

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 2831100

DHSES Program Administrator 1, Grade 18 2831100
DHSES Program Administrator 2, Grade 23 2831200
DHSES Program Administrator 3, Grade 25 2831300
DHSES Program Manager, Grade 29 2831400

Brief Description of Class Series

Positions in this series serve as the primary contact on disaster related recovery programs and serve as a resource for State and local agencies, and communities seeking disaster recovery assistance. These positions are only classified at the Division of Homeland Security and Emergency Services (DHSES).

Distinguishing Characteristics

All levels may support the State Emergency Operations Center or field offices during emergency or disaster activations and ongoing events.

DHSES Program Administrator 1: full performance level; reviews and processes requests for recovery assistance; provides recovery information and eligibility requirements to affected communities; liaisons with federal, State, and local entities regarding recovery needs; and may supervise permanent, part-time and/or, contract staff.

DHSES Program Administrator 2: first supervisory level; serves as primary contact for a unit within a disaster recovery section, and supervises DHSES Program Administrators 1, and staff.

DHSES Program Administrator 3: second supervisory level; serves as deputy section chief and manages operations for their assigned recovery program area, and supervises DHSES Program Administrators 2, and staff.

DHSES Program Manager: managerial level; reporting to executive staff, serves as section chief over one of four major program areas (mitigation; individual assistance; public assistance; and finance) and supervises DHSES Program Administrator 3, and staff; position is in non-competitive jurisdictional class.

Related Classes

Disaster Preparedness Program Representatives develop, coordinate, and administer local, state, and federal disaster preparedness planning, training, response, and recovery programs.

DHSES Logistic series positions oversee the operations of regional logistics centers (stockpiles) and provide resource management, guidance, and support to federal, state, local, and tribal emergency response agencies during disasters and emergencies.

Agency Emergency Management Coordinators and parentetic titles prepare emergency planning, response, recovery and continuity of operations plans, and ensure the implementation and compliance of National Incident Management System requirements for a State agency.

Agency Emergency Management Supervisors perform the same duties as Agency Emergency Management Coordinator and supervise a team of agency designated staff in a variety of titles

Illustrative Tasks

DHSES Program Administrator 1

Researches and shares recovery information and program guidance with local, regional and state entities.

Reviews public requests for assistance; identifies and refers individuals to appropriate resources and maintains records of requests and actions taken by DHSES.

Assists with the development of program and implementation strategies for declared and non-declared disaster events and supports operational needs.

Liaisons with state, local and county entities, and supports recovery activities in the unit.

Writes status reports, program and financial letters keeping DHSES leadership updated on assigned projects.

Deploys to the field and field offices as needed for damage assessments, coordination and preparation for preliminary damage assessments, and administration of Recovery programs.

Compiles data and responds to inquiries and formal requests from FEMA, state entities and applicants.

Disseminates program information to staff and applicants relative to eligibility, availability, and procedural requirements.

Monitors projects, payroll and time tracking; reviews contracts, purchases, invoices, and inspection reports; drafts and reviews budget estimates and projections and reconciles financial information from start through completion.

Develops and delivers internal and external trainings and briefings and prepares and organizes printed materials to support recovery operations.

Supervises permanent, part-time, and contract staff.

DHSES Program Administrator 2

Discusses and identifies disaster relief and resource needs with state, regional, local and not-for-profit organizations.

Documents recovery resources and program information with established local Long-Term Recovery Groups and forms new groups in post-disaster impact areas.

Monitors multiple grants, projects, financial information, reconciliations, and proposes improvements to grant administration activities.

Monitors performance metrics and controls to measure the effectiveness of internal section procedures.

Presents oral and written status reports, briefings, presentations, correspondence and related critical data to support recovery operations.

Liaisons with FEMA/State Joint Field Offices during declared disasters, and functions as the link between governmental and non-governmental entities.

Supervises unit activities and prepares work plans and key deliverables, coordinates staff responsibilities and staff training; develops and delivers training courses for staff and stakeholders throughout the state; directs supervision of staff involved with the delivery and administration of recovery programs; reviews and updates staff on federal and state regulations, policies, and guidance related to various disaster assistance programs; performs the full range of supervisory duties including interviews and recommendations for the hiring and redeployment of staff.

DHSES Program Administrator 3

Manages daily operations of assigned Recovery section.

Coordinates with stakeholders to document disaster damage assessments to meet

eligibility for a presidentially declared disaster to improve relief and recovery efforts.

Develops and prepares data analysis reports and briefing materials for distribution during recovery operations.

Develops, recommends and implements section policy, procedures and protocols; reviews and analyzes existing policies and plans, and impact emerging events has on operations.

Reviews FEMA changes to federal policies and develops recommendations for upper-level management.

Integrates new FEMA policies and emerging trends with internal and external section training.

Develops verbal and written communications, reports and briefings related to recovery programs.

Delivers presentations to professional groups, internal and external stakeholders and organizations, and represents the agency as directed.

Analyzes performance metrics and controls to measure the effectiveness of internal section procedures.

Performs the full range of supervisory duties, including performance evaluations and time and attendance approvals; assigns staff to active Disaster Assistance Centers and Federal/State Joint Field Offices and serves as a lead State Recovery program representative or similar leadership roles during active disasters.

DHSES Program Manager

Manages federal disaster assistance grants to support survivors of disasters, repair and replace infrastructure and implement mitigation measures in future disasters.

Develops and implements program policies and priorities in support of DHSES recovery program goals.

Discusses and monitors trends on policy and program changes, deadlines, and reporting requirements with FEMA administrators and staff.

Develops and delivers training on various DHSES programs to local governments and non-profit organizations.

Confirms that information and reports are complete for processing financial transactions in support of the Recovery programs and that systematic errors associated are

corrected.

Drafts responses to FEMA on all proposed policy and regulatory changes.

Directs and coordinates assessments of damaged areas following emergencies and disasters. Directs the preparation of applications for assistance, correspondence, and information in support of a Governor's request for FEMA federal assistance.

Develops recovery consulting service requests for proposals, and, reviews and assesses bids.

Liaisons with the DHSES public information office to disseminate information to elected officials and the public.

Assigns staff to support the State Emergency Operations Center, Disaster Assistance Centers, or field offices during emergency or disaster activations and ongoing events and serves as lead State recovery program representative; performs the full range of supervision, evaluates staff, and adjusts staffing to meet emergency response requirements.

Minimum Qualifications

DHSES Program Administrator 1

Open Competitive: Bachelor's degree and completion of a two-year traineeship; or six years of experience* in one or more of the following areas:

1. administration of federal, state or locally funded grant programs;
2. preparing and processing applications for disaster mitigation/recovery projects;
3. processing requests for grant project payments and performing financial reviews required for final payment;
4. damage assessment and identification of appropriate assistance funding programs;
5. review of action plans or planning, organizing and coordinating disaster recovery programs involving local, state and federal agencies.

DHSES Program Administrator 2

Promotion: one year of permanent competitive service as a DHSES Program Administrator 1.

DHSES Program Administrator 3

Promotion: one year of permanent competitive service as a DHSES Program Administrator 2.

DHSES Program Manager

Non-Competitive: ten years of professional level experience* in the administration of complex federally funded emergency management, disaster assistance and disaster recovery programs in one or more of the following areas, including two years of management experience,** and three years of supervision of subordinate professional staff:

- Financial Administration including the implementation of policies and procedures for financial management, application review and processing, regulatory compliance and accountability monitoring, oversight of grant application processes, appropriation and disbursement activity.
- Planning, implementation and coordination of public assistance grant programs involving supplemental reimbursement for the repair and/or restoration of infrastructure and facilities to pre-disaster condition and assistance with mitigation measures during the recovery process.
- Planning, implementation and coordination of hazard mitigation assistance programs enabling communities to implement long-term hazard mitigation measures resulting from natural or manmade disasters.
- Planning and implementation of technical assistance programs targeted to agencies and individuals working collaboratively to assist disaster victims.

*Substitution: Bachelor's degree may substitute for four years of general experience; master's degree or juris doctorate may substitute for an additional year of general experience.

**Management experience is defined as direct leadership, management, and strategy execution for an identifiable organizational unit or program which includes direct management of program planning, development, resource allocation, monitoring, evaluation, research and analysis, and policy formation. This experience should also include administrative supervision of professional staff.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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