Emergency Management Program Coordinator

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
EMERGENCY MANAGEMENT PROGRAM COORDINATOR I	6241	B20	$51,158 - $81,351
EMERGENCY MANAGEMENT PROGRAM COORDINATOR II	6242	B22	$57,614 - $93,138
EMERGENCY MANAGEMENT PROGRAM COORDINATOR III	6243	B24	$65,104 - $106,634
EMERGENCY MANAGEMENT PROGRAM COORDINATOR IV	6244	B25	$69,572 - $114,099

GENERAL DESCRIPTION

Performs emergency management or public safety program coordination work involving coordinating emergency management or public safety program activities and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, or the public.

EXAMPLES OF WORK PERFORMED

Plans, develops, and evaluates emergency management, public safety, or homeland security programs.

Provides information on service delivery system methods, outputs, and activities to identify gaps in resources and recommends improvements.

Provides technical assistance for warnings, alerts, and communications systems and emergency operations.

Monitors the outcomes of emergency management or public safety program initiatives.

Coordinates responses to requests for emergency assistance and resources.

Coordinates incident information, threat warnings, homeland security reports, weather information, bulletins, and other communications.

Coordinates surveys or reviews to determine compliance with requirements, laws, regulations, policies, and procedures related to emergency management and public safety.

Coordinates service delivery system methods, outputs, and activities to identify gaps in resources and recommend improvements.

Researches incident trends and findings related to emergency management and public safety projects under development.

Serves as a liaison between state agencies, local officials, volunteer group representatives, federal agency representatives, and other potential emergency response entities.

Participates in local, state, and federal emergency exercises.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level IV may also perform work listed within the previous levels.

EMERGENCY MANAGEMENT PROGRAM COORDINATOR I: Performs complex (journey-level) emergency management or public safety program coordination work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may independently perform the full range of work listed in the examples and may assist others in performing work of greater complexity.

***Note**: Senior-level employees (levels II-IV) may perform the full range of work identified in the preceding levels and may coordinate or oversee that work for others. Factors that may distinguish between senior levels include the scope of responsibility, oversight, and authority; the nature, complexity, scope, and impact of the work performed; and the employee's related work experience, education, and certifications. Senior-level employees may serve in a lead or supervisory role; however, supervisory responsibilities within this job classification series would typically be found at levels III and IV.*

EMERGENCY MANAGEMENT PROGRAM COORDINATOR II: Performs highly complex (senior-level) emergency management or public safety program coordination work. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may:

- Coordinate emergency management, public safety, or homeland security programs.
- Coordinate and/or develop performance reports and implement changes.
- Report on the effectiveness of emergency management or public safety initiatives and make recommendations for improvement.

EMERGENCY MANAGEMENT PROGRAM COORDINATOR III: Performs advanced (senior-level) emergency management or public safety program coordination work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may fully perform highly complex emergency management or public safety program coordination work and may:

- Oversee consultative services and technical assistance provided to program staff, governmental agencies, community organizations, and/or the public.
- Oversee technical assistance for warnings, alerts, and communications systems and emergency operations.
- Evaluate operations, reports, recommendations, and justifications.
- Brief officials during an emergency or threat to public safety or property.
- Provide presentations and training to community and professional groups to facilitate interest in emergency management programs.

- Develop policy and procedure manuals and implement rules and regulations for emergency management or public safety programs.

EMERGENCY MANAGEMENT PROGRAM COORDINATOR IV: Performs highly advanced (senior-level) emergency management or public safety program coordination work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may independently perform the most complex emergency management or public safety program coordination work and may:

- Develop multi-hazard emergency plans and long-term recovery strategies.
- Serve as a technical expert during complex emergency incidents and statewide coordination efforts.
- Conduct in-depth assessments of infrastructure vulnerabilities and recommend mitigation measures.
- Collaborate with federal and national security partners to align protocols during high-impact events.
- Research emergency management laws and policies to identify gaps and recommend changes.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of local, state, and federal laws related to public safety and emergency management; and of program planning, implementation, and monitoring.
- Skill in the use of a computer and applicable software.
- Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; and to communicate effectively.

Additional for Emergency Management Program Coordinator II level

- Ability to prepare reports.

Additional for Emergency Management Program Coordinator III-IV levels

- Ability to evaluate reports, to develop and implement policies and procedures, and to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require registration, certification, or licensure in a specialty area.