

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES**

Disaster Services

MAJOR AGENCIES

Public Safety only

SERIES NUMBER

6491

EFFECTIVE

08/24/2014

SERIES PURPOSE

The purpose of the disaster services occupation is to provide consultative and educational services to local governments in disaster preparedness and recovery.

At the lower level, incumbents assist local governments and individuals in obtaining disaster assistance.

At the higher level, incumbents assist local governments in planning, obtaining funding for emergency management programs and recovery from disasters.

At the supervisory level, incumbents supervise assigned personnel & plan & manage activities of regional level statewide programs of disaster services & emergency management.

At the administrative level, incumbents direct statewide program of emergency management to ensure preparedness of local governments in event of natural/technological disaster and supervise disaster services consultants in assistance and training of local governments.

JOB TITLE

Disaster Services Consultant 1

JOB CODE

64911

PAY GRADE

29

EFFECTIVE

02/23/2003

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of public or business administration in order to assist local communities &/or individuals in obtaining disaster assistance by gathering information & preparing variety of documentation for declaration of disaster, damage assessment & recovery plans.

JOB TITLE

Disaster Services Consultant 2

JOB CODE

64912

PAY GRADE

32

EFFECTIVE

02/23/2003

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of public or business administration & disaster services & emergency operations in order to provide guidance &/or training to local governments in establishment & funding of emergency management program.

JOB TITLE

Disaster Services Supervisor

JOB CODE

64914

PAY GRADE

13

EFFECTIVE

08/24/2014

CLASS CONCEPT:

The supervisory level class works under general direction & requires extensive knowledge of public or business administration & disaster services & emergency operations in order to supervise assigned personnel & administer activities of regional level statewide program of disaster services & emergency management.

JOB TITLE

Disaster Services Administrator

JOB CODE

64915

PAY GRADE

14

EFFECTIVE

08/24/2014

CLASS CONCEPT:

The administrative level class works under direction & requires thorough knowledge of public or business administration & disaster services & emergency operations in order to direct statewide program of disaster services & emergency management & supervise disaster services consultants &/or planning supervisors, & possibly other technical supervisory personnel if assigned, in their assistance to local governments.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Disaster Services Consultant 1	64911	14	2/23/2003	29

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Gathers disaster related information & prepares & reviews documentation to assist local governments &/or individuals & families in obtaining assistance from federal government & other resources for recovery from disasters (e.g., assists in damage assessment; assists in preparing variety of documentation necessary for declaration of disaster, eligibility for assistance & recovery plans).

Monitors recovery progress on weekly basis; checks for cost deviations from original plans; processes claims for reimbursement upon project completion.

Maintains transaction records & arranges for federal & state audits as required by federal regulations; prepares correspondence concerning applications & appeals & responses to congressional inquiries.

Provides training & assistance to contract personnel in times of disaster to process claims; travels to disaster site during actual or reported disaster emergencies.

MAJOR WORKER CHARACTERISTICS

Knowledge of public relations; budgeting; public or business administration; state & federal laws, rules & guidelines & funding services & requirements pertaining to disaster services*; emergency & disaster operations*. Ability to define problems, collect data, establish facts & draw valid conclusions; interpret extensive variety of technical materials in books, journals & manuals; handle sensitive inquiries from & contacts with government officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate major core program in emergency management, public or business administration; 1 course or 3 mos. exp. in public relations; must be able to provide own transportation.

-Or 2 yrs. trg. or 2 yrs. exp. in emergency management, public or business administration; 1 course or 3 mos. exp. in public relations; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

Exposed to disaster sites; requires travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Disaster Services Consultant 2	64912	14	02/23/2014	32

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

For assigned counties, provides guidance & assistance to local governments on individual basis to improve their operational readiness capability to respond & recover from emergencies or disasters, provides technical guidance & assistance in development & evaluation of preparedness exercises, writes emergency operation plans & implements federal programs for coordination of state & local funding, coordinates damage assessment & need assessment activities during incident period (e.g., provides notification/warning that emergency/disaster is imminent or has occurred; mobilizes emergency/disaster scene & coordinates state response to incident; acts as state representative/liason for activities on-site), identify, develop & implement training programs based on need analysis,

&/OR

provides emergency response training program to emergency response personnel (e.g., maintains inventory of training aids, manuals & guides; procures student manuals through State Printing Office; coordinates budget issues; coordinates delivery & distribution of materials; acts as interim instructor; maintains records of all courses conducted &/or attended) & participates in both county & state level exercises & drills.

Participates in county & state level emergency planning & procedure issues (e.g., reviews & provides input for updating radiological monitoring team procedures; develops procedure for conducting radiological courses for trainers; develops series of short-length statewide training courses for all hazards designed to educate non-emergency management persons; develops on-site policies & procedures to ensure consistent application of local, state & federal laws & regulations; develops performance guidelines for local & state emergency management to ensure compliance with agency standards for mitigation, preparedness, response & recovery in emergency management; participates in funding allocation for approved counties; evaluates & processes quarterly reports for reimbursement).

Conducts quarterly regional meetings with county emergency managers & other local officials for purpose of providing direction & coordination for overall emergency management program; counsels emergency management directors & disaster personnel on services concerning operational needs to ensure achievement of four phases of emergency management (i.e., mitigation, preparedness, response & recovery); makes presentations to public officials, professional & technical organizations concerning emergency management activities; provides guidance to local governments concerning federal & state disaster regulations & legislation.

Performs data collection & coordinates preparation of special reports detailing & interpreting data for potential legislation; prepares weekly activity reports, travel & program status reports; schedules tours of state emergency operation center; prepares correspondence & provides assistance to local governments concerning deficiencies identified during planning review process; receives, reviews & corrects completed performance partnership agreement work plans for local governments.

MAJOR WORKER CHARACTERISTICS

Knowledge of public relations; disaster services & emergency operations; state & federal laws, rules & guidelines & funding sources & requirements pertaining to disaster & emergency services; public or business administration; employee training & development; budgeting. Skill in operation of personal computer; calculator, 35mm camera; audio visual equipment; 2 meter radios; cellular phone. Ability to define problems, collect data, establish facts & draw complex emergency & disaster preparedness conclusions; interpret extensive variety of technical material in books, journals & manuals; handle sensitive inquiries from & contacts with government officials; prepare & deliver speeches before specialized audiences; develop complex reports & position papers.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate major core program in emergency management, public or business administration; 3 yrs. trg. or 3 yrs. exp. in disaster services & emergency operations; must be able to provide own transportation.

-Or 3 yrs. trg. or 3 yrs. exp. in emergency management, public or business administration; 2 yr. trg. or 2 yr. exp. in disaster services & emergency operations; must be able to provide own transportation.

-Or 2 yrs. exp. as Disaster Services Consultant 1, 64911; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Completion of FEMA Professional Development Series, Damage Assessment Course, Disaster Recovery Course, EOC Course, Hazard Material Awareness Course & Incident Command System Course.

UNUSUAL WORKING CONDITIONS

Requires travel; must provide own transportation; exposed to disaster sites, must be available for weekend & after normal hour duty, work will require absence from home for extended period of time during disaster & emergency, must be able to respond to disasters, 24 hours a day, 7 days a week except on approved vacation times; Exposed to dirt & debris; exposed to impacted areas (i.e., flood, hazardous material spills, blizzard, riot, tornado devastation) which may also be bio-hazard areas (e.g., tetanus, hepatitis).

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Disaster Services Supervisor	64914	EX	08/24/2014	13

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises assigned personnel & plans, manages & directs activities of regional level statewide program of disaster services & emergency management (e.g., prepares budget & approves expenditures; manages state & federal grant programs; assists in developing policies, procedures & objectives, establishing priorities, formulating administrative controls & approaches to problems; responds to problems arising regarding planning, grant coordination, training &/or exercise activities at the state or local level; assigns & schedules projects & monitors to completion; ensures that design of all programs meets current & changing needs & relates to programs of other agencies).

Coordinates all-hazards &/or mitigation planning activities with & provides technical assistance to departmental personnel & other federal, state, or local government jurisdictions in planning & evaluating projects; represents section, division or agency in meetings in or out of state with public officials, private agencies, professional & technical organizations or general public, regarding proposed or current projects & emergency management activities; presents at conferences & special events; prepares proposals &/or speeches as assigned; writes & submits reports & prepares comments on a variety of emergency management activities; prepares correspondence in response to inquiries & requests for information; modifies projects & programs as appropriate.

Supervises assigned personnel in delivery of operational guidance & assistance to local government; develops & implements procedures to increase capabilities of state & local disaster services/civil preparedness organizations in areas of administration, preparedness, mitigation, response & recovery; manages &/or participates in the development & implementation of a comprehensive all-hazards training & exercise program that may involve federal, state, local, volunteer & private sector participants; develops & delivers professional training for local, state, private & volunteer emergency management & related personnel throughout state; participates in the oversight of state & federal assistance & funding to local governments during disaster activities (e.g., notification & warning that emergency/disaster is imminent or has occurred; mobilization of emergency/disaster scene; coordination of state response to incident; coordination of needs assessments & damage assessments; development & management of mitigation projects); manages grant programs (e.g., manages preparation of grant guidance; ensures grant recipients adherence to state & federal procurement rules & regulations governing grant expenditures; manages preparation & submission of required federal grant program reporting requirements); participates in funding allocation for approved local jurisdictions; develops performance guidelines for local & state emergency management to ensure compliance with agency standards for mitigation, preparedness, response & recovery in emergency management.

MAJOR WORKER CHARACTERISTICS

Knowledge of public or business administration; budgeting &/or grants management; employee training & development*; supervisory principles/techniques*; state & federal laws, rules & guidelines pertaining to disaster services & funding sources; disaster services & emergency operations; public relations; effective oral & written communication skills. Skill in operation of a personal computer & related software. Ability to define problems, collect data, establish facts & draw complex emergency & disaster preparedness conclusions; interpret extensive variety of technical material in books, journals & manuals; handle sensitive inquiries from & contacts with government officials; prepare & deliver speeches before specialized audiences; develop complex reports & position papers.

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate major core program in emergency management, natural resources, environmental science, community planning, public or business administration; 3 yrs. trg. or 3 yrs. exp. in disaster services or emergency operations; valid driver's license; must be able to provide own transportation.

-Or 2 yrs. trg. or 2 yrs. exp. in assigned program area (i.e., emergency management, natural resources, environmental science, community planning, public or business administration); 3 yrs. trg. or 3 yrs. exp. in disaster services or emergency operations; valid driver's license; must be able to provide own transportation.

-Or 1 yr. exp. as Disaster Services Consultant 2, 64912; valid driver's license; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Completion of Damage Assessment Course, Disaster Recovery Course, EOC Course & other courses as required.

UNUSUAL WORKING CONDITIONS

Requires travel; must provide own transportation; exposed to disaster sites, must be available for weekend & after normal hour duty, work will require absence from home for extended period of time during disaster & emergency, must be able to respond to disasters, 24 hours a day, 7 days a week except on approved vacation times; exposed to dirt & debris; exposed to impacted areas (e.g., flood, hazardous material spills, blizzard, riot, tornado devastation) which may also be bio-hazard areas (e.g., tetanus, hepatitis).

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Disaster Services Administrator	64915	EX	08/24/2014	14

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Directs state program of disaster services & emergency management, supervises disaster services consultants &/or planning supervisors & other technical supervisors as assigned, in delivery of operational guidance & assistance to local emergency management directors & develops & implements procedures to increase capabilities of state & local disaster services/civil preparedness organizations in areas of administration, planning, mitigation, response & recovery.

Develops & delivers professional training for local, state, private & volunteer emergency management & related personnel throughout state.

Reviews state & federal laws relative to disaster services/civil preparedness & introduces necessary legislation to change statutes.

MAJOR WORKER CHARACTERISTICS

Knowledge of public or business administration; budgeting; employee training & development; supervisory principles/techniques; state & federal laws, rules & guidelines pertaining to disaster services & funding sources; disaster/emergency services operations; public relations; effective oral & written communication skills. Ability to deal with large number of variables & determine specific course of action; handle sensitive contacts with & inquiries from government officials prepare & deliver speeches before emergency management personnel.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate major core program in emergency management, natural resources, environmental science, community planning, public or business administration; 4 yrs. trg. or 4 yrs. exp. in disaster services & emergency operations; must be able to provide own transportation.

-Or 2 yrs. trg. or 2 yrs. exp. in assigned program area (i.e., emergency management, natural resources, environmental science, community planning, public or business administration); 4 yrs. trg. or 4 yrs. exp. in disaster services & emergency operations; must be able to provide own transportation.

-Or 1 yr. exp. as Disaster Services Supervisor, 64914; must be able to provide own transportation.

-Or 2 yrs. exp. as Disaster Services Consultant 2, 64912; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

Exposed to disaster sites; requires travel.