

CLASSIFICATION: EMERGENCY MANAGEMENT SPECIALIST

Class Code: 4044-21

Date Established: 08-21-92

Occupational Code: 7-5-3

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To provide technical emergency management planning and preparation expertise for communities in the areas of radiological defense, or radiological detection and control.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Plans, develops, and conducts radiological protection, detection, and decontamination training procedures and strategies.
- Reviews summaries and reports concerning radiological protection and detection plans and makes recommendations regarding management and implementation strategies.
- Assists communities in preparing project applications for federal funds to provide for emergency management facilities, radiological instrumentation, and other related items.
- Maintains, calibrates, distributes, inventories, and monitors various pieces of radiological related equipment, and assists communities in procuring and maintaining such equipment.
- Assures federal compliance by developing emergency management procedures and training and the utilization of such field equipment.
- Acts in an advisory capacity to local and state radiological officers and monitoring units throughout the state.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires direct supervision of other employees doing work which is related or similar to the supervisor, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

EMERGENCY MANAGEMENT SPECIALIST

Page 2

Independent Action: Requires objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in emergency management, homeland security, business administration, public administration, education, radiological health, biological science, physics, engineering, chemistry, or a related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years' experience in emergency management, homeland security, business administration, public administration, education, health physics, radiological health, biological science, physics, engineering, chemistry, radiological defense programs, public health activities or industrial hygiene with background experience in emergency services such as state or local emergency management programs.

License/Certification: Valid New Hampshire driver's license. Must be able to obtain Government Secret Security Clearance issued by the U.S. Government.

RECOMMENDED WORK TRAITS: Considerable knowledge of methods of organization, planning, management and supervision. Considerable knowledge of governmental structures and resources. Knowledge of teaching and training methodology. Knowledge of radiological detection and decontamination processes and techniques. Knowledge of group dynamics. Knowledge of the background and objectives of federal, state and local emergency management programs. Knowledge of the use of the facilities and systems required in controlled operations. Knowledge of radioisotopes and their presence in and effect on air, water, soil and organisms. Ability to plan and organize programs through the use of volunteers. Ability to obtain data and write reports. Ability to speak before groups. Ability to plan and direct the use of resources and manpower. Ability to evaluate situations and make decisions. Ability to communicate effectively orally and in writing. Ability to establish and maintain effective working relationships with federal, state and municipal officials, co-workers and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.