

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Emergency Management Program Manager II

Class Code: 060116

Pay Grade: GK

A. Purpose:

Directs and supervises Mitigation and Recovery staff ensuring that all state and Federal grant regulations as well as division policies and procedures are adhered to and disaster payment services are provided to disaster aid applicants and recipients.

B. Distinguishing Feature:

The Emergency Management Program Manager II administers the activities of the Mitigation and Recovery staff and assists the Assistant Director and the Director in carrying out administrative functions.

The Emergency Management Program Manager I oversees a program area within the department such as preparedness and response or the regional coordinator field staff and directs the work of staff in those areas.

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. Supervises Mitigation and Recovery office personnel to ensure effective office operations.
 - a. Supervises staff and answers technical questions.
 - b. Assists staff with prioritization of work tasks.
 - c. Pre-approves leave requests.
 - d. Addresses staff problems and recommends disciplinary action.
 - e. Conducts performance reviews and completes performance documents.
 - f. Provides training and program expertise.
 - g. Assists in development of the office budget and budget projections.
2. Administers and directs the Emergency Management Performance Grant (EMPG) and other federal grants to ensure federal disaster funds are properly expended.
 - a. Approves grant applications and grant proposals.
 - b. Supervises development of multiple grant applications.
 - c. Monitors federal grant regulations and provides program guidance.
 - d. Develops and submits the annual EMPG application to cover office operations.
 - e. Develops, implements, and revises grant program policies and procedures to maintain compliance with objectives, laws, and regulations.
 - f. Submits quarterly federal grant reports.
 - g. Reviews quarterly reports from counties receiving grant funds to ensure claims are reimbursable through appropriate grants.
 - h. Develops corrective actions for non-compliance issues with grant recipients.
3. Manages Presidential Disaster declarations to ensure disaster applicants and the disaster response are properly funded.

- a. Coordinates the preliminary damage assessment process.
 - b. Writes official letters requesting a Presidential Disaster declaration.
 - c. Processes all disaster applicant requests for improved projects and alternate projects.
 - d. Monitors payment and expenditures process to disaster applicants.
 - e. Processes all disaster applicant appeals and time extension requests.
 - f. Coordinates disaster applicant requests and recovery projects with the Federal Emergency Management Agency (FEMA).
 - g. Ensures disaster applicants are following all environmental laws and regulations.
 - h. Completes and closes out disaster grants with FEMA when all disaster related work is completed.
 - i. Acts as Deputy State Coordinating Officer and the Alternate Governor's Authorized Representative for the overall management of the disaster recovery process.
4. Serves as an assistant to the Director and Assistant Director to ensure the administrative needs of the division are maintained.
 - a. Administers program activities in the absence of the Director or Assistant Director.
 - b. Keeps the Director and Assistant Director informed of office and field activities.
 - c. Represents Director or Assistant Director at meetings.
 - d. Answers questions from Department Secretary and the Governor.
 - e. Drafts Governor's response letters pertaining to office-wide programs.
 - f. Completes monthly status report for the Governor's office.
 5. Supports additional emergency management projects as assigned.
 - a. Participates and supports disaster response operations as necessary.
 - b. Participates in exercises and training in support of the department.
 - c. Participates in the development and implementation of office goals and objectives.
 - d. Completes special projects as assigned.

D. Reporting Relationships:

Reports to an Assistant Director. Directs the work of Emergency Management Specialists, temporary response employees, and clerical staff.

E. Challenges and Problems:

Challenged to supervise and implement multiple grant programs and disaster declarations with different guidelines and requirements while meeting division and department service goals. This requires a balance of regulation, service, problem solving, decision making, and education to achieve compromise across a broad spectrum of entities with differing philosophies.

Typical problems resolved include rapidly shifting priorities and schedules, making quick decisions under stressful situations, integrating new federal grant opportunities among existing staff, coordinating and reaching consensus among diverse entities, meeting quarterly reporting deadlines, and finding clarification for FEMA or applicants on eligibility issues.

F. Decision-making Authority:

Decisions made include eligibility of applicants for recovery and mitigation programs, job assignments to staff, answering questions referred by staff, identifying problems with projects and notifying FEMA officials when needed, validity of local disaster requests, recommending response actions and resources, and county funding allocations.

Decisions referred include unresolved policy disagreements with FEMA, political or controversial issues, personnel disciplinary actions, final approval of policies, plans and procedures, and final approval of large purchases.

G. Contact with Others:

Weekly contact with federal officials to exchange information, with various state agencies to answer questions, and daily contact with county emergency management officials or applicants to answer questions.

H. Working Conditions:

Typical office environment. 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 and administrative principles,
- grants management and grant writing,
- accounting procedures,
- emergency management/homeland security principles and programs,
- emergency resources and procedures,
- functions of an emergency management agency,
- state and national trends in emergency management.

Ability to:

- exhibit leadership skills,
- serve as a team leader,
- develop relationships with federal, state, tribal, local and private counterparts,
- communicate clearly and concisely,
- deal tactfully with others,
- make decisions quickly under pressure,
- evaluate emergency situations and assess needs,
- exercise good judgment and remain calm in an emergency,
- demonstrate effective writing abilities,
- demonstrate critical and logical thinking.