

EMERGENCY SERVICES SPECIALIST

Nature of Work: Under general supervision, performs full-performance level work in an assigned program area of the Office of Emergency Services by coordinating emergency preparedness policy, regulations and methodology with local entities. Performs related work as required.

Distinguishing Characteristics: Work at this level in the series is distinguished by the assigned responsibility for development of policy and procedures related to specific program areas.

Examples of Work

- Reviews and analyzes federal laws, regulations and policies governing disaster response and recovery activities as well as the policies and procedures of other disaster relief organizations.
- Develops plans and procedures for the state and local governments to use in the implementation of all forms of disaster response and recovery assistance.
- Assists in the training of personnel who will carry out response and recovery functions relating to the assigned program.
- Meet with federal, state and local officials as well as representatives of other disaster response organizations to assure efficient use of all available assistance programs.
- Oversees maintenance and expansion of the Integrated Flood Observing and Warning System (INFLOWS).
- Responsible for the overall operation of the Office of Emergency Services Communications Center and the majority of its computer operations, including all hard- and software applications.
- Coordinates with federal, state and local agencies to ensure the effectiveness and availability of communications to be used in disaster operations.
- Coordinates with federal agencies and local radio and television stations to maintain the operability of the Emergency Broadcast System.
- Serves as a duty officer during actual emergencies to coordinate the State agencies response.

Knowledge, Skills and Abilities

- Knowledge of the federal and state regulations, laws, standards and statutes governing program or operational areas.
- Knowledge of governmental organization, operation and resources.
- Knowledge of general plans and functions of emergency preparedness at local, state and national levels.

EMERGENCY SERVICES SPECIALIST (CONT'D)**Knowledge, Skills and Abilities (cont'd)**

Knowledge of communication systems and the FCC regulations or government communication networks.
Ability to communicate effectively both orally and in writing.
Ability to establish and maintain effective working relationships with co-workers, public officials and the general public.
Ability to collect, analyze and evaluate data.

Minimum Qualifications

Training: Graduation from an accredited four-year college or university.

Substitution: Full-time or equivalent part-time paid experience as described below may substitute for the required training on a year-for-year basis.

Experience: One year of administrative or technical planning experience in a field related to the assigned program area of the Office of Emergency Services.

OR

Training: Graduation from a standard high school or the equivalent.

Experience: Five years of full-time paid employment in electrical communications one year of which must have included administrative or supervision responsibility for the designing, installing or operation of a large-scale and varied wire and radio communication system or a communication facility.

Substitution: An Associate degree in electronics technology from an accredited college or university or successful completion of an approved program in electronics of at least 2000 clock hours may substitute for two years of the non-administrative, non-supervisory experience.

OR

Successful completion of an approved program in electronics technology of at least 1000 clock hours plus the equivalent of one year full-time paid employment in electronics equipment maintenance and/or repair may substitute for two years of the non-administrative, non-supervisory experience.

8872

EMERGENCY SERVICES SPECIALIST (CONT'D)

AREAS OF ASSIGNMENT

Administrative Support Services

Communications

Operations and State Support Services

Radiological Maintenance Facility (RADEF)

Recovery and Local Support Services

Established: 8/19/93
Revised: 5/17/94
Effective: 5/17/94