

# **CLASS TITLE: EMERGENCY MANAGEMENT RECOVERY BRANCH CHIEF**

Class Code: 02709003  
Pay Grade: 37A  
EO Code: A

## **CLASS DEFINITION**

**GENERAL STATEMENT OF DUTIES:** Within the Emergency Management Agency, to perform professional analytical and supervisory work in developing State and Local emergency plans or providing oversight for a major emergency program in the Recovery Branch of the Rhode Island Emergency Management Agency; to develop and organize their branch's planning or program activities; coordinate and communicate with stakeholders impacted by disaster events to keep them up-to-date on the situation; to ensure integration with the *National Disaster Recovery Framework* in a unified and collaborative manner; to ensure that the Recovery Support Functions (RSFs) are integrated with the State Emergency Operation Center (SEOC) Operations; to restore, redevelop and revitalize the health, social, economic, natural and environmental fabric of the community; 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 ensure the quality of Disaster Recovery Plan testing by scheduling/conducting several types of plan testing to ensure the feasibility and adequacy of the recovery process and procedures are included in the plan.

To update agency Disaster Recovery Plans to ensure the procedures and documentation contained therein are current and are able to be used to successfully recover critical and essential business process during a disaster event, emergency, or extended outage.

To conduct a post-test interview with test participants to discuss the goals of the test and gather lessons learned during the disaster recovery testing exercise.

To review and update succession plans to ensure the continuity of authority, decision-making, and communications in the event that key members of the organization are unavailable during a disaster event, emergency, or extended outage.

To ensure that documentation adheres to the most current industry best practices, regulatory requirements, and agency policy.

To assist in incorporating modifications into the Disaster Recovery plan based on after action report findings.

To publish disaster recovery plans to authoritative sources and disseminate to appropriate Stakeholders.

To evaluate disaster recovery products and tools that best fit evolving disaster recovery

program requirements and to assist with the compilation of disaster recovery testing after-action report.

To tracks personnel, organizational, and system changes in agency environment to ensure that the information is updated in the appropriate plan.

To assist in conducting disaster recovery test(s) (in support of the State's Continuity of Operations Plan(COOP) ) for agency applications to ensure that there are adequate recovery procedures and failover processes in place to successfully restore the affected application(s) within pre-determined recovery time objectives and recovery point objectives.

To test succession plans to ensure the continuity of authority, decision-making, and communications in the event that key members of the organization are unavailable during a disaster event, emergency, or extended outage.

To assist with COOP testing as the organization deems necessary to successfully recover critical and essential businesses processes during a disaster event, emergency, or extended outage.

To be responsible for developing a cadre of qualified personnel that is supplement sustaining staff in Public and Individual Assistance.

To supervise the development and implementation of state policies, procedures and guidelines for both the Public and Individual Assistance Programs. This includes pre-incident technical assistance and training to local jurisdictions and regional planning commissions as well as support during an ongoing incident.

To be responsible for maintaining a vendor contact list on a quarterly basis to ensure contact information is current and can be successfully utilized during a disaster event, emergency or extended outage.

To assist in documenting the business impact analysis for business, technology and application solutions to identify critical resources and assist with the development of practical recovery strategies.

To assist in documenting the risk assessment for business, technology and application solutions to identify the most probable threats to the organization, determine related vulnerabilities, develop mitigation strategies and recommendations to lower the probability of occurrence.

To assist in documenting event timeline and remediate plans accordingly to ensure that plans are updated with lessons learned during the disaster event.

To work with the Planning Branch Chief and State Hazard Mitigation Officer to coordinate the consolidation of information supporting a request by the Governor for an Emergency or Major Disaster Declaration; coordinate with the Governor's Authorized Representatives to establish meeting agendas and program goals.

To supervise the provisions of technical assistance during and prior to incidents and pre-incident training to the local jurisdictions, Regional planning commission personnel and officials on hazard mitigation issues.

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 working knowledge of the functions of FEMA and State EOC operations as they impact emergency preparedness and emergency response in the State of Rhode Island; a working knowledge of Federal Hazard Mitigation and FEMA Public Assistance programs; a working knowledge of administrative practices, and procedures, including grants and contracts; a working knowledge of the background and objectives of emergency management program; knowledge of communications equipment, hazardous materials, field operations, control and command for first responders; a working knowledge of ICS (Incident Command System) and NIMS (National Incident Management System); a working knowledge in the use of presentation graphics, multi-media devices, and computer programs and software; the ability to plan, organize, assigning, direct, review, and evaluate the work of assigned staff; the ability to administer and manage a variety of emergency management projects and programs; the ability to communicate 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 use of multidisciplinary approach to achieving goals and objectives; the ability to preparing clear, concise and accurate written studies, proposals and reports; the ability to in representing the State in meetings with the public, media, and government bodies to successfully promote program goals; the ability to organize and supervise assigned staff and volunteers, and securing the necessary resources to accomplish program objectives; the ability to articulate a persuasive and scientifically defensible case for disaster prevention and mitigation programs, plans and policies; the ability to logically analyze problems, interprets data, determine alternatives and propose solutions; the ability to communicate effectively and have the ability to foster and grow the whole community concept with a wide variety of individuals; and related capacities and abilities.

### **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: Possession of 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 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.

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