



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### EMERGENCY MANAGEMENT

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Emergency Management Specialist	M40101	60	65

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

#### Occupation Description

Coordinate and provide preparedness and training activities, prevention and mitigation techniques, and response and recovery actions for natural, technological and human caused events

#### Nature of Work

Emergency Management Specialists utilize their knowledge, skills and abilities to accomplish multiple tasks within the phases of emergency management. Prevention includes actions taken to protect lives and property by applying intelligence and other info to a range of activities including counter measures, deterrence operations, heightened inspections and improved surveillance. Preparedness is the range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Response encompasses the activities that address the short-term, direct effects of an incident to limit the loss of life, personal injury, property damage, and unfavorable outcomes. Recovery is the development, coordination, and execution of service and site restoration plans for impacted communities and the reconstitution of government operations and services through individual, private-sector, nongovernmental, and public assistance programs. Mitigation refers to activities that are designed to reduce or eliminate risks to persons or property or lessen the actual or potential effects or consequences of a hazard.

#### Distinguishing Characteristics

*Note: The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

- Maintain situational awareness for activities that could affect the likelihood of an incident, as well as those that could affect response efforts and details of plan implementation.
- Prepare and maintain emergency plans that comply with federal, state, local and tribal regulations to be used in response to disasters/emergencies and recovery from these incidents.
- Propose alteration of emergency response procedures based on regulatory or technological changes and knowledge gained from outcomes of previous emergency situations and simulations.
- Coordinate disaster response or crisis management activities such as evacuations, opening public shelters, and implementing special needs plans and programs.

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- Develop and maintain relationships with all levels of government and non-governmental organizations in order to facilitate plan development, response effort coordination, and exchanges of personnel and equipment.
- Prepare situation status reports that describe response and recovery efforts, needs, and preliminary damage assessments.
- Design and administer training that teaches people how to effectively respond to emergencies and disasters.
- Provide technical assistance to government and non-governmental organizations in the adoption and development of ordinances and practices that protect the community, and environment such as SARA Title III and National Flood Insurance Program.
- Inspect critical facilities, key resources and equipment in order to determine their operational and functional capabilities in emergency situations.
- Consult with officials of tribal, local and area governments, schools, hospitals, and other institutions to determine their needs and capabilities in the event of an emergency as well as the effectiveness of their planning.
- Design, evaluate, and participate in exercises of emergency management plans and procedures in accordance with state and federal regulations.
- Attend meetings, conferences, and workshops related to emergency management in order to learn new information and to develop working relationships with other emergency management professionals.
- Collaborate with other officials in order to prepare and analyze damage assessments following disasters or emergencies.
- Conduct field inspections of disaster impacted areas to assess damages and determine eligibility for state and federal disaster assistance.
- Develop instructional materials for the public, and deliver presentations to citizens' groups to provide information on emergency preparedness.
- Provide technical assistance to government and non-governmental organizations in the preparation of plans that comply with federal and state laws and regulations.
- Assist local communities to assure they comply with the Historical Preservation Act, the National Environmental Policy Act and Cost Benefit Requirements.
- Review plans implemented elsewhere to identify best practices.
- Identify projects and complete applications for federal emergency management related grants; administer such grants, report on their progress, and if applicable train local communities to do the same.
- Provide advice and assistance to grant applicants on compliance with state and federal laws and regulations.
- Inventory and distribute emergency and disaster related equipment, providing instruction in its maintenance and use.
- Prepare for and participate in state and federal financial and performance audits.
- Conduct technical assistance visits, community assistance visits, and community assistance calls to local jurisdictions.

### **Recommended Education and Experience for Full Performance\***

Bachelor's degree in Emergency Management, Public Safety Management, or Public Administration or related field and three (3) years of experience in emergency management, emergency operations to include Windows Office Suite applications.

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### Minimum Qualifications

Bachelor's degree from an accredited four-year college or university in any field and a minimum of (2) two years of experience in emergency management and/or emergency operations. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience

### Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

### Knowledge

**Public Safety and Security** — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

**Law and Government** — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

**Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

**Communications and Media** — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

**Telecommunications** — Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.

**Psychology** — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

### Skills

**Service Orientation** — Actively looking for ways to help people.

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**Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Coordination** — Adjusting actions in relation to others' actions.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Speaking** — Talking to others to convey information effectively.

**Active Listening** — Giving 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.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

**Instructing** — Teaching others how to do something.

**Statutory Requirements:** N/A

**Working Conditions:** Working conditions for individual positions in this classification will vary based upon the specific needs of day-to-day activities or emergency events. Employees must be available to respond 24 hours a day, including holidays, and may be deployed long distances from home for extended periods of time. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Conditions of Employment:** Successful course completion of Incident Command System (ICS) 100 through 300, IS-700 National Incident Management System (NIMS) and IS-800.B National Response Framework (NRF) are required. Successful completion of the FEMA Emergency Management Institute Professional Development Series (PDS) expected within six months of hire.

**Default FLSA status:** Exempt

**Bargaining Unit:** N/A

**Established:** 06/10/2011

**Revised:** 9/20/2011; 9/30/2015(Min Quals)

*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*