



EMERGENCY PROGRAM SPECIALIST

SCOPE OF WORK:

Work activities involve performing duties related to the development, implementation, coordination, and evaluation of programs supporting the responsibilities of the Division of Emergency Management as required by NDCC 37-17.1. Emergency Program Specialist staff work to help citizens of North Dakota mitigate, plan for, respond to, and recover from injury, loss of life, and property damage resulting from natural or technological hazards or incidents including Homeland Security threats and events.

DUTIES PERFORMED AT ALL LEVELS:

- Develop individual program plans to include administrative, equipment, and human resource requirements for implementation in response to specific emergency conditions as defined by proper authority.
- Provide training and guidance, as needed, to local governments or other public or private entities to insure appropriate implementation of approved program plans.
- Provide continuous coordination and monitoring of program plan procedural requirements and program activity to insure completion and to provide an evaluation of program effectiveness.
- Provide support including administrative updating, communication, resource management, and operations maintenance of work-related equipment.
- Provide technical consultative services; respond to program information requests from a variety of sources; develop, conduct, and participate in training exercises; prepare documents for public distribution.
- Participate in an emergency response plan as required and be available for duty during other than normal working hours.
- Assist in formulation and implementation of procedures at the state office level.
- Serve as a React Officer; and represent the Division in an operational capacity anywhere in North Dakota in times of emergency and disaster.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

CLASS CODES: 5045
5046
5047

ND Class Description
Emergency Program Specialist

EMERGENCY PROGRAM SPECIALIST I

5045

GRADE I

LEVEL DEFINITION:

Individuals in positions at this level are responsible for specific assigned action team responsibilities regarding disaster and emergency response coordination and assistance in major emergency management programs. Work is performed under the direction of a senior specialist, the deputy Division director, or Division director.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree. Professional work experience in emergency management, education, public or business administration, operational planning or research may substitute for the education requirement on a year-for-year basis. The hiring authority will define the specific type of professional work experience required at the time of recruitment depending on the position to be filled.

EMERGENCY PROGRAM SPECIALIST II

5046

GRADE J

LEVEL DEFINITION:

Individuals in positions at this level are responsible for executing an emergency management program. Work is performed under the direction of a senior specialist, the deputy Division director, or Division director.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Coordinate state efforts in emergency and disaster response and recovery to comply with constantly changing federal disaster assistance programs and to assure timely and effective disaster recovery measures.
- Work with local emergency managers and representatives of government, community, business, and education in determining the need and feasibility for various programs.
- May review and evaluate the effectiveness of local plans in specific program activities.

- Provide technical assistance in the planning, development, implementation, maintenance, and evaluation of the assigned aspects of a specific program.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and two years of professional work experience in emergency management, education, public or business administration, operational planning, or research. Additional work experience, as described above, may substitute for the education requirement on a year-for-year basis. The hiring authority will define the specific type of professional work experience required at the time of recruitment depending on the position to be filled.

EMERGENCY PROGRAM SPECIALIST III

5047

GRADE L

LEVEL DEFINITION:

Individuals in positions at this level are responsible for independently planning, supervising, administering, maintaining, and evaluating a major emergency management program.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Provide technical assistance to the deputy Division director and/or Division Director/Agency Director and to local offices in the planning, promotion, implementation, and supervision of an assigned program.
- Supervise assigned staff.
- Review and evaluate the effectiveness of participation in program activities.
- May plan, coordinate, and provide training to the division.
- May act in the absence of the deputy Division director and/or Division director.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and three years of professional work experience in emergency management, education, public or business administration, operational planning, or research. Additional work experience in emergency management may substitute for the education requirement on a year-for-year basis. The hiring authority will define the specific type of professional work experience required at the time of recruitment depending on the position to be filled.

Eff. Date: 11/74

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ND Class Description
Emergency Program Specialist

Rev: 01/88 – Updated to new format

Rev: 05/99 – Revised minimum qualifications and rewrote in current format

Rev: 01/02 – Revised minimum qualifications and updated duties

Rev: 08/02 – Revised minimum qualifications and upgraded the third level to grade 12

Rev: 01/04 – Revised minimum qualifications for all levels, updated scope of work and duties

Rev: 07/12 – Conversion to Hay System

Rev: 11/14 – Revised minimum qualifications at the third level to allow substitution.