

ROWAN COUNTY
PERSONNEL CHANGE NARRATIVE
NEW POSITION / RECLASSIFICATION / PROMOTION

2023 BUDGET YEAR

Department Name	Emergency Services Operations	Department Number	4330
Position Title	Reclassify Administrative Secretary V to Emergency Services Planner	Total Cost from Position Request; including wages, benefits and supplies/equipment	No additional cost

Justification (please type in space below)

The Emergency Services Operations Department respectfully requests to reclassify the current vacant position of Administrative Secretary V (position #160019, grade 14) to Emergency Services Planner with no change in pay grade (no additional funds requested). The emphasis on emergency planning and disaster preparation continues to increase each year. The effects experienced on a national and state basis continue to force all communities to re-evaluate their own emergency management systems and applications. The current pandemic has combined with the everyday natural and man-made events have proven to be more than can be handled by the EM Division Chief.

There are several plans that are maintained by the county. Two of our largest and most significant plans, Emergency Operations and Continuity of Operations, have not been updated since 2016 and 2011 respectively. This position will oversee the update to these and other plans to assure that our county is prepared when the next disaster occurs. This position will also perform work in mitigation to lessen the damage and overall cost to recover from disasters. A proposed job description is attached.

Planning and Mitigation are keys to the successful handling of daily and higher level incidents that occur in our county.

We are looked to by our local municipalities to be the coordinating leader in disaster / emergency management.

The requested position will ensure that we continually implement, maintain, review needed plans and exercises, and conduct mitigation activities in a timely manner, which is not being able to be accomplished at this time.

ROWAN COUNTY
PAYROLL WORKSHEET
POSITION DETAIL - NON-LEO

2023 BUDGET YEAR

Key in gray sections only

Department Name	Emergency Services Operations				
Position Title	Reclassify Administrative Secretary V (Position 160019) to Emergency Services Planner with no change in grade requested				
Hours (per week)	40			Grade	14 (will remain the same)
Position Title, Salary, Grade - confirmed with Human Resources:			Yes		

<u>Salary / Benefits</u>		Total Cost	Federal / State Reimbursement	Other Revenue	New County Funds Requested
					No additional funds requested
Salary		\$ -	\$ -	\$ -	
	\$1000 /				
Health Insurance	Mo	-	-	-	-
Medicare	1.45%	-	-	-	-
Retirement	10.21%	-	-	-	-
Social Security	6.20%	-	-	-	-
Workers Comp (Varies)	0.25%	-	-	-	-
401(k)	3.00%	-	-	-	-
Total Salary / Benefits		-	-	-	-
Total Equipment Costs					
Total Cost					No additional funds requested

ROWAN COUNTY HUMAN RESOURCES

JOB DESCRIPTION

Job Title: Emergency Services Planner
Department: Emergency Services
Revised: January 2023

Class: Paraprofessional
FLSA: Non-Exempt

This job description supersedes any prior description for the Emergency Services Planner classification.

GENERAL DESCRIPTION

Under general supervision, employee performs administrative and technical planning work in support of the County Department of Emergency Services. Exercises independent judgment and initiative based on Federal, State, and County policies and regulations. Supervision is received from the Emergency Services Deputy Chief who evaluates work through analysis of program accomplishments and through periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Develops and maintains numerous emergency services plans including the Countywide Emergency Operations Plan, the County Government Continuity of Operations Plan, the Multi-jurisdictional Hazard Mitigation Plan, and oversight and coordination of a large number of smaller emergency action plans from the municipalities, and local public and private entities.

Manages the collection and review of hazardous material information as guided by SARA Title III or other applicable state or Federal regulations.

Reviews contingency plans and assists with the creation and review of emergency response plans for businesses and industry that report the use of, manufacture, or storage of hazardous materials.

Responds to emergencies and major incidents to assist in command and control activities as requested by the incident commander, the EOC in times of disaster and/or crisis.

Provides an informational service to the public on a wide variety of subjects involving emergency services by answering questions by mail, telephone, personal inquiries, speaking engagements, e-mail, website, and news media presentations.

Participates in and contributes to development of mission, direction, and strategic planning.

Prepares correspondence, reports, memorandums, etc.; maintaining various logs, records and computer files; and receiving emergency and non-emergency telephone calls and routing communications.

Employee must exercise initiative and considerable independent judgment in completing required tasks.

Employee must also exercise considerable tact and courtesy in frequent contact with representatives of a variety of governmental agencies and the general public.

OTHER JOB FUNCTIONS

Attends meetings and conferences.

Performs related duties as required.

Servicest reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of emergency planning

Knowledge of multi-agency emergency coordination

Knowledge of disaster recovery procedures

Skill in emergency plan review and modification

Ability to teach emergency services programs

Plan development for evacuations, redundancy systems, critical documents and materials, emergency coordination, and active threats, including the potential for terror events.

Extensive knowledge of Federal, State, and County policies, procedures, and regulations related to the various emergency services activities including Incident Command principles.

Experience in using Emergency Services related software applications such WebEOC, risk assessment applications, and mass warning notification systems.

Thorough knowledge of resources available for emergency services assistance.

Thorough knowledge of the capabilities and operation of microcomputers, system software, networks, Web EOC, and specialized department software applications, as well as a working knowledge of radio communication.

Ability to communicate effectively, both orally and in writing.

Thorough knowledge of Microsoft Office applications.

Ability to exercise sound judgment in emergency situations.

Ability to effectively communicate emergency plans to other individuals and groups.

PHYSICAL REQUIREMENTS

Work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work may include extended periods of time viewing a computer video monitor or operating a keyboard. Work includes operation of a motor vehicle. Employee is not substantially exposed to adverse conditions or hazardous materials.

EXPOSURE CONTROL

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if an emergency arises.

MINIMUM EXPERIENCE AND TRAINING

Requires a Bachelor's Degree in Emergency Services/Management, Public Administration, Planning, Public Safety, or related field and two years of experience in emergency services; or an Associate's Degree in a related field and four years of experience in emergency services, or an equivalent combination of education and experience. NIMS compliance with current standards (or ability to obtain within 6-months of employment) as outlined in local compliance document, and a valid driver's license are required.

**This job description does not create an employment contract,
implied or otherwise.**