

**CLASS TITLE: EMERGENCY MANAGEMENT PLANNING BRANCH
CHIEF**

Class Code: 02708104
Pay Grade: 37A
EO Code: A

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: Within the Emergency Management Agency, to oversee and organize all planning and programmatic activities within the Planning Branch; to serve as the National Flood Insurance Program (NFIP) Coordinator for the State; to perform analytical and supervisory work in developing State and Local emergency plans or providing oversight for a major emergency program in the Planning Branch of the Rhode Island Emergency Management Agency; 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 Emergency Operations Center duties as required during incident; 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: Plans, assigns, supervises and reviews the work of a professional and technical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

To oversee and organize all planning and programmatic activities within the Planning Branch; to serve as the National Flood Insurance Program (NFIP) Coordinator for the State; to perform analytical and supervisory work in developing State and Local emergency plans or providing oversight for a major emergency program in the Planning Branch of the Rhode Island Emergency Management Agency; 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 Emergency Operations Center duties as required during incident.

To oversee and review a variety of planning functions for emergency events such as operations, response, recovery, continuity, severe weather conditions, and mitigation; or providing information, guidance, and technical planning assistance in writing, adopting and enforcing program regulations that comply with Federal and State requirements.

To coordinate with the management team in establishing the scope of work for the agency based on the planning and program priorities identified by federal and state laws, guidelines and public concern.

To manage the State National Flood Insurance Program, State Hazard Mitigation Program and all Planning Branch initiatives.

To direct the Mitigation Supervisor (State Hazard Mitigation Officer (SHMO), Planning Supervisor, Risk & Hazards Planners, Plans/Operations Integrator and all Planners who support the Planning Branch.

To participate in hazard specific exercises, drills and events.

To direct and oversee the review and update of the State Hazard Mitigation Plan, as well as supervise the development and implementation of state policies, procedures and guidelines for all Federal Emergency Management Agency (FEMA) mitigations grants.

To direct and oversee the daily operations of the Planning Branch; set priorities and establish long-term programmatic goals; to develop policy; to establish schedules; and determine individual work assignments based on the overall planning efforts established for the agency.

To establish long-range goals and guidelines of Federal and State governments, to make assignments to the planners and program staff and set in-house project deadlines for completion and review.

To provide guidance to staff in scheduling their day-to-day activities and consult with them on special project plans and activities.

To organize and direct assignments and workloads to meet the demands that occur due to new projects or unusual and unexpected situations.

To evaluate long-range schedules and goals and make adjustments in staffing and work operations to accommodate accordingly.

To develop budget recommendations for branch activities based on the previous year's budget and projected needs for the coming year.

To make recommendations and requests for integration into the section agency budget and are submitted to the emergency management Chief Financial Officer.

To oversee the administration of a grant program and assist other agency sections in formulating budgets for various planning projects.

To oversee the training and professional development of new and existing Planning Branch employees; to discuss training methods and outcomes with immediate supervisor and Planning Branch employees; to evaluate the individual training needs of the Planning Branch and recommend training established by FEMA or other professional sources as applicable.

To establish, revise, and implement the work standards and procedures of the assigned branch.

To consult with and monitor the performance of employees in the work unit.

To review the work of the Branch while in progress; problems are resolved through general discussion with Federal, State and local representatives.

To be responsible for the first step in attempting to resolve problems and complaints within the Planning Branch.

To assist in interviewing applicants and make recommendations to immediate supervisor on hiring.

To supervise section personnel who plan, develop and review emergency operating plans, procedures, and exercises for State emergency management programs, for natural disaster, and all-hazards emergencies.

To coordinate multi-agency exercises and training by interacting with internal and external stakeholders including state, local, and non-governmental organizations in accordance with established policy and procedures.

To participate in all-hazards emergency operations as a branch section chief.

To prepare technical planning documents and reports to include state and local disaster plans, incident action plans, situation reports, and provides operational and technical briefings to internal and external stake holders including state, local, and private entities for preparedness in accordance with established policy and procedures exercise design and execution plans.

To coordinate training for section personnel who plan, develop, and review emergency

operating plans, procedures, and exercises for state emergency management programs, for natural disasters, and all-hazards emergencies.

To evaluate section personnel who plan, develop, and review emergency management programs, for natural disaster and all-hazards emergencies by creating performance plans and personnel evaluations.

To conduct and attend staff meetings, seminars, and conferences for preparedness planning, training, and exercises.

To prepare a variety of records and reports such as annual, quarterly, financial progress and programmatic reports.

To serve as the Director's designee and coordinate with other federal and non-federal partners as needed.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS, AND CAPACITIES: A thorough knowledge of principles and practices of effective management including planning, organization, delegation and evaluation; a thorough 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 thorough knowledge of the State's perceived risk to hazards as a baseline for risk communication and public outreach campaigns; a thorough knowledge of particular emergency and natural disaster hazards, which may affect the emergency planning needs of the State of Rhode Island; a thorough knowledge of planning, organizing, assigning, directing, reviewing, and evaluating the work of assigned staff; a thorough knowledge in administering and managing a variety of emergency management projects and programs; a working knowledge of the functions of FEMA, the Red Cross and State EOC operations as they impact emergency preparedness and emergency response in the State of Rhode Island; a working knowledge in dealing 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; use of multidisciplinary approach to achieving goals and objectives; a working knowledge in preparing clear, concise and accurate written studies, proposals and reports; a working knowledge in representing the State in meetings with the public, media, and government bodies to successfully promote program goals; a working knowledge in organizing and supervising assigned staff and volunteers, and securing the necessary resources to accomplish program objectives; a working knowledge in articulating 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 Master's degree in emergency management, coastal sciences, homeland security, fire and life safety, or related field such as risk management, policy or continuity planning; and

Experience: Such as may have been gained through: considerable experience in emergency management staff experience (emergency coordinator, planner, analyst or consultant) 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 be a Certified Floodplain Manager as credentialed by the Association of State Floodplain Managers.

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