

**CLASS TITLE: EMERGENCY MANAGEMENT RECOVERY
COORDINATOR**

Class Code: 02709001
Pay Grade: 26A
EO Code: B

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: Within the Emergency Management Agency, to perform administrative and technical 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 plan and organize their branch's planning or program activities; coordinates and communicates with stakeholders impacted by disaster events to keep them up-to-date on the situation; to ensure the integration with the *National Disaster Recovery Framework that will* enable disaster recovery efforts to operate in a unified and collaborative manner; ensure that the Recovery Support Functions (RSFs) are integrated with SEOC Operations; to focus on how best to restore, redevelop and revitalize the health, social, economic, natural and environmental fabric of the community and build a more resilient State; to be responsible for business continuity and disaster recovery planning work of considerable difficulty involving design, development, maintenance and execution of agency disaster recovery plans; 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 latitude for the exercise of independent judgment and initiative in 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: None.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

To perform updates to the 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 perform work in the design, development, maintenance, and testing of various components within the overall disaster recovery program, independently works on the design, development, testing of agency or infrastructure disaster recovery plans, independently coordinates the execution of recovery activities either at the agency or enterprise level, designs and implements disaster recovery planning best practices and procedures, designs disaster recovery solutions at the agency or enterprise level, coordinates the execution of recovery activities, develops and implements disaster recovery planning best practices and procedures, coordinates multiple projects while optimizing resource utilization and ensures proper controls are implemented to promote system stability.

To perform disaster recovery test(s) 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 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 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 assist in the 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 assist in the development and implementation of state policies, procedures and guidelines for Recovery 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 event timeline and remediate plans accordingly to ensure that plans are updated with lessons learned during the disaster event.

To publish disaster recovery plans to authoritative sources and disseminates to appropriate stakeholders.

To evaluate disaster recovery products and tools that best fit evolving disaster recovery program requirements.

To coordinate the consolidation of information supporting a request by the Governor for an Emergency or Major Disaster Declaration.

To coordinate with the Governor's Authorized Representatives to establish meeting agendas and program goals.

To assist with the provisions of technical assistance during and prior to incidents and pre-incident training to the local jurisdictions.

To assist with the integration of Recovery and Continuity of Operations plan testing as organization deems necessary to successfully recover critical and essential business processes during a disaster event, emergency, or extended outage.

To maintain an emergency notification 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 coordinate with Voluntary Agencies assisting in Recovery Operations. Develop and enhance community stakeholder capabilities to meet operational objectives.

To participate in state recovery and resiliency activities conducted by partner organizations, state and federal agencies.

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 the functions of FEMA and State EOC operations as they impact emergency preparedness and emergency response in the State of Rhode Island; a thorough knowledge of Federal Recovery programs; a thorough knowledge of administrative practices, and procedures, including grants and contracts; a thorough knowledge of the background and objectives of emergency management program; a working knowledge of Incident Command System (ICS) and National Incident Management System (NIMS); a working knowledge in administering and managing a variety of emergency management projects and programs; 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; the ability to use of multidisciplinary approach to achieving goals and objectives; the ability to prepare clear, concise and accurate written studies, proposals and reports; the ability to represent the State in meetings with the public, media, and government bodies to successfully promote program goals; 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; the ability to maintain effective working relationships with a wide variety of individuals and be proficient in the use of presentation graphics, multi-media devices, and computer programs and software; and related capacities and abilities.

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 employment 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.

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