



DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
<http://dop.nv.gov>

MEMO PERD # 12-09

March 2, 2009

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Employee Representatives

FROM: Teresa Thienhaus, Director
Department of Personnel

A handwritten signature in cursive script that reads "Teresa Thienhaus".

SUBJECT: PROPOSED CLASSIFICATION CHANGES

Attached are proposed classification changes for your information pursuant to NRS 284.160, subsections 3 through 5. If you have any comments or objections, please notify Peter Long in the Compensation and Classification Division in writing no later than April 1, 2009.

If no written objections are received in this office by April 1, 2009, action will be taken to effect the changes and a report will be made to the Personnel Commission.

Attachments

NOTICE OF PROPOSED CLASSIFICATION CHANGES

Number: **07-09**
Posting Expires: **April 1, 2009**

Per NRS 284.160, the Personnel Director may make a change in classification without the prior approval of the Commission. The following change(s) are proposed:

			PROPOSED		
CODE	TITLE	GRADE/EE0-4	CODE	TITLE	GRADE/EE0-4
11.603	Emergency Management Programs Manager	39 B	11.603	Emergency Management Programs Manager	39 B

EXPLANATION OF CHANGE

As the number and size of grant and other programs have increased along with new State and federal requirements, the Division of Emergency Management has undergone a major reorganization including a redistribution of programmatic and management responsibilities among staff. The class specification has been updated to reflect the current range of principal duties of the Emergency Management Programs Manager class. There are no changes in grade or qualifications.

The Division of Emergency Management participated in the study and supports this recommendation.

The formal recommendations and specifications are on file with the Director of Personnel. To view a copy in Carson City, go to 209 East Musser Street, Room 101; in Las Vegas, go to 555 East Washington Avenue, Room 1400. For more information call (775) 684-0151.

Objections to the proposed change(s) must be received in writing by April 1, 2009. Objections should be addressed to Peter Long, Division Administrator, Compensation & Classification Division, Department of Personnel, 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204.

POSTING DATE: March 2, 2009



STATE OF NEVADA – DEPARTMENT OF PERSONNEL

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
EMERGENCY MANAGEMENT PROGRAMS MANAGER	39	B	11.603

~~[The] Emergency Management Programs Managers [is] **are** responsible for managing [the] programs, personnel and other resources that must satisfy the emergency preparedness mandates and initiatives associated with federal grant programs as well as [emergency] operational functions of the State Emergency Operations Center [; alternate communications and search and rescue activities]. [The] **As assigned**, incumbents manage[s a work unit that conducts] training [;] **and preparedness** exercises [; mitigation, and recovery from] **for** major natural, man-made or technological disasters and oversee[s] planning, operations, [communications,] intergovernmental and inter-local agreements, special projects and programs for saving lives, protecting property, preserving the environment, and meeting commitments required for receiving Federal Emergency Management Agency (FEMA) **and other** funds.~~

Act on behalf of the deputy administrator regarding division emergency operations, program activities, project performance, and related matters as requested; **manage a regional office in addition to carrying out statewide responsibilities as assigned.**

Organize programs in achieving emergency management goals and objectives to protect lives, property, and the environment; develop strategic plans for long-term needs to ensure the development of continuity of operation plans within State agencies for sustaining services and providing assistance in times of emergency.

Train and supervise subordinate staff, **including one or more supervisory professionals**; assign duties, evaluate performance, and take appropriate disciplinary action.

Develop, revise, and review comprehensive state and local emergency/disaster plans.

Maintain comprehensive emergency management programs that provide for ~~[mitigation and] preparedness activities [prior to emergencies] as well as response [and recovery] capabilities [during and after emergency occurrences]; ensure assistance is provided to local governments and other State agencies in sustaining emergency management capabilities.~~

Interact with federal, State, and local government officials in negotiating terms and conditions of agreements to ensure cooperation and coordination in developing and/or sustaining programs and functions for emergency management activities.

Coordinate statewide compliance with National Incident Management System requirements; implement and manage programs for radiological materials transport safety preparedness, resource typing, and uniform credentialing of first responders.

Ensure federal guidelines and requirements are appropriately reflected within grant-funded programs, processes and plans and implemented to achieve desired results.

Ensure that appropriate funding levels are established to support programs; prepare, review, submit required fiscal reports and expenditures.

~~[Manage statewide coordination of grants and other resources within the framework of nationally recognized emergency coordination structures during emergencies under both activation of the State Emergency Operations Center and the daily duty officer functions; ensure that 24 hour coordination of emergency operations is maintained and available for support with State resources as well as redundant emergency communication systems capabilities.]~~

~~[Act as the State's Search and Rescue Coordinator for interstate and multiple county search and rescue missions; serve as a co chair of the State of Nevada Search and Rescue Board as indicated under Chapter 414 of the Nevada Revised Statutes.]~~

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

* A valid driver's license is required at the time of appointment and as a condition of continuing employment.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited university in emergency management, fire science, criminal justice, political science, business administration or closely related field and three years of experience in emergency management in a governmental entity or private organization which must have included program management, budget preparation and control, strategic planning, and grant management, one year of which must have been in a supervisory capacity; **OR** an equivalent combination of education and experience. *(See Special Requirement)*

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Detailed knowledge of: principles, practices and methods for effective management of emergency response and/or emergency management programs and processes; comprehensive emergency management processes of mitigation, preparedness, response, and recovery; emergency plan development and revision. **Working knowledge of:** supervisory principles and practices; program development and maintenance; budget and fiscal management; grant writing, timeline reporting and program award management; emergency response organizations and emergency management practices to include incident command systems; national incident management system; the function of an emergency operations center; emergency management training, planning, exercises, evaluation, and emergency communications; abatement and improvement planning and program development.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Working knowledge of: State, county and municipal regulations governing emergency management, search and rescue, incident command structures, and emergency response protocols; budget and purchasing regulations; management of comprehensive emergency support operations, mitigation, recovery programs, as well as disaster prevention and preparation functions and duties.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

11.603

- ESTABLISHED: 12/60
- REVISED: 7/1/85R
- 10/25/85PC
- REVISED: 10/19/90-3
- REVISED: 7/1/95P
- 9/16/94PC
- REVISED: 7/1/05R
- 11/8/05PC
- REVISED 6/27/08R
- 4/1/09UC