

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

EMERGENCY GOVERNMENT SPECIALIST
CLASSIFICATION SERIES

I. INTRODUCTION

A. Purpose of The Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Admin. Code, for making classification decisions relative to present and future positions within the Department of Military Affairs which are responsible for performing work which assist counties and local governments with emergency preparedness.

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

This series encompasses positions located in the Department of Military Affairs in the Division of Wisconsin Emergency Management which administer all or portions of emergency preparedness programs.

C. Exclusions

Excluded from this series are the following types of positions:

1. "Management" and "Supervisor" positions as defined in s. 111.81(13) and (19), Wis. Stats., and as administered and interpreted by the Wisconsin Employment Relations Commission.
2. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Employee enter positions within this classification series by competitive examination. Progression to the Emergency Government Specialist – Senior level may occur through

reclassification. Reclassification to the Advanced level is limited to Regional Director positions filled at a lower level for developmental purposes.

II. DEFINITIONS

EMERGENCY GOVERNMENT SPECIALIST

This classification is used as an entry level progressing to objective level for positions that perform work which assists counties and local governments with emergency preparedness. Work is performed under close progressing to general supervision.

Entry level positions perform general coordinative, advisory, and technical assistance work in a program area(s) or geographic area(s) of the state. Positions function in a developmental capacity and assist higher level Division staff with providing the county and local personnel and officials in the development and administration of comprehensive emergency preparedness programs in compliance with state and federal regulations dealing with natural, civil, and nuclear disasters. Positions maintain an area operating center(s), assist in the recruitment of volunteer personnel, provide area wide leadership and coordination during emergencies, and provide technical assistance to county and local personnel and officials responsible for emergency preparedness programs in their jurisdictions.

Positions functioning at the full performance objective level perform responsible coordinative, advisory, and technical assistance work pertaining to county and local disaster preparedness programs and/or statewide or state agency emergency preparedness programs. Positions function as a staff specialist and assist a program manager or perform specific aspects of a larger program. Positions develop programs, provide technical assistance, and coordinate program activities on a statewide or regional area(s) in one or more specialty areas and serve as a staff advisor in all matters pertaining to the specialty area(s).

Positions associated with the Emergency Planning and Community Right to Know Act program manage a hazardous materials emergency response program that impacts hazardous materials transportation and Superfund Amendments and Reauthorization Act (SARA) Title III issues jointly; provide oversight and direction to the hazardous materials training education programs and evaluate existing hazardous materials training programs; and provide technical assistance in the development of emergency plans including plans which address hazardous materials incidents. Or, can include responsibility for all compliance program activities under s. 166.20-22, Wis. Stats.; develop and conduct compliance actions and investigations; develop and prepare Department of Justice (DOJ) referrals; develop and conduct inspection activities and training; develop and provide educational outreach programs; provide technical assistance to the State Emergency Response Board (SERB), Division staff, and local jurisdictions in support of the EPCRA Program; and develop and revise guidance and tools to enhance SERB and Local Emergency Planning Committee (LEPC) compliance and enforcement. Assistance in other program areas are as described here or comparable in terms of nature, scope and complexity.

EMERGENCY GOVERNMENT SPECIALIST - SENIOR

This is responsible planning and coordination work in the development and maintenance of major statewide plans in the central office of the Division of Wisconsin Emergency Management. These positions participate in the development of new policies and procedures for statewide emergency response systems. They may coordinate disaster scene response and recovery activities. Employees in this class are responsible for performing job duties described below or comparable in terms of nature, scope and complexity. These positions may lead other staff in the program area(s) and may act as the Bureau Director in periods of his/her absence. Work is performed under general supervision.

State Wide Program Managers are central office positions that administer a significant statewide program which assists state agencies and local governments in preparing for natural and man-made disasters and emergencies. Positions prepare and review plans and project applications; provide technical assistance and consultation; and provide day-to-day coordination of maintenance and operations. Positions manage a communications and warning program; administer grant programs; manage fee collection and hazardous materials reports; manage a population protection planning program; provide public information; or manage the Emergency Planning and Community Right to Know Act program.

EMERGENCY GOVERNMENT SPECIALIST - ADVANCED

This is the full performance level for regional positions which function as one of six Regional Directors. **Regional Directors** manage, direct and monitor a broad variety of complex division-wide emergency government programs. Positions participate in the development of division policy; interpret and enforce state policy; provide direction and leadership to County Emergency Management Directors and the entire emergency response community in the development and maintenance of their emergency management programs and to Local Emergency Planning Committees relative to the SARA program and plan requirements; coordinate federal and state disaster assistance and resources and provide guidance and consultation to state and local officials during time of emergencies; provide extensive training development and delivery; direct the administration of the regional office; prepare and review plans and project applications; provide technical assistance and consultation; and provide day to day coordination of maintenance and operations. They are 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. The general types of knowledge or skills required may include knowledge of public administration to include the principles of planning, organizing, budgeting, coordinating, controlling, and evaluating programs on a continuing basis. Knowledge of emergency management programs as implemented at the federal, state and local levels. Knowledge of program planning and coordinating a statewide program dealing with activities which involve a complex diversity of federal, state and local rules, regulations, and laws, and personnel from federal, state, and local municipalities. Knowledge of inter-personal skills and techniques necessary to develop and maintain positive and effective working relationships with federal, state, and county/municipal officials. Knowledge of the principles of positive leadership utilizing tactful and persuasive techniques in directing and achieving programs and policy objectives working with state, county, municipal law enforcement officials. Knowledge and ability to utilize analytical techniques to develop valid needs assessment. Knowledge and skill in verbal and written communication techniques. Technical knowledge may be required in an area(s) such as communication and warning devices or hazardous materials.

IV. ADMINISTRATIVE INFORMATION

This classification specification was modified effective April 16, 1995 (see Bulletin CC/SC-40) to incorporate some Administrative Assistant 5 positions. This classification specification was again modified effective June 7, 1998 (see Bulletin CC/SC-87) by creating an Emergency Government Specialist 4 level and moving the allocation of Regional Director from the Emergency Government Specialist 3 level to the new 4 level. No other allocation changes were intended or made.

This classification series was created effective May 18, 2003 and announced in Bulletin MRS-SC-158 as a result of the WPEC Broadbanding and Class Collapsing Study.

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