

STATE OF NEBRASKA CLASS SPECIFICATION
**CORRECTIONS EMERGENCY MANAGEMENT
SECTION SUPERVISOR**

EST: 09/01 - REV: 02/11
CLASS CODE: V66712

DESCRIPTION: Under administrative direction, develops, implements and directs emergency management planning, preparedness, training, exercise and disaster mitigation programs; establishes policies and procedures to comply with State and Federal laws and requirements; facilitates mutual aid agreements; maintains all inventory of equipment; and conducts quarterly/annual training for staff; oversees the K-9 and the criminal threat group monitoring programs; 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 second of two levels in the Corrections Emergency Management series (Preparedness Response Specialist and Management Section Supervisor). Persons at this level are in charge of agency-wide emergency management (preparedness and response). The Preparedness Response Specialist is responsible at the facility level and work is reviewed by the Section Supervisor.

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.)

Plans, organizes, coordinates and controls emergency preparedness response operations to establish operational priorities, to coordinate these operations with other functions within the agency, and to ensure objectives and standards are established and attained and are congruent with overall goals.

Determines and requests/submits staff, material and equipment needs for the Emergency Management Section to contribute to the formulation and justification of budgetary requests for the operation and/or agency as a whole.

Confers with and counsels subordinate staff to explain or exchange information on work policies, procedures, and guidelines and to identify the characteristics and impact of, and formulate possible solutions to work-related problems.

Reviews and compares the work performance and/or products of subordinate staff with established standards to determine employee production levels and training needs and to recommend appropriate personnel actions such as promotions, disciplinary actions, status changes, separations, and grievance dispositions to agency management.

Administers the Department's emergency preparedness programs and writes the basic policies and budget requirements and monitors compliance.

Administers the agency's drug intervention program.

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.

V66712 – CORRECTIONS EMERGENCY MANAGEMENT SECTION SUPERVISOR (continued)

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 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 emergency management, and law enforcement; techniques of supervision.

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 and without corrections; determine training needs of subordinate staff; train subordinate staff; plan, assign, direct, and evaluate the work of subordinate staff members.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance during 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).