

**New York State Department of Civil Service**  
Division of Classification & Compensation

**Occ. Code 9129400**

**Disaster Preparedness Assistant, Grade 12**

Brief Description of Class

Disaster Preparedness Assistants monitor, analyze, prioritize, and report information obtained from a wide variety of sources to federal, State, and local government officials, emergency responders, agency partners, and the public.

These positions are only classified in the State Watch Center, operated by the Division of Homeland Security and Emergency Services (DHSES).

Distinguishing Characteristics

Full performance level; under the direction of a Disaster Preparedness Program Representative 1 or higher, monitors, analyzes, prioritizes, and reports information to support State emergency and non-emergency preparedness, response and recovery operations, and a variety of hot lines (e.g., burn injuries, disaster relief, and terrorism tips hot lines).

Related Classes

Communications Specialists (State Police) provide communications services to sworn police members and other non-sworn public safety personnel and provide telephone answering/complaint service to the general public.

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

Illustrative Duties

Serves as the DHSES Office of Emergency Management's (OEM) first point of contact for local, county, State, national and international incident, emergency, or disaster.

- Answers 24-hour emergency hotlines for various State agencies, synthesizes and prioritizes requests, distributes inquiries to appropriate agencies, and alerts responsible staff based on policies between agencies.

- Monitors sources of information for situational awareness of incidents that may adversely impact areas of New York State, require a multi-agency response, and/or require a response from OEM.
- Prepares and disseminates daily operational briefings to include information gathered from federal, State and county sources, regional activities, noteworthy news, social media platforms, weather, transportation, utilities, and geographic information system (GIS) mapping systems.
- Recognizes developing incidents quickly and researches the surrounding areas for critical infrastructure and vulnerable populations that may be affected by the incident.
- Researches and analyzes information from multiple sources; and develops timely and comprehensive analysis of developing situations to ensure a coordinated State response.
- Receives, assesses, and refers emergency and non-emergency inquiries from local, county, State, and federal government representatives and the general public to appropriate DHSES staff or other State agencies.

Monitors, tests, and utilizes various communication systems such as the NYS Police information systems (NYSPIN), E-Justice Portal, the State and National Warning System (NAWAS), NYAlert, the Integrated Public Alert and Warning System (IPAWS), and the Radiological Emergency Communications Lines (RECS).

Participates in drafting, reviewing, and implementing emergency communications plans for partner State agencies; and activating the OEM State Emergency Operations Center (SEOC) by acting as the Message Center.

Ensures the operational readiness of the Watch Center and SEOC.

Educates DHSES staff, and other State agency representatives on State Watch Center capabilities and policies, as well as assists them with proper completion of reports and requests in the Incident Management Software (NY Responds)

Assists and participates in the coordination of communications drills.

Maintains and distributes information on all radioactive materials shipments throughout New York State.

Intakes and coordinates incoming burn injury reports on behalf of the Office of Fire Prevention and Control. Distributes the reports, as appropriate, to facilitate arson investigations.

## Minimum Qualifications

Open Competitive: two 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 logistics operations during a major emergency or disaster by overseeing the distribution or staging of equipment and supplies.

Substitutions: an associate's degree in one of the following areas may substitute for one year 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 or public administration. A bachelor's degree in any of the above areas may substitute for two years of experience.

**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 requirements for appointment or examination.

Date: 6/2021

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