

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Emergency Management Regional Coordinator

Class Code: 060113

Pay Grade: GJ

A. Purpose:

Provides technical assistance to county emergency management organizations and personnel concerning the day to day administrative requirements, grant applications, and expenditures; ensures that Homeland Security and counter terrorism objectives are being met; tracks and coordinates response to and recovery from emergencies and disasters; and serves as a liaison between the Division of Emergency Management and other local, state, and federal agencies to ensure all related emergency operations plans are functional in the event of an emergency or disaster and in compliance with federal emergency management guidelines.

B. Distinguishing Feature:

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.

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

The Emergency Management Program Manager I oversees a program area within the department such as Homeland Security, 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. Provides information and technical advice to local and state officials concerning emergency and disaster programs and planning to ensure compliance with all programs relating to preparedness, response, recovery and mitigation.
 - a. Manages a Regional Office of Emergency Management.
 - b. Develops and implements State and Local Agreements (SLA) with counties.
 - c. Evaluates quarterly progress and determines if required county emergency management activities have been completed in accordance with the EMPG and State and local Agreement (SLA).
 - d. Directs local emergency managers in the implementation of programs.
 - e. Assists in training emergency managers on emergency management procedures.
 - f. Provides direction to local and county governments in budget and grant application preparation.
2. Provides guidance to state and local officials with the implementation of Homeland Security plans and strategies.
 - a. Provides technical assistance regarding preparedness for and responding to a terrorist incident, including application for and application of grants to better prepare local government for terrorist attack.
 - b. Provides guidance for vulnerability assessment, the identification of critical infrastructure and the means to secure that infrastructure against attack.

3. Prepares emergency and disaster contingency plans, guides and procedures covering response and recovery activities, damage assessment, hazardous materials, administrative procedures, and local emergency operations plans.
 - a. Facilitates and conducts in-service training, seminars, briefings and workshops.
 - b. Implements emergency and disaster planning in assigned region.
 - c. Ensures periodic updates or revisions of required plans.
 - d. Provides technical design assistance to local emergency managers in the development and completion of disaster exercises.
 - e. Provides guidance to county commissioners during the hiring process, performance appraisal and disciplinary actions concerning county emergency managers.
4. Responds to emergency or disaster incidents to evaluate the situation and determine the proper response.
 - a. Serves as the state government liaison during the initial operation period of a disaster response.
 - b. Provides scene evaluation and assessment and funnels information back to the central office.
 - c. Coordinates with local emergency management and response personnel.
 - d. Determines nature and extent of state and federal resources needed by local governments.
 - e. Provides technical assistance in the mobilization of resources.
 - f. Performs damage assessment to determine the extent of the impact and gather data necessary to request state and federal support.
5. Provides guidance to local jurisdictions with the recovery from emergency or disaster events, to include the restoration of essential infrastructure and services and repair of damages.
 - a. Ensures all human needs are being met.
 - b. Provides expertise during the recovery of a state or Presidential declared disaster.
 - i. Serves as Deputy Public Assistance Officer when necessary.
 - ii. Arranges and/or coordinates application meetings for city, county, township and private non-profit officials.
 - c. Determines eligibility by damage assessment and manages documentation for payment to the eligible applicants.
 - d. Meets with victims and community leaders to answer questions and provides guidance regarding recovery efforts and procedures.
6. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Division Director or Assistant Division Director. Does not supervise, but does provide oversight and training to county emergency regional managers.

E. Challenges:

Challenged to ensure compliance and operational capability of local government emergency management organizations with federal and state rules and regulations. This is difficult because the regions are large, incorporate many counties and cities, and officials charged with developing plans need close direction and assistance. Another challenge is to correctly assess emergency situations and recommend appropriate resources. This is difficult because decisions must be made under stressful conditions and resources may not be readily available. Further challenged to implement Homeland Security plans and strategies. This is difficult because of the wide variety and complexity of knowledge that is required and need for continuous training.

Typical problems include obtaining clear and accurate information during the initial phases of an event in order to provide reports to officials, being knowledgeable of available resources and the process for requesting assistance, providing explanations and descriptions of technical aspects of various disaster response and recovery programs, maintaining effective local emergency management programs in an assigned region that involves full and part-time emergency managers, and remaining flexible.

F. Decision-making Authority:

Decisions include estimating the severity of an emergency or disaster, whether local and county governments' operational plans are functional, whether to recommend withholding funds because of noncompliance, which state resources to activate during an emergency situation, if record keeping is in compliance, and components of contingency plans.

Decisions referred include state and federal disaster declarations, EMPG fund allocations or reductions, disaster plan approval, removal of funding from a local unit because of noncompliance, approval of grant applications, approval of contingency plans, and budget preparation and expenditures.

G. Contact with Others:

Daily contact with county emergency managers to provide direction and assistance in the administration of emergency management programs and with the public to answer questions, provide disaster preparedness information and promote emergency management; and weekly contact with county, tribal and federal officials to give or receive information.

H. Working Conditions:

The incumbent responds to emergency situations and is exposed to hazardous materials, extreme weather conditions, and unsafe topography. Frequent travel is involved.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- emergency management programs,
- disaster and emergency planning,
- emergency resources and procedures,
- terrorism threats and responses,
- government processes
- emergency management and homeland security programs

Ability to:

- exercise good judgment,
- remain calm in emergencies,
- evaluate emergency situations and assess needs,
- demonstrate critical and logical thinking,
- obtain and direct the use of resources,
- deal tactfully with others,
- use a computer,
- communicate information clearly and concisely;
- market program initiatives,
- establish relationships with federal, state, local and private counterparts.