

## CLASS SPECIFICATION



**CLASS:** Emergency Operations Planner  
**ALLOCATION:** County Administrator's Office  
**FLSA STATUS:** Exempt  
**UNION AFFILIATION:** N/A - Management

**ESTABLISHED:** January 2013  
**REVISED:**

### **JOB SUMMARY:**

Under general direction, perform analytical and administrative duties in support of the daily operations of the Division of Emergency Services; assist with the coordination, planning and training of county employees and stakeholders; assist in developing policies and procedures and implement program goals and objectives; maintain the County Emergency Operations Center in a constant state of readiness; may serve as project manager on emergency management projects; assist in maintaining emergency management budget and compliance with federal grant guidelines; and other duties as assigned.

This is the journey level in the emergency services analyst series.

### **CLASS CHARACTERISTICS:**

This position reports directly to the Emergency Operations Manager. This class is distinguished from the Emergency Operations Manager in that the latter is responsible for the daily administration and management of the Emergency Services function.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Assist in the development of operational procedures and protocols for County Emergency Management functions.
- Research, prepare, and maintain a variety of technical, statistical, administrative and narrative reports and correspondence; perform special projects and tasks as assigned in support of emergency services operations.
- Assist County departments, agencies and stakeholder groups in identifying and addressing potential areas of disaster exposure; Assist various groups, including County departments and programs, special districts, cities, businesses, non-profits and non-governmental organizations in reviewing and/or developing emergency preparedness plans.
- Assist in preparing and providing emergency management exercises, including training for Emergency Operations Center Management staff, County program/department representatives, County staff, first responders, non-profits, and non-governmental organizations.
- Attend periodic on-going training to gain additional knowledge and remain current in knowledge in the area of emergency management.
- Function as a member of the Emergency Operations Center Management team and may be required to operate the Mobile Incident Command Vehicle when needed for operational area response.
- Respond to and assist in the coordination of emergency efforts by cities, state and federal agencies, and other public jurisdictions, private entities and volunteer organizations during emergencies.
- Assist with division budget by tracking expenditures, purchases and other financial business.
- Assist with research and determination of funding sources for various programs and/or projects; prepare grant applications; assist with administration of grants and monitoring of sub-grantees; monitor grant expenditures; provide guidance in the completion of State and Federal grant fund reporting documentation.
- Ensure proper documentation for compliance with Federal and State reporting.
- Assist in completing After Action/Corrective Action reports following a declared emergency, hosted drill or exercise.
- Assist County departments with the reimbursement process through the California Disaster Assistance Act and the Federal Emergency Management Agency, in collecting and submitting all necessary documentation on behalf of the County.
- Assist citizens in applying for individual assistance through state or federal disaster assistance funds.
- Assist with the creation of Local Assistant Centers (LAC) in the recovery process.
- Assist in promoting public education and outreach programs on emergency preparedness.
- Make public speaking presentations to groups, organizations or at events on emergency management.
- Coordinate special projects and tasks as assigned in support of the division.

#### **Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.

- May represent the Division of Emergency Management and the County of Yuba at local, state and federal meetings related to emergency management and occasionally act on behalf of the Emergency Operations Manager.
- Drive a motor vehicle in the course of the work to access work sites.
- May supervise assigned staff on a project or day-to-day basis.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Principles and practices of emergency response planning, training and management.
- Principles, practices, methods and techniques of modern disaster response including the use of Standardized Emergency Management System (SEMS), Operational Area Satellite Information System (OASIS), State Resource Information Management System (RIMS), Geographic Information System (GIS), Hazards US (HAZUS), the National Incident Management System (NIMS) and the Incident Command System (ICS).
- Principles and practices of public health, hospital, law enforcement, fire and public works operations.
- Principles and practices of project planning, development and evaluation, including preparation, implementation and administration of policies and procedures.
- Basic elements of an effective emergency operations plan.
- Federal, state and local laws, codes, ordinances related to emergency planning and operations.
- Records management and retention schedules for emergency services documents.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person, via telephone and electronically, when relations may be strained.
- Standard office equipment and computer applications related to the work.
- Principles and practices of budget development and administration, public funding and state and federal reimbursement processes.
- Emergency services and communications systems, equipment and procedures utilized in staffing and coordinating activities within an emergency operations center.
- Conditions leading to major emergencies, their effects, mitigation, response lines, lines of authority, resource requirements, damage assessment, recovery methods and safety and survival procedures.
- Methods and techniques of developing and presenting technical documentation and training materials.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Principles and practices of technical and functional supervision and training.

**Skill in:**

- Developing, recommending and implementing goals, objectives, policies, procedures and work standards.
- Evaluating program strategies, analyzing alternatives, defining problem areas and recommending solutions.
- Understanding, interpreting, applying and explaining complex local, state and federal rules and regulations governing emergency preparedness.
- Training and facilitating others in policies and procedures related to the work.
- Assessing and prioritizing multiple tasks, projects and demands within limited timeframes.
- Exercising authority and providing direction in various situations, as required.
- Exercising sound independent judgment within general policy guidelines.
- Preparing clear, concise, reports, correspondence and other written materials.
- Developing and maintaining accurate logs, records and files.
- Effectively using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.
- Communicating clearly and concisely, both orally and in writing.
- Planning, directing and reviewing the work of others on a project or day-to-day basis.

**Ability to:**

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Perform calmly, purposefully and appropriately in emergency and stressful situations.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.
- Evaluate alternate courses of action and make decisions under the pressures of disaster and emergency situations.

- Make effective written and verbal presentations to large civic groups, official bodies, and the general public to provide information.
- Gather and evaluate information in order to reason logically, draw valid conclusions, take appropriate actions and/or make appropriate recommendations.
- Deal tactfully and effectively with the public, regulatory agencies and policy-making bodies, vendors, consultants and others contacted in the course of the work.
- On a continuous basis, know and understand all aspects of the job.
- Organize, plan and prioritize work, developing specific goals and plans to accomplish the work in a timely manner as established by regulations and local policy.
- Pay attention to detail and be thorough in completing work tasks.
- Adapt quickly to changes in policies, procedures and assignments.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Coordinate emergency services planning with other governmental agencies.
- Analyze the potential for disasters and assist development and production of a comprehensive plan for mitigation, response and recovery including research and modification of elements of existing comprehensive emergency response plans.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the following abilities:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone.
- Independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; mobility to work in some very adverse conditions including mud, smoke, heat, cold, rain, high winds and steep terrain to observe emergency conditions or conduct training exercises.
- Manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Operate the Mobile Incident Command Vehicle when needed for operational area response and to drive a motor vehicle to visit sites and attend meetings.
- Occasionally lift, carry, push, pull or otherwise move bags or boxes of material weighing up to 75 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- May require work with exposure to dangerous conditions, extreme weather, physical harm and infectious diseases.
- May require unusual or prolonged work hours during emergencies or disasters and during training programs or emergency preparedness exercises.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment and maintain it throughout employment.

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation including Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Attend meetings outside of normal working hours including weekends.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.
- Must be able to implement appropriate response to any County emergency within 30 minutes of being notified.

**Education and Experience:**

**MINIMUM:** Bachelor's Degree from an accredited college or university with major course work in business or public administration, public safety/emergency management or a field related to the work; and one year of technical-level experience performing disaster planning, management or response or successful completion of state and federally sponsored courses in disaster preparedness, response and recovery.

Candidates with strong experience who lack the degree are encouraged to apply.

**PREFERRED:** In addition to the minimum requirements, certifications or credentialing in emergency services programs or as a trainer of emergency services programs, the completion of Federal Emergency Management Agency Professional Development Series; or professional experience planning, managing, or organizing for disaster relief, emergencies, and civil defense, either in an office of emergency services or in the police, fire protection, emergency medical or other related field.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

CAO Approval: Robert Bendorf  
Date:

EEOC: B  
WC: 9410

Human Resources Approval: Iva Seaberg  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_