

HOMELAND SECURITY SPECIALIST

DEFINITION OF WORK: Under general supervision, performs full-performance level work in 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 terrorist attacks. Is assigned to support one or more task forces in a Regional Response Team (RRT) structure. Task force assignments may include weapons of mass destruction; hazardous materials; chemical, biological, radiological, nuclear and explosives; agricultural; emergency medical; law enforcement or incident support. Develops, monitors and evaluates assigned emergency preparedness and threat preparedness programs; provides technical assistance and policy guidance to local, regional and state entities involved in domestic preparedness programs. In a liaison role, coordinates the acquisition and delivery of training, equipment and supplies to local entities and to ensure the effectiveness of communications and logistics for use in Regional Response Teams operations. 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 supply and equipment warehousing and distribution. Applicants/employees in this classification are subject to extensive background checks for security purposes. Performs related work as required.

DISTINGUISHING CHARACTERISTICS: This is the full-performance level in the series. Positions at this level have responsibility for the development of policy and procedures, monitoring and evaluation of assigned programs in the Regional Response Team structure and for coordinating program operation with local, regional, state and federal agencies. Work is performed within the guidelines of the United States Department of Homeland Security.

ESSENTIAL JOB FUNCTIONS:

- Develops policies and procedures in the assigned area to enhance the capability of local and state agencies to prevent and respond to terrorists incidents.
- Coordinates with federal, state and local agencies to ensure the effectiveness and availability of communications and logistics to be used in Regional Response Team missions and operations.
- Completes assigned duties in the Incident Command System within the approved level of authority; tracks, monitors and evaluates projects, actionable events, milestones and supply and equipment issues.
- Coordinates the delivery of training and exercises to Regional Response Teams and state and local agencies related to the assigned area; assists in the development and delivery of required training.
- Oversees the development and implementation of procedures governing the ordering, receiving, cataloging, storing and preparation of equipment and supplies; coordinates the acquisition and delivery of equipment and supplies to state and local jurisdictions and agencies.

HOMELAND SECURITY SPECIALIST (CONT'D)

ESSENTIAL JOB FUNCTIONS (cont'd):

In a liaison role to the Incident Command System, provides technical expertise in the assigned field or program.

Assists in the development of performance measures and program evaluation techniques to assess the effectiveness of the Incident Command System and the Regional Response Team structure; prepares regular and special reports on evaluation results and makes recommendations for improvement; identifies best practices relating to program operations.

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

Uses various approved databases for all host agencies in tracking the location, capabilities and applicability of Regional Response Team (RRT) equipment, apparatus and supplies.

REQUIRED COMPETENCIES:

Working knowledge of general plans, organization, resources and functions of emergency preparedness, threat preparedness and homeland security agencies at the local, state and federal levels.

Working knowledge of the regulations, policies and procedures related to the program areas.

Working knowledge of the use and capability of equipment, supplies and apparatus related to the assigned program areas.

Ability to develop and coordinate implementation of policies and procedures in the assigned area of the Regional Response Team structure.

Ability to coordinate emergency preparedness, threat preparedness and terrorism prevention, response and recovery programs in a team structure with federal, state and local agencies; to receive supervision and direction in a team organization structure where lines of authority and reporting hierarchy are not clearly defined.

Ability to prepare, present and coordinate training exercises relating to Regional Response Teams and state and local agencies in the areas of assignment.

Ability to oversee the ordering, receipt, storage and distribution of equipment and supplies in the assigned areas; to coordinate the acquisition and delivery of equipment and supplies to state and local jurisdictions and agencies.

Ability to provide technical assistance and policy guidance to the Incident Command System.

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

Ability to read and comprehend complex instructions and manuals for equipment related to the Regional Response Team task forces.

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 apply evaluation methodologies to analyze and assess the effectiveness of programs in the areas of assignment.

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HOMELAND SECURITY SPECIALIST (CONT'D)

REQUIRED COMPETENCIES (cont'd):

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 with co-workers, public officials at the local, state and federal levels and the general public.

MINIMUM QUALIFICATIONS

Training: Bachelor's degree from an accredited four-year college or university.

Substitution: Experience as described below may substitute for the required experience on a year-for-year basis.

Experience: Two years of full-time or equivalent part-time paid or volunteer administrative or technical planning 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.

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