

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

EMERGENCY MANAGEMENT PROGRAM SUPERVISOR

I. INTRODUCTION

A. Purpose of The Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future positions within the Department of Military Affairs which are responsible for supervising positions performing work which assist counties and local governments with emergency management. This classification specification is not intended to identify every duty which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

These are professional supervisory positions located in the Department of Military Affairs in the Division of Wisconsin Emergency Management. Positions allocated to this classification supervise professional and administrative support staff; manage emergency management programs; conduct program planning, policy and procedure development for program areas; direct the development and revision of emergency management state and local plans; manage registration and compliance programs; develop and implement annual program budgets; direct the administration of grant programs; provide interpretation of state and federal legislation, rules and requirements relating to Emergency Management programs; develop administrative rules and rule changes; and/or function as a liaison with local government, other state agency and federal government officials. Positions allocated to this classification meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(19).

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions which are not located within the Department of Military Affairs, Division of Wisconsin Emergency Management.
3. All other positions which are more appropriately identified by other classification specifications

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

II. DEFINITIONS

EMERGENCY MANAGEMENT PROGRAM SUPERVISOR

This is professional Emergency Management Program Supervisor work, which assists state agencies and local governments in preparing for and responding to natural and man-made disasters and emergencies. These are either central office positions or a regional office position in the Division of Wisconsin Emergency Management which supervise professional and administrative support staff that assist counties and local governments with emergency management programs and activities. These positions manage emergency management programs; develop new policies and procedures for statewide emergency management programs; negotiate contracts/funding agreements with other state agencies and funding entities; direct the development and revision of emergency preparedness state and local plans; develop and implement annual program budgets; manage registration, compliance and fee collection programs; direct the administration of grant programs; provide interpretation of state and federal legislation, rules and requirements relating to emergency management programs; develop administrative rules and rule changes; coordinate disaster scene response and recovery activities; and/or function as a liaison with local government, other state agency and federal government officials. All positions in this classification must be available 24 hours a day, seven days a week as needed. These positions may act as the Bureau Director in periods of his/her absence. Work is performed under general supervision.

Representative Positions :

Finance and Administrative Officer, Department of Military Affairs, Division of Emergency Management: This position functions as the Assistant to the Division Administrator having wide latitude to identify problems and issues within the Division and throughout the emergency management community. This position participates in the formulation, determination and implementation of statewide emergency management policy; performs advanced technical executive, planning, policy and legislative development for emergency management; oversees the Division's complex resource allocation, budget development, information management and related management service programs (personnel, training, purchasing, facilities management, program support, etc.); provides budgetary oversight, funding analysis, fiscal estimates and analysis of statewide impact to affected local and state emergency management agencies; coordinates the Strategic Planning and Information Technology Planning activities; serves as single audit liaison; negotiates with the Federal Emergency Management Agency, public utilities and other public safety agencies regarding Division/program funding and serves as a Division liaison to the Department, other state agencies and the Federal Emergency Management Agency. This position must be available 24 hours a day, seven days a week as needed.

Regional Director, Department of Military Affairs, Division of Emergency Management, Bureau of Field Services and Disaster Resources: The Regional Director serves as the lead field representative for Wisconsin Emergency Management (WEM), directs the administration of a regional office and supervises

all other WEM regional offices. The position coordinates the field delivery of a broad variety of complex emergency management programs; participates in the development and implementation of program policy; interprets and enforces state and federal policy at the regional level; provides direction and leadership to other Regional Directors as well as various county and municipal emergency management directors in the development and maintenance of their emergency management programs; acts as the field coordination point for planning, training and exercising requirements; and coordinates federal, state, and local disaster assistance and resources in cooperation with state and local officials during times of emergency and disaster. This position is required to be available 24 hours a day, seven days a week, carry a pager and/or other appropriate communications equipment needed to establish immediate contact for emergency response situations.

Emergency Planning Programs Supervisor, Department of Military Affairs, Division of Emergency Management, Bureau of Technological Hazards: The Emergency Planning Programs Supervisor directs the development, revision and exercising of state and local plans for all-hazards planning, terrorism planning and off-site response planning for potential incidents at the nuclear power plants affecting Wisconsin, in accordance with state and federal legislation and guidance; participates in the determination of program policy and direction; provides supervision and direction for WEM all-hazards planning staff, the Radiological Emergency Preparedness (REP) staff, Terrorism Program staff; coordinates REP activities with professional staff assigned in the Department of Health and Family Services (DHFS) Radiation Protection Section; oversees federal and state grants and subgrants as they relate to Terrorism and negotiates program funding with utilities. This position must be available 24 hours a day, seven days a week as needed.

Emergency Planning and Community Right to Know Act (EPCRA) Program Supervisor, Department of Military Affairs, Division of Emergency Management, Bureau of Technological Hazards: The EPCRA Program Supervisor supervises the overall EPCRA program and manages, directs, and monitors a wide variety of program activities related to implementation of the federal Emergency Planning and Community Right to Know Act (EPCRA) and Wisconsin Statute 166; provides supervision and direction to EPCRA facility reporting staff, compliance program staff and planning staff; analyzes and participates in the development of program policies and procedures; implements and administers the EPCRA planning and equipment grant programs; oversees the statewide facility database, facility registration and fee program and drafts administrative rules. This position must be available 24 hours a day, seven days a week as needed.

Disaster Resources Program Supervisor, Department of Military Affairs, Division of Emergency Management, Bureau of Field Services and Disaster Resources: The Disaster Resources Program Supervisor manages, directs, and monitors a broad range of complex emergency management programs; supervises and provides direction to the State Hazard Mitigation Officer (SHMO) and the assistant SHMO, the assistant Natural Disaster Planner, the Project Impact Planner, and the Communications and Warning Officer; provides direction and leadership for the Department/Division, other state agencies and county emergency management directors in requesting and implementing federal disaster declarations/programs and serves as a representative of the Governor in the federal/state Disaster Field Office (DFO); participates in the development of policy as it relates to emergency management and interprets state and federal policy in implementation of section programs. This position must be available 24 hours a day, seven days a week, as needed.

Training Section Program Supervisor, Department of Military Affairs, Division of Emergency Management, Bureau of Field Services and Disaster Resources: The Training Section Program Supervisor provides supervision of all training and exercise staff within the section; develops and directs a statewide multi-governmental (federal, state, local) emergency management training program; oversees the planning, coordinating, and providing of specialized administrative and logistical support to the

Division's emergency management training programs; develops and submits the annual plans of work relative to training; prepares training program input and subsequent reports for the state/federal Emergency Management Performance Grant (EMPG); provides direction and assistance in coordinating and administering the exercise program; and carries out the policy and direction of the WEM Training Committee upon approval by Division Management. This position must be available 24 hours a day, seven days a week as needed.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective February 13, 2000, and announced in CLR\SC-108. This classification specification was created for positions within the Department of Military Affairs which are responsible for supervising positions performing work which assist counties and local governments with emergency management.

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