

EMERGENCY PREPAREDNESS SPECIALIST (NYCEM)

Duties and Responsibilities

This class of positions encompasses professional and supervisory work of varying degrees of difficulty and responsibility in the preparation and implementation of New York City's interagency emergency management response plans, in such areas as terrorism, natural disasters, health emergencies, extreme weather conditions, utility outages, and other incidents of disruption. Utilizes computers to perform research and other work. There are two Assignment Levels within this class of positions. All personnel perform related work, and in the temporary absence of the supervisor, may perform their supervisor's duties.

Assignment Level I

Under supervision, with latitude for independent initiative and judgement performs professional work of ordinary difficulty and responsibility and assists in the preparation and implementation of citywide emergency management response plans for a specialized area.

Examples of Typical Tasks

Provides technical advice to City agencies regarding emergency management planning.

Assists in developing, writing, and updating emergency management preparedness guidelines and emergency plans in the area of specialization.

Coordinates interagency planning activities, such as meetings and work groups. Assists in coordinating adoption of final emergency management plans.

Identifies and resolves gaps in existing emergency management plans.

Ensures confidentiality of all plans and related information, when appropriate.

Staffs the emergency operations center during activation for emergencies.

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Assignment Level II

Under direction, with wide latitude for independent initiative and judgement, in addition to performing the duties of Assignment Level I at a higher level, performs difficult and responsible professional work in the preparation and implementation of citywide emergency management response plans in a specialized area.

Examples of Typical Tasks

Oversees the preparation of plans for emergencies in the area of specialization.

Conceptualizes and has direct input into citywide emergency policies for the area of specialization.

Coordinates operational activities in the field during large multi-agency incidents; assesses situation; coordinates requests for resources; acts as liaison with agencies involved in the response; works with government agencies and non-profit organizations to provide assistance to disaster victims.

Performs monitoring, notification, and interagency coordination duties in the watch command communications center.

Supervises staff performing emergency preparedness work in the area of specialization.

Qualification Requirements

1. A master's degree from an accredited college in emergency management, public administration, urban planning, engineering, economics, political science, the physical sciences or related field and one year of satisfactory full-time professional experience in one or a combination of the following: emergency management, fire, police, or military service, public safety, public health, public administration, urban planning, engineering, or another specialized area to which the appointment is to be made; or

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Qualification Requirements (continued)

2. A baccalaureate degree from an accredited college and two years of satisfactory full-time professional experience in the areas listed in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a state's department of education or a recognized accrediting organization and six years of satisfactory full-time professional experience in the areas listed in "1" above, at least two years of which must have been in one of those areas, or another specialized area to which the appointment is to be made.
4. Education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must have a four-year high school diploma or its educational equivalent

NOTE:

Probationary Period

Appointments to this position are subject to a minimum probationary period of one year.

SPECIAL NOTE:

To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, one additional year of professional experience as described in "1" above.

Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.