

Washington State Department of Personnel
Class Specification

FIRE/EMERGENCY PROGRAM SPECIALIST

396J

Abolished Effective May 14, 2010

Definition:

In the Washington State Patrol Fire Protection Bureau, performs professional level work in planning, developing, implementing, training, consulting, coordinating, and/or evaluating (1) emergency response plans and emergency program reviews or (2) a portion of the Washington State Patrol Fire Training Academy's fire training program.

Typical Work:

For Emergency Program Specialists:

Conducts management, organizational, and operational analyses regarding emergency activities;

Prepares emergency management and/or hazardous materials (HazMat) operation plans and procedures;

Provides consultation in program planning, financing, grants and contract development, policies and procedures;

Conducts reviews of federal, state, and local emergency response plans to identify problem areas and ensure adequate agency participation and resources;

Participates in training, drills, and exercises;

Attends meetings and training programs at the local, state, and national level;

Develops and provides training regarding emergency program issues;

Analyzes, develops, and submits grant applications in support of emergency programs;

Performs other work as required.

For Fire Program Specialists:

Conducts classroom and high-risk field training in accordance with lesson plans, assuring all current applicable standards are met, assisting with planning and curriculum development as needed;

Participates in the development of statewide fire service training goals and objectives;

Identifies customer training needs, provides customer assistance with training related problems, which may include off-site visits, needs analyses, evaluations, and recommendations;

Develops recommendations for firefighting training props and classroom instruction;

May schedule and evaluate on-call and guest instructors as needed;

Performs other duties as required.

Knowledge and Abilities:

Knowledge of: principles of organization, administration, and training; national, state, and local emergency management programs; firefighting techniques.

Ability to: achieve results; work effectively with and influence clients; develop, organize, and present information clearly and speak effectively before groups; develop, coordinate, and evaluate concise and explicit plans and programs.

Legal Requirement(s):

National Fire Protection Association Fire Service Instructor Level II certification or equivalent.

Desirable Qualifications:

For Emergency Program Specialists:

Two years of college-level course work with a major area of study in business administration, public administration or closely allied field, and two years of experience with emergency preparedness, mitigation, response, or recovery programs.

Professional level experience working with emergency management programs or hazardous materials requirements will substitute, year for year, for education.

A Bachelor's degree in one of the fields listed above will substitute for one year of the required experience.

OR

For Fire Program Specialists:

Two years of college-level course work with a major area of study in fire protection, police science, law enforcement or closely allied field, and two years of experience providing high-risk fire fighter training.

Class Specification History

New class adopted July 1, 1998.

Revise class. Revises class code (formerly 41892), general revision; adopted May 10, 2007, effective July 1, 2007.

Class abolished at the May 13, 2010 Director's Meeting effective May 14, 2010.