

CLASSIFICATION: EMERGENCY MANAGEMENT PROTECTION PLANNER

Class Code: 4043-22

Date Established: 08-21-92

Occupational Code: 7-5-3

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To develop, monitor, and coordinate procedures for statewide emergency management protection plans.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Analyzes and interprets emergency management plans and procedures and devises plan revision or implementation.
- Assists in developing and deploying protection tests, drills and exercises to provide hands-on emergency management skills training in the event of a natural or man-made emergency.
- Provides planning, guidance, and assistance to local officials, state officials, and operators of special facilities in order to develop protection plans and procedures.
- Develops feasible emergency information materials for risk areas and host areas.
- Develops in-place fallout shelter allocation for use in the event that crisis relocation is not implemented.

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 reviewing summaries and reports and making management level decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

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.

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.

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MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in urban or transportation planning, civil engineering, business administration or public administration. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Four years' paraprofessional or professional experience developing, coordinating and implementing comprehensive plans, programs and recommendations in a federal, state or private agency, including fact-finding, or analysis and interpretation of basic information and trends in order to develop in-depth planning reports. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Valid New Hampshire driver's license.

RECOMMENDED WORK TRAITS: Knowledge of budgeting, finance and grants administration. Knowledge of New Hampshire municipal government structure and operations. Demonstrated capabilities in basic emergency planning, topographic map reading and site review. Knowledge of the basic principles and practices of urban or community planning. Knowledge of methods and techniques used in fact-finding, analysis and interpretation of statistical information. Ability to develop projections from existing data. Ability to communicate effectively. Ability to follow oral and written instructions. Ability to establish and maintain effective working relationship with federal, state and local officials. 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.