

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

EMERGENCY SERVICES COORDINATOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future professional positions that function as Emergency Services Coordinators within state agencies and the university campuses. This classification specification is not intended to identify every duty that may be assigned to these positions, but is intended to serve as a framework for classification decision-making in this occupational area. These positions meet the definition of “confidential” contained in s. 111.81(7), Wis. Stats.

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 or 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:

This classification includes a limited number of professional positions, confidential or management, within the State’s emergency management occupational area, dedicated to the planning, mitigation, and response to natural and man-made disasters. Positions in this classification are coordinative in nature and report to high levels of management (Administrators, Bureau Directors, Police Lieutenant or equivalent). Positions coordinate multiple and varied program areas with far reaching impact across agency lines and governmental jurisdictions (local, county, and state). The work duties and relationships for these positions are guided by and include Federal, State, and local regulations and authorities.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition(s) of confidential or management as defined in s. 111.81(7) and 111.81(13), Wis. Stats. as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions that function as a staff specialist to assist a program manager or perform specific aspects of a larger program for a majority of the time and are more appropriately classified in the Emergency Government Specialist series.
3. Positions from different occupational groups serving as subject matter experts or programmatic sources of information that participate, under the guidance and coordination of an emergency management professional, in the planning and response to natural and man-made disasters.
4. Agency and campus positions participating in or leading the State's Continuity of Operations Plan (COOP), as representatives of their respective program/service areas or agency. These positions are best fit within the classification that defines the majority of work performed in their specific program areas.
5. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter this classification by competitive examination.

II. DEFINITION

Representative Positions:

Department of Military Affairs:

The **Division of Emergency Management** has two confidential professional positions in this classification, reporting to Bureau Directors, and performing under general supervision. These positions have working titles of Police Services Coordinator and Fire Services Coordinator and are responsible for developing and directing statewide emergency programs in their respective areas.

The Emergency Services Coordinators are responsible for developing and directing statewide (7 areas) emergency services operational capability for natural and man-made disasters and emergencies, in the areas of law enforcement and fire fighting. These positions work with emergency management directors, federal and state personnel, and local entities to promote emergency planning, training, and exercising and participate in high-risk incidents. These positions are available to respond to emergencies 24 hours a day, seven days a week, as needed. Specific job duties include: developing programs; coordinating activities through the emergency services system of mutual aid; assisting local directors in coordinating emergency services activities; providing technical assistance, advice and counsel; drafting legislation; keeping the State of Wisconsin Emergency Management Administrator (WEM) informed and which problems require action by the Governor, the WEM Administrator, or other state agencies; providing consultation for contingency planning programs; assisting with disaster operations and recovery actions for extended periods; performing research projects and developing issue papers; planning for and coordinating response to work stoppage and other job actions in unionized public sector employment environments; participating in the planning and coordination requirements in implementing the Superfund Amendment and Reauthorization Act (SARA) Title II program and Emergency Planning and Community Right to Know Act in Wisconsin; advising in the distribution of mutual aid financial reimbursement; providing training on the usage of the Mobile Command Center; developing a statewide pass system for disaster use; providing a mobile emergency command post for

law enforcement; providing assistance and planning for the radiological emergency response; developing training programs that support and improve the emergency services response; and directing program development and support activities. Work is performed under general supervision.

The Wisconsin National Guard, J3-Operations, has one position in this classification, with a working title of Force Protection Security Specialist, reporting to a Directorate Head and operating under general supervision. The predominant function of this position is to provide coordination of planning, guidance, and mandatory standards for protecting state and Wisconsin National Guard personnel, information, critical resources, key assets, and critical infrastructure from acts of terrorism. This position prepares and implements plans for mitigation, alert, response, recovery, and reporting of terrorist events or actions. This position performs and coordinates the performance of vulnerability assessments and anti-terrorism training and exercises. Anti-terrorism program coordination includes partnerships with Federal, State, and Military law enforcement for the purpose of exchanging critical information and sharing resources. This position functions as the Program Manager by reviewing and evaluating subordinate programs, organizing command and staff relationships, providing resource management including funding, and maintaining ownership of anti-terrorism program products. Work is performed under general supervision.

UW-Madison:

Under general supervision and reporting directly to a Police Lieutenant, this position is responsible for the development and facilitation of planning, preparedness and response for natural and man-made disasters for the entire University of Wisconsin System which consists of a total of 26 campuses with over 200,000 students, faculty and staff. In addition, this position is responsible for planning and response actions for the general public, such as visitors to campus, dignitaries, applicants, and those who attend sporting events, concerts, etc. Position facilitates and manages the development of emergency and response plans for crisis, emergency response, continuity of government and operations, evacuation, logistics, pandemics, large population events, terrorist acts, etc. Position is responsible for planning, responding to, and preventing emergencies through policing in a research environment. Further duties include: developing compliance, investigative, and inspection procedures, participating in activities related to the university's infrastructure security, administering the University's access control database, review planning and development grants for completeness, and develop and recommend program policies and procedures. Keep records of emergency response and infrastructure security-related liaison activities with federal, state, county and local governmental entities for the University.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determination 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 as a result of the Professional Program Support Survey that was implemented effective August 2, 1998 and was announced in Bulletin CC/SC-90. The position was formerly classified as an Administrative Assistant 5 - Confidential. This classification was modified on June 12, 2005, and announced in Bulletin OSER-0065-MRS-SC to expand the use of the specification to incorporate the additional duties of the Fire Services Coordinator.

This classification was modified on March 5, 2007, and announced in Bulletin XXX to remove the specific agency (Military Affairs), include representative positions and to include emergency management planning for the UW-Madison Police Department.

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