

# **CLASS TITLE: EMERGENCY MANAGEMENT RADIOLOGICAL SUPERVISOR**

Class Code: 02717800  
Pay Grade: 31A  
EO Code: B

## **CLASS DEFINITION**

**GENERAL STATEMENT OF DUTIES:** Within the Emergency Management Agency, to perform analytical and supervisory work in developing State radiological emergency response plans and providing oversight for a major emergency program in the Operations Support Branch of the Rhode Island Emergency Management Agency; to plan and organize their branch's planning or program activities; 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 as it relates to radiological incidents; 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 unit'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**

Within the Emergency Management Agency, develop and update the State of Rhode Island Ingestion Pathway Plan as required in Section 23-12.5 of the Rhode Island General Statutes, to respond to and recover from the effects of a catastrophic event at a nuclear power plant.

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 develop and update the Radiological Protection Annex of the State of R.I.'s Comprehensive Emergency Management Plan (CEMP).

To serve as special assistant to the Director of Emergency Management or as subject matter expert during the activation of the Emergency Operations Center operations in simulated or actual events.

To act as liaison to the Federal Department of Homeland Security (DHS), the Federal Emergency Management Agency (FEMA), the Nuclear Regulatory Commission (NRC), the Environmental Protection Agency (EPA) and state and local communities and agencies; aids in development of state radiological mitigation measures, including developing new programs to implement new national public precautionary actions.

To provide consultation, coordination and technical assistance to local municipalities, and private companies and organizations in designated emergency planning zones.

To maintain the Ingestion Pathway Plan and any other related radiological emergency plan.

To formulate plans for operational planning, radiological emergency preparedness and recovery activities both present and long range and grant administration; to coordinate and monitor all emergency management planning services.

To manage the annual replacement of radiological meters, direct reading dosimeters and thermos-luminescent dosimeters with currently calibrated ones in each of the fifty-mile zones response organizations.

To train local officials in conducting quarterly inventory and operational checks of all radiological emergency response plan equipment.

To develop, review and revises radiological training programs, including conducting annual and biannual drills and exercises.

To oversee disaster recovery activities related to a radiological incident or emergency.

To develop and update public information publications.

To provide technical and administrative guidance to the State Emergency Response Commission (SERC) and the Local Emergency Planning Committees (LEPC).

To develop SERC agendas, manage SERC records and minutes, maintain SERC membership, and report out at quarterly SERC meetings on RIEMA related business.

To coordinate RIEMA's participation in the five LEPC's statewide and attend monthly meetings as needed.

To collaborate with the Grants Management Unit regarding the programmatic management of the Hazardous Materials Emergency Planning (HMEP) Grant.

To document the completion of those inventories and operational checks for the Annual Letter of Certification and other annual reports.

To participate in exercises and drills as well as actual emergencies at the SEOC (State Emergency Operations Center) that require outside of normal business hours participation.

To develop annual certification statement that assures that all federal requirements for planning, meetings and required projects are completed.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACTIES:** A thorough knowledge of information dissemination practices and techniques; a thorough knowledge of the principles of nuclear power generation and the principles of radiological hazards; a thorough knowledge of federal and state regulations applicable to emergency management and associated programs; a thorough knowledge of the incident command system; a thorough knowledge of equipment and systems used in a radiological emergency; a thorough knowledge of current state and local emergency response plans and procedures, including homeland security plans; a thorough knowledge of the principles of nuclear, biological, chemical and weather hazards; a thorough knowledge of equipment and systems used in a nuclear, biological, chemical and weather emergencies; a working knowledge of the principles and techniques of planning and conducting training and preparedness evaluation events to include tests, practical exercises, drills, and exercises; a working knowledge of the principles and practices of program administration; a working knowledge of state and federal EPCRA Laws, 42 USC Chapter 116 and guidance related to all-hazards planning; a working knowledge of Emergency Operations Center Facilities, NIMS & ICS; the ability to supervise subordinate staff; the ability to communicate effectively orally and in writing; the ability to make and defend controversial decisions; the ability to prepare comprehensive hazard response plans; the ability to utilize computer software; the ability to do public presentations; and related capacities and abilities. Must be familiar with Geographic Information Systems (GIS) processes and software.

## **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 be a U.S. citizen with the ability to obtain and maintain a Department of Homeland Security Clearance and/or a Nuclear Regulatory Commission Security Clearance.

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

1. Must obtain and maintain certificates of training for ICS 32, 100, 200, 212.b, 300, 318, 321, 322, 393.a, 400, 700, and 800.
2. Must obtain and maintain completion of FEMA Professional Development Series.
3. Must possess and maintain a State Radiological License issued by the Rhode Island Department of Health.

Class Created: February 19, 2017