



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
HEALTH EMERGENCY PREPAREDNESS EVALUATOR	35	B	10.239

Under general supervision, the incumbent plans, develops, implements, and evaluates a comprehensive statewide public health preparedness and response training/exercise program aimed at enhancing the emergency preparedness competencies and skills of the statewide public health workforce.

Develop, coordinate, implement, facilitate, and track exercises to evaluate public health and hospital emergency preparedness and response with respect to all-hazard events.

Develop and implement a multi-year exercise plan and schedule in accordance with federal agencies' requirements to include forming exercise committees, developing exercise plans, writing after-action reports, and writing/implementing corrective action plans.

Research, analyze and evaluate courses, providers, reference materials, trends and various formats of training and exercise programs available; in cooperation with other preparedness training staff, evaluate the quality of preparedness courses, classes conducted, and training materials provided.

Identify resources and materials to adapt and/or adopt for exercise development; develop administrative steps needed for project completion; develop project plans in consultation with public health preparedness training and education staff and subject matter experts; initiate projects and coordinate steps to ensure participation of appropriate individuals and groups.

Design and conduct emergency preparedness training and exercise needs assessment at the local and State level; address any deficiencies or gaps identified through the evaluation of exercises and drills by implementing corrective action at the technical level; provide for follow-up training and retest in subsequent exercises or drills.

Conduct program evaluation activities and generate reports; develop recommendations and implement corrective action to address evaluation findings; develop and maintain program evaluation plans to include reportable performance measures.

Prepare progress reports and other required federal reporting to division preparedness training staff, Centers for Disease Control (CDC), and other interested parties as requested; prepare written reports summarizing progress made toward training goals related to the bioterrorism cooperative agreement with the CDC.

Work with division public health preparedness training and education staff, other preparedness staff and external partners to identify and/or develop role-based preparedness competency sets and exercise evaluation competencies.

Plan, organize, and develop revised operating procedures to improve the effectiveness of complex multi-jurisdiction response operations through the analysis of plans, workflow, response observation, and training; review and make recommendations regarding policies and procedures to improve public health emergency response activities.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * A pre-employment criminal history check and fingerprinting are required. Persons offered employment in this position will be required to pay for the fingerprinting.

INFORMATIONAL NOTES:

- * Positions may be subject to call-back to respond to public health incidents and emergencies.
- * Incident Command System (ICS) course level 100, 200, 700 and 800-FEMA courses and Homeland Security Exercise Evaluation Program (HSEEP) – K/E/L-146 certifications are required within 6 months of appointment.

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in a biological science, health, education or related field and two years of professional experience in the field of emergency response training and emergency operations involving response coordination and actual response to emergency situations; **OR** graduation from high school and four years of professional experience as described above; **OR** an equivalent combination of education and experience as described above. (*See Special Requirement and Informational Notes*)

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

Working knowledge of: intergovernmental relations and agreements related to emergency preparedness, disaster preparation and/or emergency management; adult education training techniques and procedures; federal grants management requirements; program planning and evaluation. **Ability to:** select and prioritize various exercise scenarios and exercise types to most appropriately match the plans, policies, and procedures to be tested; determine the appropriate organizations to participate in various levels of exercises; conduct cost/benefit analysis in conducting exercises; interact, negotiate, collaborate and maintain positive public relations with various federal, State, tribal, and local government agencies and health care providers; exchange ideas, information, and opinions with others to formulate policies and arrive jointly at decisions, conclusions or solutions; represent the agency to a wide variety of community and regional groups, government agencies, the media and the public; read, write, interpret and explain technical and professional documents; compose business correspondence, technical reports, proposals, policies and procedures; communicate effectively both orally and in writing; work independently; negotiate agreements, establish cooperative working relationships and monitor the work of independent contractors.

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

Working knowledge of: federal and State regulations regarding emergency preparedness; Department of Homeland Security exercises and evaluation program guidelines; bioterrorism and emergency readiness competencies for public health workers; National Incident Management System. **Ability to:** understand and interpret federal and State regulations and standards for emergency preparedness training and exercise; identify gaps in staff performance through needs assessments, evaluation, and exercise programs.

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.

10.239

ESTABLISHED: 4/10/07UC
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