

STATE OF NEBRASKA CLASS SPECIFICATION
CORRECTIONS EMERGENCY PREPAREDNESS
RESPONSE SPECIALIST

EST: 11/98 - REV: 02/11
CLASS CODE: A66711

DESCRIPTION: Under limited supervision, develops and maintains a facility's Emergency Preparedness plan, facilitates mutual aid agreements, maintains all inventory of equipment, and conducts quarterly/annual training for staff; performs related work as assigned.

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

This is the first of two levels in the Corrections Emergency Management series (Preparedness Response Specialist and Management Section Supervisor). This level is responsible for emergency preparedness and response at the facility level while the Section Supervisor has agency-wide responsibility. Preparedness and Response plans are reviewed by the Section Supervisor for conformance to the agency-wide plan.

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.)

Writes and reviews emergency plans to encompass natural disasters, man made disasters, inmate disturbances and riots and, generally, all emergencies.

Trains, lectures, drills, conduct exercises, and evaluates their effectiveness to maintain a constant state of readiness.

Writes, reviews, and updates emergency post orders, manuals, and checklists to maintain a constant state of readiness.

Meets with the department emergency preparedness committee to review and revise policy and to plan drills and exercises.

Facilitates the negotiation of mutual aid agreements with external entities and other corrections entities to facilitate mutual assistance.

Inspects, inventories, and assesses emergency equipment to maintain a constant state of readiness.

Conducts and prepares facility risk assessment and monitors emergency preparedness policy compliance.

Conducts and writes critical incident reviews and evaluates other facilities in concert with emergency preparedness team members to correct any errors and improve the state of readiness.

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

Knowledge of: security device operations and capabilities; riot and disturbance control concepts and procedures; inmate behavior; modern principles, practices, and methods of correctional administration; institutional rules and regulations; department policies and procedures; department security manual; ACA standards; State criminal justice system; applicable State statutes; community organizations and services provided; functional relationships among Federal, State, local civil emergency management, and law enforcement.

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Ability to: communicate effectively both orally and in writing; work independently and in team settings; operate firearms and riot control devices; interpret rules and regulations; general security and emergency procedures; establish priorities; respond quickly and effectively to situations; recognize problems and apply proper solving techniques; establish and maintain effective working relationships with staff, public and private officials; handle sensitive issues; develop and install emergency preparedness procedures; to apply emergency planning and operations rules and regulations; coordinate activities within an without corrections.

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 training in Criminal Justice, Law Enforcement, disaster planning, or related field **and** responsible correctional experience.

SPECIAL NOTE:

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).