

HOMELAND SECURITY SPECIALIST, SENIOR

DEFINITION OF WORK: Under limited supervision, performs advanced level work in developing, monitoring and evaluating local, regional and state policies, programs and activities relating to threat preparedness and for enhancing the capability of local and state agencies to prevent, respond to and to recover from terrorist attacks. In a leadership role, coordinates the work of 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; and incident support. Develops, monitors and evaluates assigned complex 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 specialized training, equipment and supplies to local and state entities and ensures the effectiveness of communications and logistics for use in the Regional Response Team operations. Responsible for resolving conflicts and controversial issues. Oversees the development of performance measures and program evaluation techniques to assess the effectiveness of the Incident Command System and the Regional Response Team structure. May be responsible for the public information program with frequent and responsible contact with the print media, television and radio. Frequent travel throughout the state may be required. Applicants/employees in this classification are subject to extensive background checks for security purposes. Performs related work as required.

DISTINGUISHING CHARACTERISTICS: This is the senior level in the series and is distinguished by the leadership role and the assignment of the most complex and difficult program areas; may serve as a Administrative Liaison to Operations or Operations Chief for an Incident Command System.

ESSENTIAL JOB FUNCTIONS:

Coordinates and implements federal laws, regulations and policies governing disaster response and recovery activities.

Oversees the work of one or more task force teams to enhance the capability of local and state agencies to prevent and respond to terrorists incidents; in cooperation with other federal, state and local agencies, assures the efficient use of available response resources and capabilities.

Coordinates and maintains interoperability with federal, state and local threat preparedness agencies and industry for the functionality and enhancement of the Regional Response Team program.

Oversees the work of one or more teams in the Incident Command System within the approved level of authority including the tracking, monitoring and evaluation of projects, actionable events, milestones and supply and equipment issues.

HOMELAND SECURITY SPECIALIST, SENIOR (CONT'D)

ESSENTIAL JOB FUNCTIONS (cont'd):

Oversees the development and delivery of training and exercises to Regional Response Teams and state and local agencies related to the assigned areas.

In a leadership role to the Incident Command System, provides technical expertise and policy guidance in the assigned areas.

Oversees the maintenance of a comprehensive database of all host departments and agencies in tracking the location, capabilities and applicability of equipment, apparatus and supplies...

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

May serve as Administrative Liaison to Operations or as Operations Chief for an Incident Command System with deployment of the Regional Response Team.

REQUIRED COMPETENCIES:

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

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

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

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

Ability to effectively 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 the lines of authority and the reporting hierarchy are not clearly defined.

Ability to prepare, present and coordinate complex training exercises related 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 complex technical assistance and policy guidance to the Incident Command System in the assigned areas.

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

Ability to write memoranda, correspondence and reports.

HOMELAND SECURITY SPECIALIST, SENIOR (CONT'D)

REQUIRED COMPETENCIES (con'td):

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: Four 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, two of which must have been in a supervisory capacity.

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