed risk reductions measures are consistent with existing codes and are cost effective; to train local groups in the preparation of long term plans

which are compatible with federal and state plans and which may include various aspects of radiological response, or other environmental catastrophic response; to coordinate interagency mitigation activities throughout the state both before and after natural disasters; to provide planning assistance to local governments and other organizations in the development of emergency plans for such population protection techniques as evaluation, reception and care, and shelter; to assist local jurisdiction in developing functional elements of local emergency plans in areas such as direction and control, communications and warning, law enforcement, fire service, public information and public works; to oversee and update assigned emergency disaster preparedness plans and resource materials; to attend meetings, and conduct workshops and training sessions; to prepares related reports; to operate personal computers to develop and maintain data bases, including geographic information system (GIS) products, and access emergency management electronic bulletin boards; and to do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the Federal Emergency Management Agency planning process, all-hazards and risk reduction; a working knowledge of Federal hazard assistance programs & grants; a working knowledge of the principles and techniques of effective communications; a working knowledge of information dissemination practices and techniques; a working knowledge of personal computers and database management software websites & databases; a working knowledge of the background and objectives of emergency management programs; a working knowledge of the nature and effects of various types of natural and other disasters; the ability to interpret program rules in to meaningful programs for state and local communities; the ability to communicate effectively through a variety of media; the ability to prepare and present oral reports of considerable complexity with clarity and persuasiveness; the ability to foster and grow the whole community concept; and related knowledge, skills, abilities and capacities.

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; and

Experience: Such as may have been gained through: considerable experience in emergency management in a private, local, state or federal emergency management agency or 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 be a U.S. citizen with the ability to obtain and maintain a Department of Homeland Security Clearance.

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.

Class Created: February 19, 2017