

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
08088-O

2. Reason for Submission
 Redescription New
 Reestablishment Other
 (Show any positions replaced)

3. Service
 Hdqtrs Field

4. Employing Office Location
VATVHS

5. Duty Station
TVHS

6. OPM Certification

7. Fair Labor Standards Act
 Exempt Nonexempt

8. Financial Statements Required
 Executive Personnel Employment and Financial

9. Subject to IA Action
 Yes No

PT #08088-O
classified 5/09/07

10. Position Status
 Competitive
 Excepted (Specify in Remarks)
 SES (Gen.) SES (CR)

11. ...
 ...
 Neither

12. Sensitivity
 1-Non-Sensitiv 3-Critical
 2-Noncriti 4-Special

13. Competitive Level Code
X07

14. Agency Use
1276

15. Classified/Graded by	Official Title of Position	Pav Plan	Occupational	Gra	Initial	Date
a. U.S. Office of Personnel Management	HR COPY					
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review		EMERGENCY MANAGEMENT SPECIALIST	GS	301	12	<i>hgf</i>
e. Recommended by Supervisor or Initiating Office	EMERGENCY PREPAREDNESS COORDINATOR	GS	301	12		

16. Organization Title of Position (If different from the official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment
Department of Veterans Affairs

c. Third Subdivision
Engineering Service

a. First Subdivision
Veterans Health Administration

d. Fourth Subdivision
Safety & Industrial Hygiene Section

b. Second Subdivision
Tennessee Valley Healthcare System

e. Fifth Subdivision

Employee Review — This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Type Name and Title of Immediate Supervisor
Jake Slivensky, Supervisory Safety Engineer

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
Craig Hrobak, Interim Chief, Engineering Service

Signature *Jake Slivensky* Date 7/23/09

Signature *Craig Hrobak* Date 7/23/09

21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

OPM Miscellaneous Administration & Program Series GS-301; OPM Administration Analysis Grade Evaluation Guide (8/90)

Typed Name and Title of Official Taking Action

Mary Jackson, ER Specialist (Classification)

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature *Mary Jackson* Date 07/27/09

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initial	Date	Initial	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks: **Full Performance Level**

Description of Major Duties and Responsibilities (See Attached)

Position Description
Tennessee Valley Healthcare System
Emergency Preparedness Coordinator

Emergency Preparedness Coordinator
GS-301-12

Major Duties and Responsibilities:

The incumbent serves as the Emergency Preparedness Coordinator for the Tennessee Valley Health Care System (TVHS) to meet the ever-increasing requirements for Emergency Preparedness Planning. Program responsibilities include:

- 1) Facility emergency management,
- 2) Coordination of local and state officials in the development of health and medical responses to the threat of terrorist use of weapons of mass destruction, using the National Incident Management System,(NIMS)
- 3) Coordination and implementation of VHA/DOD Contingency Hospital System (Public Law 97-174) at the organizational level and serves as a back-up to the EMSHG Area Emergency Manager (AEM) assigned to the area for the HCS Director,
- 4) Coordination and implementation of the National Disaster Medical System (NDMS) at the organizational level and serves as a back-up to the EMSHG Area Emergency Manager (AEM) that has primary coordination responsibility for the area program for the HCS Director. NDMS is a partnership between the Department of Veterans Affairs (VA), the Department of Defense (DoD), the Department of Health and Human Services (DHHS), the Federal Emergency Management Agency (FEMA), state and local governments, and the private sector. The incumbent is also responsible for providing support under the Federal Response Plan and National Security Emergency Preparedness outlined in Executive Order 12656 as tasked. Under the VHA contingencies concept, the incumbent also serves as a technical advisor to organizational leadership as well as the liaison for the designated Area Emergency Manager (AEM) for the area.

The duties of the Emergency Preparedness Coordinator include, but are not limited to the following:

- (1) Implementation of the local VAMC emergency preparedness program including development of all emergency preparedness plans, local exercise and related internal emergency preparedness training.
- (2) Assists AEM in coordinating facility plans and exercises at the local level to enhance facility readiness.
- (3) Coordinate with local, state, and federal officials in developing a community response to Weapons of Mass Destruction (WMD) and other emergency plans.

- (4) Maintains Memoranda of Understanding (MOU) agreements between civilian hospitals and/or other local, state, and federal agencies situated in the designated area with the HCS.
- (5) Assists in coordinating press releases as well as publicity for the program in conjunction with the TVHS Public Affairs Officers on emergency medical issues and support.
- (6) Be able to plan and coordinate the administration, reception, sorting, transportation and provision of emergency care to VA/DoD and NDMS patients at the arrival site, which includes but is not limited to the transportation of patients from arrival sites in the reception areas to appropriate healthcare facilities when the EMSHG AEM is not available to perform this duty.
- (7) Analyze and assists management in the development of new or modified program policies, regulations, goals and objectives for the implementation of at least one annual exercise to test and critique the area reception plan and TVHS emergency operations activity.
- (8) Work closely with TVHS Education Staff in providing educational programs for emergency operations by identifying data required for use in the management and direction of the VHA/DOD Contingency and NDMS educational programs.
- (9) Incumbent provides instruction and guidance to TVHS staff on VHA program responsibilities and serves as a liaison to state and local emergency medical service/management offices.
- (10) Incumbent serves as advisor and resource person on matters concerning current and pertinent directives that direct and guide medical facilities in the incumbent's program area (disaster response, evacuation, emergency planning, decontamination, etc.). He/she coordinates required training for HCS staff with Work Force Development.
- (11) Incumbent will also service as back-up for the EMSHG AEM during times that the current AEM is absent due to training, leave, and /or emergencies.
- (12) Responsible for establishing the TVHS Emergency Operations Center (EOC) and periodic testing and operations of required EOC equipment.
- (13) Provides training to TVHS staff on National Incident Management System (NIMS), Incident Command System (ICS), and Hospital Incident Command System (HICS)..
- (14) Incumbent coordinates maintenance of staff information for the VHA Disaster Emergency Management Personnel Systems (DEMPS).
- (15) Incumbent serves as the DECONTAMINATION (DECON) Team Coordinator for the Nashville and Murfreesboro Campuses.

Factor 1 – Knowledge Required By the Position

Knowledge of VHA, DOD, health related organizations, as well as structures, missions, programs, and the processes of developing quantitative and qualitative methods and techniques to support a complex national emergency preparedness mission.

Knowledge of analytical and evaluative methods as well as an understanding of how regulatory programs are administered to select and apply program evaluation and measurement techniques in determining compliance with rules and regulations issued by VHA and/or the VISN. This

knowledge is also required to evaluate the content of new and/or modified legislation for projected impact on TVHS programs and resources.

Knowledge of management and organizational principles and practices along with a working knowledge of planning, programming, and budgeting regulations, guidelines and processes, and knowledge of VHA and DOD facilities planning, acquisition, and management processes to prepare long-range strategic (5 year) and short-range tactical objectives. Knowledge of developing resource (staffing and funding) guidance as well as performs continuous appraisal of the utilization of resources in accomplishing program objectives and goals. The work requires ability to direct complex studies requiring application of analytical and statistical methods and techniques.

Factor 2 – Supervisory Controls

The incumbent functions under very broad program guidelines provided by the Health Care System (HCS) Director, Chief of Engineering Services and the VISN. He/She coordinates plans and polices for the HCS, sets the overall objectives and determines resource availability to achieve desired program goals and objectives for the HCS.

The incumbent reports directly to the Chief of Engineering Services which is his/her first-line supervisor. The incumbent receives technical and operational guidance on emergency preparedness activities from VHA program offices and HCS management.

Work is performed with a high degree of professional independence and technical authority.

Incumbent is independently responsible for identifying problem areas; defining critical features of long range problems for study; planning comprehensive studies of complex and diversified subjects; utilizing new and innovative approaches; and developing and applying new techniques and methods to solve these problems. Completed work is reviewed for compatibility with organizational goals and effectiveness in achieving intended objectives.

Factor 3 – Guidelines

Guidelines for this position include medical center memorandums, VISN and VHA and VA policy guidance, and VHA Program Office policies. Other guidance includes the JCAHO E/C standards, the National VHA/DOD Contingency Plan; VHA circulars and directives; National Response Plan; and other standard emergency preparedness references.

When definitive guidance is lacking, incumbent must use judgment, initiative, and resourcefulness to carry out the work and accomplish the assigned missions.

Factor 4 – Complexity

The work consists of a broad variety of duties requiring many different and unrelated processes and methods to assure that the Emergency Management Mission of VHA is developed, implemented and maintained in an efficient, effective and economical manner.

Decisions regarding what needs to be done are complicated by the wide variety of agencies and interest groups involved. Their policies and procedures need to be considered in negotiating for cooperation, thus further complicating the decision making process.

The work requires setting up an operational base or office and establishing operating procedures, resolving conflicts, modifying policies, and establishing, modifying, updating and carrying out long-range goals and objectives.

Factor 5 – Scope and Effect

The purpose of the work is to develop and carry out the functions of the emergency management program, which are in line with the fourth mission of the VHA. The work affects a wide range of VHA activities, as well as those of the DOD, Department of Homeland Security - FEMA, Department of Health and Human Services, and other Federal, state, and local governmental agencies and private sector organizations.

Factor 6 – Personal Contacts

The incumbent will have contacts with a variety of individuals and groups within the Department of Veterans Affairs, as well as with other Federal agencies and private organizations. Since much of the work to be accomplished is through collaboration, the incumbent is able to establish and maintain collations among diverse groups with competing organizational objectives.

Factor 7 – Purpose of Contacts

The purpose of the contacts is to advise managers and other officials on significant program issues, concerns, e.g. identification of decision-making program alternatives, appraisals of success in meeting program goals, and recommendations for resolving administrative/resource problems.

Factor 8: Physical Demands

The work is primarily sedentary, but may involve some moderate physical effort when at field locations during exercises and/or during actual disaster or contingency response activities. Incumbent will be required to perform physical activities which may include but is not limited to such tasks as carry and setting up radios, equipment, field offices, wearing personal protective equipment and respirators etc.

Factor 9: Work Environment

The work is typically performed in an office setting. Some travel may be required. During times of emergency, incumbent must be able to temporarily work/live in an austere field environment when responding to a disaster.

OTHER SIGNIFICANT FACTS

ADP Security

Protects printed and electronic files containing sensitive data in accordance with the provisions of the Privacy Act of 1974 and other applicable laws, Federal regulations, VA statutes and policy, and VHS&RA policy. Protects the data from unauthorized release or from loss, alteration, or unauthorized deletion. Follows applicable regulations and instructions regarding access to computerized files, release of access codes, etc., as set out in the computer access agreement that the employee signs.

Customer Service

Meets the needs of customers while supporting the Medical Center and Service missions. Consistently communicates and treats customers (patients, visitors, volunteers, and all Medical Center Staff) in a courteous, tactful, and respectful manner. Provides the customer with consistent information according to established policies and procedures. Handles conflict and problems in dealing with the customer constructively and appropriately.

Health/Safety

Complies with all safety/fire prevention rules/regulations, using protective equipment when required and provided. Promptly reports all accidents and notifies supervisor of unsafe/unhealthful conditions in the workplace. Attends scheduled training sessions and participates in medical center/service level safety promotions as directed by the supervisor. Knows fire drill and emergency plans for work area, including location of all emergency fire equipment.

Green Environmental Management System

All employees shall possess the knowledge and skills required to effectively implement the GEMS. Competency shall be monitored by the employee's ability to demonstrate through the implementation process that sufficient education and training has been provided. Monitoring will be performed by annual audits, questionnaires and trending of staff knowledge. Information pertaining to monitoring of staff knowledge will be processed and reviewed by the GEMS Committee and forwarded to the Environment of Care Committee for review.