

DEPARTMENT: Personnel BY: Richard J. Benson PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

Approve the proposed job description of Emergency Planner, allocate one full-time position to the County Fire department effective immediately, set the salary at \$2,803.67-\$3,407.91/month, and assign the classification to SEIU. This classification will assist the Fire Chief in administering and coordinating the County's preparedness and emergency response plans.

According to the Fire Chief, the increased grant funding that the Board of Supervisors recently approved requires staff to prepare a FEMA-approved Hazard Mitigation Plan (HMP). The additional funding will allow County Fire to hire an Emergency Planner to complete the HMP as well as expand other mandated emergency functions that will enhance the operational area's response to disasters and emergencies.

As noted, this will be a grant-funded position and funding for this position will be requested annually through the Emergency Management Performance Grant.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

On May 4, 2010, the Board approved the Emergency Management Performance Grant, which increased substantially over the last two years. This increase allows the County to hire an Emergency Planner to complete the Hazard Mitigation Plan and to expand other mandated emergency management functions.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this action, however, a negative action would result in the department's inability to accelerate its emergency planning progress and to achieve timely mandated compliance.

Financial Impact? (X) Yes () No	Current FY Cost: \$	Annual Recurring Cost: \$
Budgeted In Current FY? (X) Yes () No () Partially Funded		
Amount in Budget: \$128,161		List Attachments, number pages consecutively
Additional Funding Needed: \$		
Source:		Job Description
Internal Transfer		
Unanticipated Revenue	4/5's vote	
Transfer Between Funds	4/5's vote	
Contingency	4/5's vote	
() General () Other		

CLERK'S USE ONLY:

Res. No.: 10-388 Ord. No. _____
Vote - Ayes: 5 Noes: _____
Absent: _____
 Approved
() Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended
 No Opinion
Comments:

CAO: RJB

EMERGENCY PLANNER

DEFINITION

To assist the Fire Chief/Emergency Planning Coordinator in the overall administration and coordination of the County's preparedness and emergency response plans and general emergency response efforts; to assist with grant research, preparation and management; and perform related work as required. Employees in this classification receive general supervision and work independently within fixed guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives direction and general supervision from the Fire Chief/Emergency Planning Coordinator and/or Deputy Fire Chief.

EXAMPLES OF ESSENTIAL FUNCTIONS

Assists with administering and maintaining the Emergency Operations Plan and disaster preparedness relief programs.

Prepare, analyze, and evaluate emergency response plans to conform to State and federal requirements; make recommendations relative to operating procedures and preparedness checklists.

Assist the Fire Chief/Emergency Planning Coordinator in ensuring a constant state of readiness in the Operational Area Emergency Operations Center.

Respond to emergencies and assist in the coordination of emergency efforts by local, State, and federal agencies and other organizations.

Confers with County officials on emergency services/disaster preparedness matters.

Assists with developing and presenting emergency services training and educational programs.

Assists with budget preparation and administration of the disaster preparedness and emergency response plans, including but not limited to, monitoring grants and programs, tracking costs and preparing applications of disaster recovery forms to state and federal agencies, and preparing financial reports as required.

Assists with the preparation and administration of the Office of Emergency Services (OES) and departmental budget.

Conducts a variety of special studies and prepares special reports and/or periodic required reports.

Plans, assigns and reviews work; establishes work flow priorities and ensures that deadlines are met.

Attends meetings and trainings as a department representative as directed or as appropriate.

Coordinates grant securing efforts with State and federal agencies to procure funds and equipment for disaster purposes.

Plans, develops, recommends, and implements clerical and office systems and procedures.

Performs general support work as required, including preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, sending and receiving faxes, answering the telephone, etc.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and practices of emergency management including the State of California Emergency Services Act and the National Incident Management Systems.

Principles and techniques used in the development and utilization of the Incident Command System.

Effective emergency preparedness, response and recovery methods, procedures and techniques.

Methods of preparing and processing various records, reports, forms and other documents.

Effective public relations and public information techniques.

Proper English usage, spelling, grammar and punctuation.

Record-keeping and report writing techniques.

Budget preparation and administration.

Modern office practices and technology, including the use of computers for data and word processing.

Principles of organization, administration and training.

Grant and contract preparation and administration.

Ability to:

Interpret and apply pertinent federal, state and local laws, rules and regulations.

Analyze and coordinate emergency services.

Analyze complex problems and situations, consider alternatives, project consequences and take appropriate action.

Communicate effectively both orally and in writing with individuals as well as groups.

Work effectively and collaboratively with a broad range of agencies, communities and individuals, including officials from service providers and other agencies, volunteers and the general public.

Exhibit initiative and sound practical judgment.

Successfully coordinate multiple activities and carry out duties with minimal direction.

Organize work, set priorities, meet critical deadlines and follow-up on assignments;

Devise and adapt work procedures and record keeping systems to meet changing needs; understand and interpret and apply laws, rules and written and oral directions to specific situations;

Use computers effectively for word processing and database and records management, e-mail, and specific programs unique to department.

Follow safe work practices as directed and trained.

React calmly and professionally in emergency situations

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent drives on surface streets and may be exposed to traffic and equipment hazards, fire hazards, electrical currents, air contaminants, adverse weather conditions, temperature and noise extremes, wetness, violence, heights, explosives, fumes, dusts, odors, toxic or caustic chemicals, pathogenic substances, vibration. Worker may be subject to fatigue from irregular working hours / incident call activity.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move light weights; use hands to finger, handle or feel objects, tools or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

Experience:

Three years of increasingly responsible experience performing a variety of administrative and office support work in areas such as public relations, public information, or public safety with high public contact, or two years of experience in emergency services or disaster planning.

Education:

High school diploma or GED equivalent. Completion of at least 30 units of college-level coursework in business or public administration or closely related field.

Substitution:

An additional year of qualifying experience may be substituted for the 30 units of college level course work.

Additional Requirements:

The ability to obtain the ICS-100 (Introduction to the Incident Command System) certification, the ICS-200 (ICS for Single Resources and Initial Action Incidents) certification, and the IS-700 (National Incident Management System, an Introduction) certification within ninety (90) days from the date of hire.

The ability to obtain the ICS-300 (Intermediate Incident Command System) certification and the IS-800 (National Response Framework, an Introduction) certification within one (1) year from the date of hire.

Possession of a valid California driver's license. Under certain circumstances, the Personnel Director may accept a valid driver's license from another state if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.