

46013 WASHINGTON STATE DEPARTMENT OF PERSONNEL

Specification for Class of

EMERGENCY MANAGEMENT SENIOR PROGRAM COORDINATOR

Abolished Effective June 1, 2005

Definition: In the Military Department, Emergency Management Division, performs one or more of the following work assignments: (1) program manager for one or more emergency management programs; (2) project lead for one or more emergency management projects; (3) manager of one or more emergency management telecommunications projects and/or systems; (4) consultant/planner for statewide 911 system enhancement; or, (5) legislative and policy coordinator/analyst for the Emergency Management Division.

Distinguishing Characteristics: Incumbents work independently within the scope of general direction and guidance, and are delegated authority in writing by the Unit Manager or higher level manager to perform one or more of the work assignments cited above. Work assignments documented in a classification questionnaire signed in agreement by management will satisfy the "in writing" requirement. Work assignments involve at least one of the four phases of emergency management.

Program management and telecommunications assignments include responsibility for: (1) planning, which includes estimating resource requirements, developing written plans and determining appropriate methods for achieving goals and objectives; (2) organizing, which includes identifying, coordinating and organizing government and/or volunteer resources; (3) directing, which includes providing direction and guidance to others to include internal staff, affected state and local government staff, and/or volunteers; (4) coordinating, which includes integrating the work and/or activities of affected staff, governmental entities and/or volunteers; and (5) controlling, which includes establishing standards, evaluating progress and making necessary adjustments. Such assignments also include responsibility for a full range of budgeting or contracting activities such as preparing and administering grants, developing budgets, identifying funding priorities, preparing allotments, tracking expenditures, reprogramming funds, evaluating and comparing contract proposals, and ensuring contract deliverables. Incumbents in these assignments direct the deliverables of other staff, contractors and/or volunteers and coordinate the efforts of staff from other state agencies or local jurisdictions. Incumbents may lead staff.

Project lead assignments are made to permanent staff for a designated emergency management project or series of consecutive projects. Emergency management projects differ from regular work assignments in that each is of limited duration and has specific objectives to be achieved. All project lead assignments include the responsibility to regularly assign, instruct, and check the work of others. Positions established under the provisions of WAC 356-130-145 Project Employment are not included in this type of work assignment.

Emergency management is the preparation, mitigation, response and recovery activities inherent in managing potential or actual natural or technological hazards and disasters. The phases of emergency management are: (1) preparedness, which is the planning and preparation that occurs before and in anticipation of an emergency or disaster; (2) mitigation, which is the act of

lessening or eliminating hazards before an emergency occurs; (3) response, which is the implementation of the preparedness function, use of operational plans, warning systems, activation of resources, and mobilization of personnel; and (4) recovery, which is the immediate and often long-term process of dealing with the aftermath of a disaster.

Incumbents in this class serve in the Emergency Operations Center or at other locations as may be assigned during exercises, emergencies, disasters, and/or other occurrences.

Typical Work

Plans, organizes, directs, coordinates and controls one or more emergency management programs or telecommunications projects/systems;

Develops and maintains cooperative relationships with other government entities, the business sector, community organizations and/or local, state and federal officials in support of emergency management programs, functions or telecommunications project/system goals;

Develops, prepares, and monitors reports, proposals, grants and budgets for designated emergency management programs, functions or telecommunications projects/systems;

Develops, negotiates, and monitors contracts with public and private entities to include local governments and community organizations;

Plans, directs and integrates the work of other program, function or telecommunications staff;

Develops policy positions related to program(s), function(s) or telecommunications projects/systems;

Drafts legislation;

Prepares testimony for legislative hearings;

Serves as telecommunications manager and technical advisor for emergency telecommunication(s) and warning system(s);

Serves as telecommunications project manager for system design, engineering, and implementation of telecommunication(s) and warning system(s) for a major state program;

Represents agency at professional, local, state, regional, or national meetings related to program(s), function(s) or telecommunications projects/systems;

Performs related duties as required.

Minimum Qualifications:

For positions other than telecommunications positions:

For program positions:

Two years of experience as an Emergency Management Program Coordinator; **OR**

A Bachelors degree AND four years of professional level experience in emergency management, financial management (grant, contracting, claims management, budgeting), training/education, public information/affairs, *program/project management, environmental analysis or planning, civil/structural engineering, legislative affairs and/or urban planning.

Additional qualifying experience will substitute, year for year, for the education requirement. A Masters or Ph.D. degree will substitute for one year of the experience requirement.

*NOTE: Qualifying Program/Project management is defined as:

Directing, coordinating, monitoring and evaluating a project or program having a specific goal to be achieved within a specific time frame.

For telecommunications positions:

Two years of experience as an Emergency Management Program Coordinator in a telecommunications position; **OR**

A Bachelors degree in telecommunications, business administration or other appropriate field AND five years of experience in either: (1) planning, implementing and administering one or more telecommunications and warning systems, networks and/or office automation systems; or (2), designing, engineering and implementing one or more telecommunications and warning systems.

Additional qualifying experience to include managing, administering or maintaining telephone, radio and/or microwave systems will substitute, year for year, for education.

New class: 7-10-98

Revised minimum qualifications: 9-14-01