

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Emergency Management Specialist

Class Code: 60114

Pay Grade: GI

A. Purpose:

Administers and implements emergency management and homeland security programs and activities to ensure compliance with federal laws and requirements and provide communities in South Dakota assistance in preventing, recovering from or preparing for natural and man-made disasters.

B. Distinguishing Feature:

The Emergency Management Specialist is assigned emergency management or homeland security programs or activities to implement.

The Emergency Management Program Manager oversees a program area within the department such as recovery and mitigation or preparedness and response, and directs the work of staff in those areas.

The Emergency Management Regional Coordinator maintains a regional office, travels to local government agencies to provide guidance in implementing and evaluating emergency management objectives, participates in on-site implementation of operational plans during emergencies and disasters, and assesses emergency or disaster damages.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Administers assigned programs to ensure local and tribal governments receive and properly expend federal monies intended for emergency management and homeland security activities.
 - a. Establishes grant management procedures for the program.
 - b. Assists applicants in completing the grant application process.
 - c. Determines eligibility of proposed projects.
 - d. Performs benefit/cost analysis of proposed or completed projects.
 - e. Assists applicant with environmental review process if necessary.
 - f. Reviews project reimbursement requests and recommends payments.
 - g. Prepares and submits quarterly progress and financial reports to federal agency.
 - h. Monitors project progress and ensures deadlines are met.
 - i. Performs project closeout when complete, conducting site inspections when necessary.
 - j. Provides technical advice to grant applicants.
 - k. Serves as state liaison between applicants and federal officials.
2. Performs support of other office programs to ensure all emergency management and homeland security activities are carried out.
 - a. Serves on various committees and task forces to represent the office.
 - b. Attends state, federal or other national workshops to represent the office or maintain program knowledge.
 - c. Performs disaster response operations as necessary.
 - d. Performs Disaster Field Office assignments following a Presidential disaster

- declaration.
- e. Participates in exercises and training in support of the office.
3. Coordinates and maintains the State Emergency Operations Plan and related plans and procedures.
 - a. Develops, updates and maintains plans and procedures.
 - b. Coordinates with state agencies and volunteer entities to document capabilities.
 - c. Explains planning theories to state agency, volunteer and private entity contacts.
 - d. Extracts information on capabilities from state and volunteer agencies and establishes procedures.
 - e. Provides direction to state agencies on developing standard operating procedures to carry out assigned activities.
 - f. Coordinates and works with state agencies to write attachments to the SEOP.
 - g. Coordinates State Emergency Operations Center drills and exercises.
 4. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Division Director or Assistant Division Director. Does not supervise.

E. Challenges and Problems:

Challenged to work with a wide variety of federal, state, county, city, and tribal government officials as well as volunteer groups and ensure information is communicated effectively and tactfully. This can be difficult because of the complicated federal and state rules, regulations and program requirements which must be understood and interpreted. Further challenged to maintain assigned program activities and deadlines when disaster and field activities occur.

Typical problems resolved include meeting project or reporting deadlines, obtaining needed paperwork and information from grant applicants, and federal guidelines and requirements that continually change.

F. Decision-making Authority:

Decisions made include applicant eligibility, approval of grant applications and award funding, approval of payments, prioritization and scheduling of agency and community contacts and visits, program compliance and corrective measures needed to regain compliance.

Decisions referred include policy changes, approval of final end-year report on grant activity, decisions that could affect other programs, issues involving Governor's office or media, and issues with federal agencies.

G. Contact with Others:

Daily contact with individuals, communities or local governments regarding questions or concerns they have with programs, procedures, and requirements; weekly contact with federal contacts regarding applicants, and to discuss grant and program status; and monthly contact with other state agencies to coordinate activities and answer questions.

H. Working Conditions:

Typical office environment. Travel is required to attend meetings, meet with applicants or conduct inspections. Potential for long hours required in response to an incident and in support of the Emergency Operations Center (EOC).

I. Knowledge, Skills, and Abilities:

Knowledge of:

- government processes;
- grants management;
- accounting procedures;
- emergency management and homeland security principles and programs.

Ability to:

- understand and interpret federal rules and regulations;
- recommend changes to implementation;
- communicate clearly and concisely;
- demonstrate critical and logical thinking;
- deal tactfully with others;
- establish relationships with federal, state, local and private counterparts;
- evaluate a situation quickly and be decisive.