

46011 WASHINGTON STATE DEPARTMENT OF PERSONNEL

Specification for Class of

EMERGENCY MANAGEMENT PROGRAM ASSISTANT

Abolished Effective June 1, 2005

Definition: In the Military Department, Emergency Management Division, performs entry level professional emergency management or telecommunications duties under the direction and guidance of a fully qualified emergency management staff member.

Distinguishing Characteristics: This is the entry level into the series. Incumbents in this class assist in the performance of a wide variety of professional level work in one or more of the four phases of emergency management. Work assignments contribute to the completions of tasks that are the overall responsibility of higher level professional staff. Incumbents take direction from higher level staff and are typically assigned specific tasks which are reviewed upon completion. The application of some independent judgment is required. Incumbents at this level may assist with assigned budget, accounting, contracting or telecommunications responsibilities.

Emergency management is the preparation, mitigation, response and recovery activities inherent in managing potential or actual natural or technological hazards and disasters. The phases of emergency management are: (1) preparedness, which is the planning and preparation that occurs before and in anticipation of an emergency or disaster; (2) mitigation, which is the act of lessening or eliminating hazards before an emergency occurs; (3) response, which is the implementation of the preparedness function, use of operational plans, warning systems, activation of resources, and mobilization of personnel; and (4) recovery, which is the immediate and often long-term process of dealing with the aftermath of a disaster.

Incumbents in this class serve in the Emergency Operations Center or at other locations as may be assigned during exercises, emergencies, disasters, and/or other occurrences.

Typical Work

Under direct supervision:

Assists with coordinating portions of emergency management programs, projects, functions, or activities internally and with other state agencies, local jurisdictions, federal agencies, the private sector and other states or countries;

Assists in the preparation, delivery or evaluation of emergency management training and/or exercises throughout the state in support of state and local emergency management programs;

Assists in conducting emergency preparedness public education activities in support of state and local emergency management programs;

Assists in preparing, evaluating, implementing, or coordinating emergency management plans in support of local and state emergency management programs;

Assists in developing and monitoring financial assistance or other agreements between the state and other public and private entities;

Assists in the development of telecommunications and warning plans and procedures; assists in integrating telecommunications and warning plans and procedures into the state comprehensive emergency management plan;

Assists with coordinating the development, maintenance and repair of specialized radio, telephone, microwave, and/or power generation equipment;

Performs related duties as required.

Minimum Qualifications

For program positions:

A Bachelor's degree.

Professional level experience in emergency management, financial management (grant, contracting, claims management, budgeting), training/education, public information/affairs, *program/project management, environmental analysis or planning, civil/structural engineering, legislative affairs, and/or urban planning will substitute, year for year, for education.

Experience working in an emergency management organization at or above the Office Assistant Senior or equivalent level will substitute, year for year, for education.

*NOTE: Qualifying Program/Project management is defined as:

Directing, coordinating, monitoring and evaluating a project or program having a specific goal to be achieved within a specific time frame.

For telecommunications positions:

A Bachelors degree in telecommunications, business administration or other appropriate field; **AND**

One year of telecommunications experience administering, installing, and/or maintaining telephone radio and/or microwave systems.

Additional qualifying experience administering, installing or maintaining telephone, radio and/or microwave systems will substitute, year for year, for education.

New class: 7-10-98

Revised minimum qualifications: 9-14-01