



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

HOMELAND SECURITY

Class Title	Class Code	Pay Band	Alt Pay Band*
Homeland Security Specialist	M40102	65	70

**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

Incumbents in this classification function within the Critical Infrastructure Protection component of the Emergency Management Program and are responsible for the identification of critical infrastructure/key resource sites and facilities, establishing liaison with these facilities by obtaining and providing grants, training, intelligence and vulnerability assessments.

Nature of Work

In order to ensure the protection and safety of Critical Infrastructure/Key Resource (CI/KR) sites and facilities located in the State of New Mexico, the Emergency Management Program oversees a multi-faceted Critical Infrastructure Protection program. These programs share the goal of protecting New Mexican CI/KR sites and facilities from economic, continuity, service, and human resource losses associated with man-made terrorist incidents.

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.

- Prepares federal application and administers Buffer Zone Protection Program (BZPP) Grant.
- Conducts site assessment to identify mitigating equipment and submit BZPP and Vulnerability Reduction Purchasing Plan (VRPP).
- Ensures sub-grantees and local jurisdictions are meeting their goals and objectives under the requirements of the federal grant.
- Provides technical assistance to sub-grantees and local jurisdictions as needed.
- Prepares BZPP input for Bi-Annual Categorical Report to Department of Homeland Security and for Bi-Annual Strategy Implementation Report.
- Implements State Critical Infrastructure Protection Program and develops program goals and objectives with regard to program stakeholders, federal, state, local and tribal governments.
- Assists local jurisdictions and state agencies in developing Critical Asset Site Protection Plans.
- Supports the development of the state risk profile by assisting in the identification, assessment, and monitoring of critical assets at the state, local and tribal levels.
- Coordinates with management to ensure critical asset list is updated and is in line with the State Domestic Preparedness Strategy.
- Conducts vulnerability assessments for state and local critical infrastructures and assets.

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- Coordinates requests for federal protection training and exercises.
- Coordinates periodic meetings with CI/KR sector representatives to ensure connectivity in order to identify needs, risks and vulnerabilities.
- Coordinates the dissemination of relevant threat intelligence through the New Mexico All Source Intelligence Center.
- Oversees internal employee security clearances as well as security clearances at other agencies and maintaining records of all clearances.
- Coordinates the development and implementation of security policies, standards, guidelines and procedures to ensure proper maintenance of physical security.
- Ensures asset protection, workplace violence prevention, access control, network access and monitoring policies and employee education.
- Oversees incident response planning as well as initiation of investigation of security breaches.
- Manages daily administration of fiscal matters associated with the cooperative funding agreement and associated appendices.
- Provide oversight of security forces contract.
- Ensure Anti-Terrorism Force Protection program support activities are conducted in accordance with Department of Defense 2000.12, 2000.16, Army Regulation 525-13 and Army National Guard 525-13 by utilizing assessments, evaluations and training opportunities.

Recommended Education and Experience for Full Performance*

Bachelor's degree in Engineering, Public Administration, Business Administration, Criminal Justice or Homeland Security; and five (5) years of experience in Counter-Terrorism/ Force Protection, Corporate Security, Business Management and/or Homeland Security.

Minimum Qualifications

Bachelor's degree from an accredited four-year college or university and two (2) years of full-time or equivalent part-time paid professional experience in grants development or grants administration, planning, project administration, criminal justice, homeland security, emergency management, data analysis, statistics, research and/or mathematics. 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

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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

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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.

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.

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Statutory Requirements: Pre-employment background investigation is required. Must be able to obtain and maintain a high level security clearance. Must possess a valid New Mexico Driver's license at all times.

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 06/10/2011 **Revised:**9/20/2011; 7/28/2017(updated for DMA use)
8/28/17(min quals subs.)

**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 to ensure this represents the most current copy of the description.