

DHHS SAFETY/EMERGENCY PREPAREDNESS AND RESPONSE COORDINATOR

DESCRIPTION: Under administrative direction, plans, organizes, coordinates and administers the DHHS Safety/Emergency Preparedness and Response plans and programs. Establishes policies and procedures to comply with State and Federal laws and regulatory agency requirements. Performs related work as required.

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.)

Serves as DHHS system coordinator for the development and implementation of plans, policies and procedures related to safety/emergency preparedness and response.

Conducts assessments, monitors and reports on agency level of preparedness for emergencies, disasters.

Serves as the liaison with the Federal and State Emergency Management Agencies to develop and implement operational plans for responding to external or internal emergencies/disasters.

Determine and facilitate emergency/disaster training, consultation and technical assistance.

Serves as the agency system coordinator for emergency preparedness and disaster response

Compiles and analyzes related data and prepares operational reports.

Determines budget and staffing needs to ensure adequate resources for system emergency preparedness and response plans.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: the organization and operation of DHHS, State and Federal emergency/disaster programs, statutes and regulations, current developments in work place emergency/disaster preparedness and response, analytical techniques and tools, human dynamics and facilitation techniques.

Skills to: persuade others to adopt proposed programs, presenting information to groups or individuals and computer applications

Ability to: obtain collaboration and cooperation from a variety of people, evaluate administrative and technical functions for efficiency and effectiveness, plan and develop work objectives, performance goals and priorities, analyze and solve complex issues and summarize data into operational reports.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance and/or other evaluations.)

Knowledge of: safety issues, current developments and trends and plans relating to emergency/disaster preparedness and response, State and Federal safety laws, rules and regulations, facilitation techniques and program management.

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Ability to: Communicate effectively orally and in writing, plan and develop work objectives and priorities and work effectively with all levels of individuals.

JOB PREPARATION GUIDELINES: (Entry knowledge, skills and abilities may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training, education and/or experience that will enable the incumbent to possess the required knowledge, skills and abilities. The minimum qualification guideline is a Bachelor's degree in planning, safety/industrial engineering or a related field with experience in facilitative leadership, program planning, meeting facilitation and consulting in the areas of emergency/disaster preparedness and response. Three years of experience with responsibility for emergency preparedness, disaster response or safety program coordination.