

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

Classification Standard

**Occ. Code 9125950**

**Director Agency Emergency Management, M-2**

Brief Description of Class

The Director Agency Emergency Management oversees, manages, and coordinates the statewide emergency management program at the Office for People With Developmental Disabilities (OPWDD). The incumbent is responsible for the management and administration of OPWDD's emergency and disaster preparedness planning, training, response, and recovery activities, including those of State and voluntary-operated programs for individuals with intellectual and/or developmental disabilities.

This position is classified in OPWDD.

Distinguishing Characteristics

*Director Agency Emergency Management:* one position class located in Central Office; manages OPWDD's statewide emergency management program; oversees and coordinates emergency management and disaster preparedness planning, training, response, and recovery activities; and supervises and directs the activities of emergency management staff throughout the State.

Illustrative Tasks

*Director Agency Emergency Management*

Oversees and manages OPWDD's statewide emergency management operations.

- Represents the agency on disaster and emergency commissions, councils, and task forces; serves as a member of the New York State Disaster Commission, Human Services Division; and participates in the development and implementation of the State's Comprehensive Emergency Management Plan.
- Reviews, prepares, modifies, and updates the agency's emergency plan, including emergency response, disaster recovery, and continuity of operations plans.

- Works with information technology representatives to ensure that the agency's systems align with disaster recovery and business continuity plans; and ensures the identification and implementation of system enhancements to maintain critical functions during emergency or disaster situations.
- Develops and implements planning strategies and emergency management plan templates for regional planning committees to ensure the continuity of mission essential functions during emergencies and disasters.
- Coordinates, develops, and implements employee notification and field reporting systems to expeditiously alert employees and capture real-time information during an emergency or disaster.
- Serves as the agency's initial Incident Commander to lead emergency management and continuity of operations teams; coordinates efforts with local, State, or federal emergency management and disaster preparedness organizations; and may authorize facility evacuations, site closures, or the reallocation of resources to ensure safety and the maintenance of emergency response objectives.
- Coordinates mandated drills and training exercises related to radiological events, floods, hurricanes, and other emergency exercises; evaluates the agency's capabilities and level of preparedness; identifies and resolves deficiencies; and ensures compliance with State and federal requirements.
- Supervises and oversees emergency management staff throughout the State; and establishes program goals, objectives, and performance metrics.

### Minimum Qualifications

#### *Director Agency Emergency Management*

Promotion: one year of service as a Disaster Preparedness Program Representative 4.

Open Competitive: a bachelor's degree and five years of experience in planning, training, administering, directing, or coordinating emergency management or disaster preparedness services with or for public or private organizations. Two years of this experience must have been at a supervisory level.

**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 of the work that might be appropriately performed by a class. The minimum qualifications above are those

which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 11/2020

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