

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

Classification Standard

**Occ. Code 9129100**

<b><i>Disaster Preparedness Program Representative 1, Grade 14</i></b>	<b>9129100</b>
<b><i>Disaster Preparedness Program Representative 2, Grade 18</i></b>	<b>9129200</b>
<b><i>Disaster Preparedness Program Representative 3, Grade 23</i></b>	<b>9129300</b>
<b><i>Disaster Preparedness Program Representative 4, Grade 25</i></b>	<b>9129340</b>

Brief Description of Class Series

Disaster Preparedness Program Representatives develop, coordinate, and administer local, state, and federal disaster preparedness planning, training, response, and recovery programs. Most positions are classified at the Division of Homeland Security and Emergency Services.

Distinguishing Characteristics

The level of Disaster Preparedness Program Representative is distinguished by supervisory responsibilities, and decision-making authority within parameters set by agency management. All positions in this series may travel and/or work nights, weekends, and varied shifts to support emergency preparedness, disaster response, or recovery activities. In addition, the roles and responsibilities of positions may vary from typical assignments during activation of the Emergency Operations Center (EOC) to address disaster preparedness, disaster response, weather events, agency training exercises, or recovery operations.

*Disaster Preparedness Program Representative 1:* full performance level; under the general direction of a Disaster Preparedness Program Representative 2, performs technical and administrative duties to support homeland security disaster preparedness, response, and recovery programs.

*Disaster Preparedness Program Representative 2:* first supervisory level; under the general direction of Disaster Preparedness Program Representative 3, reviews and advises technical and administrative decisions to support homeland security disaster preparedness, response, and recovery programs. When assigned to a region, it functions with a greater degree of independence than main office due to the size of the geographic area to cover.

*Disaster Preparedness Program Representative 3:* second supervisory level; under the general direction of a Disaster Preparedness Program Representative 4, it supervises a unit comprised of professional and clerical support staff. When assigned

to main office, it administers a unit with responsibility for one or more homeland security programs. When assigned to a region, it is responsible for the administration and technical support of all homeland security programs for a designated geographic area.

*Disaster Preparedness Program Representative 4:* managerial level; under the general direction of executive level staff, manages, directs, and recommends policy for one or more homeland security disaster preparedness planning, training, response, and recovery programs.

### Related Classes

DHSES Program Administrators 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.

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 professional agency designated staff in a variety of titles.

### Illustrative Duties

#### *Disaster Preparedness Program Representative 1*

Responds to natural, human-caused, or planned events in accordance with emergency operations center (EOC) protocols.

- Prepares EOC staffing documents based on threat analysis, as well as contact office of emergency management (OEM) partners to share or request pertinent situational awareness information.
- Monitors daily threat and hazard activity and situational awareness that may have a direct or indirect threat on the State and provide initial analysis of information gathered.
- Documents and implements the warning point supervisor's responsibilities in a training manual with higher level staff.

- Functions as resource unit leader, staffing unit leader, or situational unit leader to support EOC management, including reporting updates the incident management system, and training staff new to the EOC.

Serves as the lead OEM representative on animal issues for NYS.

- Represents OEM at meetings with the Department of Agriculture.
- Prepares and trains State and local emergency response personnel on response protocols for animal emergencies utilizing the County Animal Response Team concept.

#### *Disaster Preparedness Program Representative 2*

Performs the duties of a Disaster Preparedness Program Representative 1. Develops and delivers emergency response and preparedness training programs to State and local government officials.

Administers daily/emergency operations procedures and processes such as preparing briefing material and situational analysis for command staff for emergency or non-emergency situations.

Prepares reports and other required administrative paperwork in accordance with operational procedures.

Liaisons with local government and other State and federal agency emergency preparedness and response personnel.

- Visits local government disaster preparedness organizations to review local jurisdiction programs and provide updates on State and federal disaster preparedness and assistance programs.
- Participates in training exercises with State, federal, and local government emergency preparedness personnel, and advise improvements.
- Serves as a local operations officer if the emergency operations center is activated.

Acts as liaison with the DHSES logistics unit; arranges for lodging, food, and auxiliary services for emergency response personnel within short time frames.

May supervise an emergency response planning unit.

#### *Disaster Preparedness Program Representative 3*

Supervises an emergency response, planning, or recovery unit in main office or administers all homeland security programs in a regional assignment.

Plans, organizes, and conducts training for first responders.

- Plans strategies and develops procedures for implementing training exercises.
- Confers with client agencies to assess current training requirements.
- Identifies, prepares, and implements emergency response training exercise plans potential terrorist activities involving weapons of mass destruction, and chemical, biological, radiological, nuclear, and explosive situations.
- Develops and organizes disaster preparedness training exercises for earthquakes, hurricanes, radiological preparedness, recovery, and use of emergency response geographic information systems.
- Collects and analyzes, qualitatively and quantitatively, data from instructional and exercise activities to determine the efficacy of current training practices.
- Functions as technical expert on training standards development as related to personal protective equipment and operating in a live environment.

Provides technical planning assistance to local government agencies in the development of a wide variety of disaster preparedness and emergency response plans.

- Creates or directs subordinate staff to produce sample plans for use by county and local government.
- Provides written comments/recommendations on local plans submitted to the State for review.
- Provides guidance to regional staff on plan concepts, regulatory review, and generally accepted disaster preparedness and response standards and practices.
- Coordinates planning concepts with other state agencies to ensure unity of purpose and consistency in planning practices and mission.

Directs, manages, and supervises the activities of a planning unit.

- Directs staff on all planning projects, including assigning work to staff, reviewing work products, and setting priorities and project completion dates.
- Represents the agency in internal and external multi-agency planning meetings or presentations and serves as a lead to provide input for various planning reports, audits, or accreditation.
- Performs the full range of supervisory responsibilities.

Suggests input for the creation and implementation of emergency preparedness and planning executive policies.

Supervises disaster response and operations activities.

- Writes the daily and emergency activation policies, procedures, checklists, and contingency plans for operations.
- Supervises the collection, evaluation, and dissemination of tactical information regarding emergency and non-emergency situations.

- Liaisons with internal and external sources, including multiple State agencies, regional staff, and local governments to collect incident information.
- Analyzes and reviews information, and supervises the presentation of the data for executive, field staff, and multiple agency situational reporting that includes conference calls, internal meetings, and briefings.
- Supervises emergency and non-emergency information updates to the statewide incident management system.

*Disaster Preparedness Program Representative 4*

Manages multiple emergency response, planning, recovery, radiological preparedness or units in main office, or field office.

Manages and implements policy for the operation of statewide preparedness, training, and disaster response programs in collaboration with other managers and executive staff.

Serves as the lead senior field liaison, on behalf of the DHSES Commissioner and executive leadership to high-level local and county leaders as well as the liaison for all DHSES program areas to the Governor's Office and State during both steady-state meetings and disaster and emergency response operations.

Represents the State at senior federal, State, and local intergovernmental meetings.

Plans, develops, and implements strategic plans and operations in preparation or response to natural disasters (e.g., Hurricanes Irene, Lee, and Sandy).

Researches and evaluates data and information on planning for the agency.

Analyzes, reviews, and maintains all applicable statutes and regulations pertaining to crisis management and makes recommendations on the impact to operations.

Develops, revises, and maintains alert and notification procedures for agency officials and emergency response personnel.

Responds through the public information office to requests for information from various sources.

Minimum Qualifications

*Disaster Preparedness Program Representative 1*

Open Competitive: Four years of emergency management experience in one of the following areas: coordinating and implementing emergency management and disaster preparedness programs; preparing or modifying disaster plans; preparing, modifying,

and presenting disaster educational training and/or exercises; gathering and analyzing information to produce briefings or reports or to make timely and effective incident response decisions; representing an agency or organization in an Emergency Operations Center or leadership position on the Incident Command System; managing or supervising recovery operations during a major emergency or disaster by overseeing the distribution or staging of equipment and supplies.

Substitutions: an associate's degree or higher in one of the following areas may substitute for two years of experience: Homeland Security, Disaster or Emergency Management, Emergency Preparedness, Emergency or Public Safety Services, Disaster Resilience, Crisis, Emergency and/or Risk Management, Fire and Emergency Services, National Security, Security Studies, Disaster Science, Critical Infrastructure, Business Continuity, System Safety and Security, Business Organizational Security Management, Criminal Justice, Criminal Investigations, Criminal Intelligence Analysis, Cyber Security or Public Administration. A bachelor's degree in any of the above areas may substitute for all four years of experience.

*Disaster Preparedness Program Representative 2*

Promotion: One year of permanent service as Disaster Preparedness Program Representative 1.

*Disaster Preparedness Program Representative 3*

Promotion: One year of permanent service as Disaster Preparedness Program Representative 2.

*Disaster Preparedness Program Representative 4*

Promotion: One year of permanent service as Disaster Preparedness Program Representative 3.

**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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