

## EMERGENCY MANAGEMENT PLANNER II

This is professional analytical work in the Division of Emergency Management in coordinating and developing plans for preparedness, response, recovery, and hazard mitigation as related to emergency and disaster events. Work may also involve responsibility for the coordinating, developing, implementing, and evaluating plans, policies and procedures for special emphasis emergency programs or services provided by the division. Under the administrative and technical supervision of a branch supervisor or an EM Assistant Director, employees coordinate the researching and writing of plans for response for specific disaster situations such as hazardous material spills, severe weather situations, search and rescue activities, nuclear accidents, and terrorist attacks. Employees oversee the incorporation of these plans into the comprehensive plan for the State, review the emergency plans developed by local government, and participate in major response and recovery operations. Work at this level is distinguished from that recognized in the Emergency Management Planner I classification by the additional responsibilities for coordinating work flow, coordinating special projects and reports, and training of new planning and program employees.

### I. DIFFICULTY OF WORK:

Variety and Scope – Assigned duties vary in nature due to the many emergency situations requiring planning and the location within the state. Emergency situations vary from minor spills to major evacuation efforts; locations range from small communities to large metropolitan areas and from mountain areas to coastlines that determine the characteristics unique to the planning effort. The review of plans developed by local government varies from simple reviews to providing step-by-step guidance depending on the size and capabilities of the unit. Special projects or requests may differ from typical planning activities due to the research required. The employees consult with Emergency Management Planner I employees on day-to-day activities, review plans, and provide advice on problems encountered in plans development and response operations.

Intricacy – Work requires the analysis of individual situations to identify potential problems and detail the response and recovery efforts required. Although most assignments require the same basic duties, the location within the State and the particular emergency situation determine the specifics of the plans. Communities with larger populations require in-depth planning as to evacuation routes, traffic control, or shelter capacities. The severity and potential danger of the emergency makes planning for evacuation, food, health needs, or physical cleanup more difficult to detail. Special projects or requests often require additional analysis to determine data gathering methods and to prioritize assignments to meet long-range goals. Review or discussion of the work of other planners requires recognition of plan weaknesses and recommendations for correction.

Subject Matter Complexity – Work requires an understanding of emergency situations, the activities involved in response and recovery, and the resources or services available through State and local agencies. Work requires familiarity with planning procedures and the guidelines of the Federal Emergency Management Agency (FEMA).

Guidelines – Guidelines include Federal and State laws, regulations, and procedures that pertain to emergency management. Professional publications and reports from other states or the FEMA are used as references. Guidelines apply to most situations.

### II. RESPONSIBILITY:

Nature of Instructions – Employees receive general instructions and guidance scheduling the activities to meet long-range goals. New assignments require clarification from the Federal government of the information requested and timeframes involved. Employees will receive guidance from supervisor on the new projects and priorities before re-evaluating the existing schedule.

**NC 06351**  
**OSP Rev. 10/10**

Nature of Review – Work is reviewed in progress through general discussions or on specific problems. Final plans and reports are reviewed by the operations personnel and the immediate supervisor for technical accuracy and by management for conformance to division policies.

Scope of Decisions – Plans and recommendations to local agencies primarily affect the planners and emergency management directors of local government in their planning efforts. During emergency situations, State and local agencies identified for participation are affected. Plans for response and recovery impact on the general public in relocation and protection from emergencies or disasters.

Consequence of Decisions – Errors in the analysis of the needs required during an emergency could result in delay, confusion, or discomfort to the public. Incorrect evacuation routes, shelter capacities, or rescue activities can cause additional risk and danger to affected communities.

**III. INTERPERSONAL COMMUNICATIONS:**

Scope of Contacts – Work requires contact with a variety of State and local planners, officials, and community and local government representatives that range from large emergency management staffs to one position operations with responsibility for the entire program. Contact is also with State and local agencies identified for participation in emergency situations.

Nature and Purpose – Primary purpose of contacts is to explain or clarify planning procedures and guidelines. Revisions in plans, procedures or special projects require additional contact to explain what is required and assistance in evaluating existing priorities.

**IV. OTHER WORK DEMANDS:**

Work Conditions – Most work is conducted in a typical office setting; however, during activation of the Emergency Operations Center (EOC) and the State Emergency Response Team (SERT), relocation or visits to emergency or disaster sites may be required during response and recovery involvement.

Hazards – Work requires some travel to local government offices, which causes exposure to inclement weather and driving hazards. Involvement in response and recovery operations may also require travel to sites of the operations where potential hazards vary depending on the particular emergency.

**V. JOB REQUIREMENTS:**

Knowledges, Skills, and Abilities – Knowledge of the analytical planning techniques applied in the research and analysis of information pertaining to governmental programs and operations. General knowledge of the services offered by State and local agencies. Ability to communicate effectively in oral and written form. Ability to work under pressure for extended periods of time. Ability to establish and maintain effective working relationships.

Minimum Training and Experience Requirements – Graduation from a four-year college or university and three years of progressively responsible emergency management planning, research, analysis, community services or emergency services experience; or an equivalent combination of training and experience.

Degrees must be received from appropriately accredited institutions.

Special Note – This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.