

**DESCRIPTION:** Under direct supervision, develops state and local plans for the protection of the civilian population and the economic well-being of the state from the effects of natural, man-made, and technological disasters and hazards. This is a professional entry level position within the Nebraska Emergency Management Agency (NEMA). Position also performs homeland security activities in support of the state emergency and homeland security program. Performs related work as assigned.

**DISTINGUISHING CHARACTERISTICS:** (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the first of seven levels in the Emergency Management series (Planning Specialist, Program Specialist I and II, Radiological Planning and Training Specialists I and II, Unit Supervisor, Section Manager). Positions in this series are responsible to work with state and local governments in statewide emergency management and homeland security planning and preparedness for, and response to natural, man-made and technological disasters and hazards.

The Planning Specialist is primarily responsible for developing local emergency operations plans, and hazard mitigation and homeland security activities. Persons in this class have had some prior experience in dealing with emergencies, generally through employment and/or volunteer work in law enforcement, firefighting or EMT/rescue and/or have a background in planning. The Program Specialists have completed numerous training courses at the federal level which are required to work with the more complex grant programs such as State Emergency Operations Plan (SEOP), State Communications Interoperability Plan (SCIP), State Hazard Mitigation Plan (SHMP), State Public Assistance Plan (SPAP), National Incident Management System (NIMS), Homeland Security Grant Programs (HSGP), Public Safety Interoperable Communications Program (PSIC) and the National Response Framework (NRF). Training/coursework for the Program Specialist levels can take up to four years to complete. The Radiological Specialists are primarily responsible for planning and preparedness for, and response to radiological events/disasters and hazard mitigation. Persons in these classes require specialized training/coursework/experience in radiation, physics, chemistry, radiological instrumentation and numerous courses at the federal level which can also take up to four years to complete. The Supervisor and Manager classes have completed all the required training/coursework at the federal level and have first-line supervisory responsibilities and program management responsibilities, respectively.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Researches, collects and analyzes data, in the areas of emergency management, homeland security, communications, fire protection, law enforcement, hazardous materials, health and medical, and distribution of food and critical supplies, through the use of interviews and meetings with Federal, state and local officials and civilians, through physical inspections of buildings, facilities, supplies and equipment, and the interpretation of data from literature and statistical reports for the purpose of incorporating such data into comprehensive multi-hazard plans and programs.

Develops and writes emergency operating plans, including the centralization of advisory assistance for damage assessment and recovery actions.

Develops and writes comprehensive multi-hazard Emergency Operations Plans which provide for direction and control of emergency response, warning, shelter, evacuation, continuity of government, and, in general, the protection and care of the population during disasters. Integrates the state homeland security and emergency management programs into the state and local plans.

Advises and assists the local government in the development of their local Emergency Operations Plan to insure consistency between state and local plans; designs and develops tests and exercises to determine the feasibility and practicality of these plans.

Designs and develops public information materials to include detailed layout designs, graphic arts, visual aids, news releases, brochure, newspaper supplements for purposes of public presentations and replying to informational requests; uses desk-top publishing computer software to enhance materials.

Reviews and updates operations plans, annually, for current applicability, and to ensure conformance and compliance with state and federal laws and regulations.

Coordinates program activities with other State agencies and with units and/or programs within NEMA to ensure awareness of the activities of the local entities, and to promote intra-agency cooperation and efficient utilization of resources.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: Federal and State statutes, plans and grant programs pertinent to Homeland Security and Emergency Management; the functional relationships between federal, state and local organizations; the terminology and concepts associated with specific program plans; the principles and logic of planning; methods of gathering and analyzing statistical and general data; local government structures and relationships between municipal, county and state and the Federal government; methods and techniques used in fact-finding and data gathering for plan development; Hazardous Material Planning and Community Right to Know; means to use in obtaining or disseminating information in a proper format.

Skill in: writing in a precise, comprehensive manner; making judgmental decisions based on sometimes vague criteria and/or insufficient guidelines; conducting one-on-one interviews in such a manner to extract the maximum amount of data required for plan development; making presentations to various and diverse groups; using computers for word processing, data management and development of maps and graphic displays; proofing work for errors.

Ability to: communicate effectively with diverse groups of people from local, state and federal governments and the public; establish and maintain open and constructive relationships with other staff, government officials and private citizens; understand, interpret and apply emergency planning rules and regulations; analyze and interpret statistical data; translate various data and items of information into comprehensive plans suitable for use at the operating level; persuade government and private officials to become active in preparedness and planning activities; organize and coordinate program planning activities; grasp abstract ideas, be innovative and creative and communicate ideas effectively; proof work for errors; motivate others; work effectively as a member of a team; learn new concepts quickly; work under stress effectively, productively and meet deadlines.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Post high school coursework/training in one or more of the following areas: emergency management, regional/urban/community planning, disaster planning, public safety program planning, transportation planning; public administration, business administration, social sciences or health sciences and/or experience in one or more of the following areas; emergency management, regional/urban/community planning, disaster planning, public safety program planning, transportation planning, public administration, business administration, social sciences or health sciences.

**SPECIAL NOTES:**

Persons in this class must successfully complete NIMS 100-200 and 700-800 and the following FEMA Independent Study Courses by the end of the original probationary period:

Preparedness Section: IS 1, 3, 120, 230, 235, 288, 546 and 820.

Response and Recovery Section: IS 1, 3, 230, 288, 393 and 775.

Radiological Program: IS 1, 3, 111, 120, 230, 235, 288, 546, 547 and 820.

(Study courses may be reflected on student transcripts as a course number or a course number and an alpha character or number which indicates another version of the same course has been completed.)

Upon successful completion of probation, employees will work within one of the sections of the agency on core programs under direct supervision. After completion of FEMA coursework related to their respective discipline and the Professional Development Series courses the employee may advance into other positions as either an Emergency Management Program Specialist I or Radiological Emergency Planning and Training Specialist I.

Coursework/training required for advancement to Emergency Management Program Specialist I:

Preparedness: NIMS 300 & 400; FEMA IS Courses 5, 10, 11, 22, 139, 208, 235, 241, 242, 701, 702, and 703.

Response/Recovery: NIMS 300 & 400; FEMA IS 102, 111, 139, 208, 235, 241, 242, 253, 271, 394, 403, 632, 701, 703, and 704.

Radiological: NIMS 300 & 400; FEMA IS Courses 1, 3, 10, 11, 22, 42, 100.HC, 100.LE, 100.PW, 100.SC, 101, 111, 120, 130, 200HC, 230, 235, 240, 241, 242, 244, 288, 301, 302, 331, 340, 346, 362, 393, 394, 547, 548, 650, 700, 701, 702, 703, 706, 775, 800, 801, 802, 803, 804, 808, 810, 813, 820, 821 and 836.

(Study courses may be reflected on student transcripts as a course number or a course number and an alpha character or number which indicates another version of the same course has been completed.)

Persons in this class are assigned as Agency Duty Officer on a rotational basis and must be available for emergencies on a 24-hour basis for a seven-day period.

At all other times, incumbents must be available for duty around the clock in the event of emergency or natural disaster.

State agencies are responsible to evaluate each of their positions to determine the individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).