



## EM-EMERGENCY MANAGEMENT SPECIALIST I

### **CHARACTERISTICS OF WORK:**

This is entry-level technical and public contact work in the development and implementation of an assigned state wide emergency management program area. An employee in this classification assists superiors with designated phases of the emergency management program area. Emphasis of the work is on relieving superiors of administrative detail and public contacts in selected programs area. Work includes participation in program planning, surveys, preparation of technical correspondence and reports and contacts with and/or appearances before local officials, civic and community groups, public agencies, etc., to promote and implement emergency management activities. Employees will also respond to actual emergencies and disasters, provide public and/or individual assistance, review and approve claims and assist local jurisdictions in researching, compiling, organizing, planning, revising and maintaining their Emergency Management Assistance Program (EMAP). Work is normally performed under the close supervision and review of an administrative superior; however, as the employee becomes more experienced he/she is expected to work with some independence in a prescribed field with established policies and procedures.

### **MINIMUM QUALIFICATIONS:**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

### **EXPERIENCE/EDUCATIONAL REQUIREMENTS:**

#### **Education:**

Bachelor's degree from an accredited four-year college or university in business, public administration, criminal justice, urban planning, or a related field;

**AND**

#### **Experience:**

Four (4) years of directly related experience.

**OR**

#### **Education:**

Graduation from a standard four-year high school or equivalent (GED);

**AND**

#### **Experience:**

Eight (8) years of related experience, four (4) of which must be directly related.

### **Substitution Statement:**

Related education and directly related experience may be substituted on an equal basis.

### **EXAMPLES OF WORK:**

**Examples of work performed in this classification include, but are not limited to, the following:**

Assists higher ranking emergency management specialist assigned to a designated area of the state wide emergency management program.

Assists with technical and related administrative work such as the preparation and/or review of reports and correspondence.

Assists in the conduct of special studies and surveys necessary for the organization, planning, and evaluation of various phases of the emergency management program.

Advises local officials on emergency management matters, assists in the preparation of forms, explains federal and state procedures and requirements, etc.

Assists in the conduct of emergency management program training for volunteers and local personnel; participates in workshops, conferences, and test exercises.

Makes public appearances before civic and community groups in promotion of the emergency management program.

Performs related or similar duties as required or assigned.

**INTERVIEW REQUIREMENTS:**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.