

HOMELAND SECURITY ASSOCIATE

DEFINITION OF WORK: Under close supervision and in a training capacity, acquires the knowledge, skills and abilities for developing, monitoring and evaluating local, regional and state policies, programs and activities relating to emergency preparedness and for enhancing the capability of local and state governments to prevent and respond to terrorists attacks. At the entry level, is assigned to support one or more task forces in a Regional Response Team (RRT) structure. Task force assignment may include weapons of mass destruction; hazardous material; chemical, biological, radiological, nuclear and explosives; agricultural; emergency medical; law enforcement; and incident support. Acquires knowledge, skills and abilities through formal (classroom) and informal (on-the-job) training and mentoring. Assists higher level Homeland Security Specialists and others in developing, monitoring and evaluating emergency preparedness and threat preparedness programs. Work assignments become progressively more responsible as training and capabilities indicate in the judgement of the appointing authority. Frequent travel throughout the state may be required. Some positions in this class may be required to operate a tractor trailer, fork truck or other motorized equipment for supplies and equipment warehousing and distribution. Employees in this classification are subject to extensive background checks for security purposes. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

This level in the class series typically functions in one of two roles; in a training capacity for the purpose of acquiring the knowledge, skills and abilities to perform at higher levels in the series or in a position of limited complexity and difficulty where the duties are routine and well-structured in a support capacity. This not a limited time classification where movement to the next level in the series is considered automatic. Typically, employees in this class assists more senior employees in their work.

ESSENTIAL JOB FUNCTIONS

Participates in formal classroom and informal on-the-job training to acquire familiarity with the organization, mission and programs of the Division of Homeland Security and the Regional Response Team (RRT) concept.

Completes assigned duties in the Incident Command System within the approved level of authority; assists in tracking, monitoring and evaluating projects, actionable events, milestones and supply and equipment issues.

Assists in equipment and supplies ordering, receiving, cataloging, storing and preparation for use within Regional Response Team policy and guidelines; assists in coordinating the acquisition and delivery of equipment and supplies to local jurisdictions.

May operate a tractor-trailer, van, fork truck of other motorized equipment for warehouse logistics and equipment/supplies delivery.

Acquires the ability to use various approved databases for all host agencies in tracking of the location, capabilities and applicability RRT equipment, apparatus and supplies.

HOMELAND SECURITY ASSOCIATE (CONT'D)

ESSENTIAL JOB FUNCTIONS (cont'd)

May perform general labor and maintenance work of RRT facilities, apparatus, equipment and supplies.

REQUIRED COMPETENCIES

Ability to understand the general plans, organization and functions of emergency preparedness, threat preparedness and homeland security organizations at the local, state and national levels.

Ability to read, comprehend and interpret state and federal regulations, policies and procedures.

Ability to read and comprehend complex instructions and manuals for equipment related to the RRT Task Force assignments.

Ability to receive supervision and direction in a team organization structure where lines of authority and reporting hierarchy are clearly defined.

Ability to successfully test for commercial drivers license (CDL) in West Virginia.

Ability to operate a variety of motorized equipment used in the warehousing and distribution of equipment and supplies.

Ability to write memoranda, correspondence and reports.

Ability to use a personal computer and software.

Ability to analyze situations, issues and information and draw appropriate conclusions.

Ability to maintain effective working relationships co-workers, public officials at the local, state and federal levels, vendors and the general public.

MINIMUM QUALIFICATIONS

Training: High school graduation or equivalent.

Experience: One year of full-time or equivalent part-time paid or volunteer experience in a field related to fire or emergency medical services (EMS), hazardous materials, weapons of mass destruction, urban search and rescue, swift water rescue, law enforcement, military services or in a technical or administrative capacity in the Office of Emergency Services.

Substitution: Successful full-time study in an accredited college or university may substitute on a year-for-year basis **OR** successful completion of an approved program in fire science, emergency medical services, homeland security **OR** US Department of Labor certificate in an emergency or industrial program may substitute for the required experience.

Special Requirements: This is a security sensitive position. Applicants/employees must undergo and successfully complete a background investigation as a condition of employment.

Established: 10/21/04

Effective: 12/01/04