

STATE OF NEBRASKA CLASS SPECIFICATION
HIGHWAY EMERGENCY PROGRAM SPECIALIST

EST: 12/13 - REV: 00/00
CLASS CODE: A68900

DESCRIPTION: Under general to limited supervision; performs instructional, compliance, and technical assistance work during the planning and administration of various emergency and disaster preparedness operations involving National Incident Management System (NIMS), Advanced Traveler Information System (ATIS), Intelligent Transportation system (ITS), and Traffic Incident Management (TIM); represents the agency on various committees, task forces, and during training sessions and actual events concerning emergency/disaster preparedness and response activities; 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 a single-level entry and full performance job classification restricted in use to the Nebraska Department of Roads (NDOR). The purpose of positions assigned to this class is to develop and provide NDOR related training, information, technical assistance, and liaison services, in conjunction with the Federal Highway Administration (FHWA) and other State and local agencies, regarding the preparation for and coordination of responses to emergencies and disasters on a local, state-wide, and inter-state basis. Similar State agency job classes exist based on their program responsibilities and needs.

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.)

Develops and maintains TIM plans in coordination with FHWA and the State-wide TIM steering committee which encompass various federal, state, and local entities and their representatives. Participates and assists during the development, implementation, and administration of emergency management and homeland security plans for NDOR.

Develops and maintains TIM program operations, in conjunction with NDOR management. Reviews and edits material concerning compliance with regulatory issues and core competencies identified by national training and standards organizations and accepted best practices regarding these operations.

Researches and prepares urban and rural TIM and ITS articles for publication, and instructional material to address unique rural based emergency preparedness and response situations.

Develops and conducts NDOR training for agency maintenance supervisory/managerial employees concerning current and new NIMS, ATIS, ITS, and TIM program practices. Conducts and facilitates State-wide training and provides informational outreach to the staffs of other State agencies and local jurisdictions regarding TIM and associated State statutes and performance measures.

Develops multi-agency cooperative accords, and reviews and edits associated material concerning compliance with regulatory issues and necessary core competencies. Develops work relationships with fire, law enforcement, public works, rescue, medical services, towing and recovery, and other public safety and emergency management entities to facilitate TIM and other program objectives.

Participates in and provides guidance to represent NDOR on and to support local/metropolitan/regional medical and other response system committees and planning organizations for Omaha, Lincoln, Sioux City, and Grand Island and other municipalities and counties. Participates and provides guidance during Omaha-Council Bluffs TIM Strategic Plan sessions and other multi-agency or jurisdictional teams.

Reviews and updates NDOR's Continuity of Operations Plan and ensures agency functional operations comply with applicable sections of the State Emergency Operations Plan (SEOP).

Serves as a member of the NDOR Operations incident management team and participates in all Nebraska Emergency Management Agency (NEMA) and FHWA training and drills, and local emergencies and declared disasters.

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

Knowledge of: State and Federal emergency-disaster management programs, laws, and regulations; general principles and practices of planning; data collection, storage, and reporting techniques; educational and learning principles and practices.

Skill in: persuading others to adopt proposed operational plans and practices; using personal computers and applications software such as word processing, spreadsheets, and database management; presenting training material, technical instructions, and general information to groups with varying levels of knowledge and needs.

Ability to: communicate with others in person and through telephones, emails, and correspondence; interact with diverse individuals, one-on-one and on multi-agency teams, to establish cooperative work relationships; develop, evaluate, and update operational plans and training material that comply with pertinent program regulations and standards, and core competencies; interpret and apply governmental laws and regulations to operational plans and practices; recommend approaches for handling emergencies and allocating resources; instruct others in technical and operational standards and procedures pertinent to emergency and incident management activities.

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 two-year degree in transportation planning, public safety, emergency management, engineering, business administration, public administration, or similar discipline, and three years of experience in conducting or directing emergency or public safety activities, coordinating transportation construction projects, or planning emergency, public safety, or associated construction operations. Additional years of experience or education in the areas mentioned above may substitute for the required education or experience on a year-for-year basis.

SPECIAL NOTES:

Incumbents are expected to successfully complete NIMS and FEMA independent study courses of IS100, IS200, IS700, and IS775, and NIMS 300 and 400.

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