

Case #11-003 4194

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. REASON FOR SUBMISSION <input type="checkbox"/> REDESCRIPTION <input checked="" type="checkbox"/> NEW <input type="checkbox"/> REESTABLISHMENT <input type="checkbox"/> OTHER EXPLANATION (Show any positions replaced)		3. SERVICE <input type="checkbox"/> HDQTRS. <input checked="" type="checkbox"/> FIELD	4. EMPLOYING OFFICE LOCATION FMS	5. DUTY STATION 650	1. AGENCY POSITION NO. 650-000250	6. OPM CERTIFICATION NO.
7. FAIR LABOR STANDARDS ACT <input checked="" type="checkbox"/> EXEMPT <input type="checkbox"/> NONEXEMPT		8. FINANCIAL STATEMENTS REQUIRED <input type="checkbox"/> EXECUTIVE PERSONNEL FINANCIAL DISCLOSURE <input type="checkbox"/> EMPLOYMENT AND FINANCIAL INTERESTS		9. SUBJECT TO IA ACTION <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
10. POSITION STATUS <input checked="" type="checkbox"/> COMPETITIVE <input type="checkbox"/> EXCEPTED (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. POSITION IS: <input type="checkbox"/> SUPERVISORY <input type="checkbox"/> MANAGERIAL <input checked="" type="checkbox"/> NEITHER		12. SENSITIVITY <input checked="" type="checkbox"/> 1-NON-SENSITIVE <input type="checkbox"/> 3-CRITICAL SENSITIVE <input type="checkbox"/> 2-NON-CRITICAL SENSITIVE <input type="checkbox"/> 4-SPECIAL SENSITIVE		13. COMPETITIVE LEVEL CO X07
14. AGENCY USE						

15. CLASSIFIED/GRADED BY	OFFICIAL TITLE OF POSITION	PAY PLAN	OCCUPATIONAL CODE	GRADE	INITIALS	DATE
A. U.S. OFFICE OF PERSONNEL MANAGEMENT						
B. DEPARTMENT, AGENCY OR ESTABLISHMENT						
C. SECOND LEVEL REVIEW						
D. FIRST LEVEL REVIEW	Emergency Management Specialist	GS	0301	12	Jed	11/18/2010
E. RECOMMENDED BY SUPERVISOR OR INITIATING OFFICE	EMERGENCY MANAGEMENT COORDINATOR	GS	0301	12	RR	04/28/10

16. ORGANIZATIONAL TITLE OF POSITION (If different from official title)
EMERGENCY MANAGEMENT COORDINATOR

17. NAME OF EMPLOYEE (If vacant, specify)

18. DEPARTMENT, AGENCY, OR ESTABLISHMENT
PROVIDENCE VAMC, FMS

A. FIRST SUBDIVISION

B. SECOND SUBDIVISION

C. THIRD SUBDIVISION

D. FOURTH SUBDIVISION

E. FIFTH SUBDIVISION

19. 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. TYPED NAME AND TITLE OF IMMEDIATE SUPERVISOR
Raymond Roberge, Supervisor, Env, Safety, Health & EM Dept

B. TYPED NAME AND TITLE OF HIGHER-LEVEL SUPERVISOR OR MANAGER (optional)

SIGNATURE DATE SIGNATURE DATE

[Signature] 4/27/10

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/GRAADING POSITION
Misc Admin & Prog Series, GS-301 TS-34
01/79; Admin Analysis GEP TS-98 08/90;
Safety & Occ Health Maint Series, GS-0078
TS-55 08/81

TYPED NAME AND TITLE OF OFFICIAL TAKING ACTION
Jacqueline K. Weaver
Classification Specialist

SIGNATURE DATE
[Signature] 11/18/2010

INFORMATION FOR EMPLOYEES: The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed 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.

23. POSITION REVIEW	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE	INITIALS	DATE
A. EMPLOYEE (optional)										
B. SUPERVISOR										
C. CLASSIFIER										

24. REMARKS
FPL GS-12

POSITION DESCRIPTION

Emergency Management Coordinator

GS-301-12

INTRODUCTION:

The incumbent serves as the Emergency Management Coordinator and is responsible for the comprehensive emergency management program of the Medical Center. The incumbent is also responsible for the formulation, preparation, coordination and maintenance of a variety of mission essential emergency, contingency and operations plans, policies, directives and regulations. Maintains intimate knowledge of a variety of mission essential emergency, contingency and operations plans, policies, directives and regulations for local, state and federal response governments and agencies. The incumbent serves as subject matter expert in the area of contingency plans and planning: provides advice and assistance in planning concepts, objectives and plans in addition to preparing revisions or directs revisions/updates by the appropriate action Care line or agency. Incumbent assures that special surety, security and safety requirements in support of an "ALL Hazards" event(s) including chemical, biological and nuclear are identified and adequately addressed. The incumbent will work closely with the Area Emergency Manager of the Emergency Management Strategic Healthcare Group and the VISN Emergency Management Coordinator on a variety of Comprehensive Emergency Management issues and concerns.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

As the senior emergency management official for the facility, provides authoritative advice and recommendations on a wide array of natural, regional, and local program issues including policy applicability, project eligibility, and program execution for operational readiness response activities in accordance with public laws, regulations, and disaster assistance authorities and other federal agencies. The coordinator develops effective working relationships and program interface with the Federal Emergency Management Agency (FEMA), Department of Defense (DOD), Department of Homeland Security (DHS), Department of Health and Human Services, and state and local agencies to ensure a comprehensive emergency management planning and response program. Further, the coordinator represents the Senior Management Team and the VAMC in conferences with FEMA, DOD, VA, HLS, federal and state agencies, local municipalities, and the general public in matters concerning the emergency management program.

The coordinator serves as the point-of-contact during duty and non-duty hours for all aspects of emergency operations activities, including receiving request/mission assignments from VACO, Department of Veterans Affairs, FEMA, and from other agencies and initiates appropriate and necessary actions. He/she coordinates emergency actions with the VISN Director of Emergency Management, higher headquarters, other districts/counties, and field offices. With assistance from EMSHG's AEM, the Director coordinates national disaster program activities with HQ, adjacent districts, federal entities, state and local agencies. Reviews and advises the Senior Management Team and other staff on elements regarding key aspects of mobilization.

Coordinates with the VISN and separate office chiefs in preparing or making periodic revisions to the National Emergency Preparedness Plans which include: (a) Mobilization Plans to cover partial, full, and total mobilization for national defense; (b) Continuity of Operations Plan (COOP) for emergency response in the event the Emergency Operations Center (EOC) becomes disabled; (c) VISN SOP for activation of the EOC; (d) Pandemic Flu Plans and activities; and (d) communication plans. Determines program resource requirements and recommends necessary actions to fund and accomplish objectives. Coordinates program activities, as necessary, both within the MEDVAMC and outside the MEDVAMC with other federal, state, and local agencies and authorities. As Emergency Program Manager will implement a facility-wide Emergency Management Training Program that includes the development of a comprehensive training/drill/exercise schedule. Responsible for ensuring that all required training is conducted on a timely manner to meet all local, VISN, VACO, accreditation and federal requirements and, that will ensure a continuous readiness posture for the facility.

RATING FACTORS:

Factor 1 - Knowledge Required by the Position:

Knowledge of VA Emergency Management program principles, concepts, practices and functional areas as published with EMSHG guidance; program requirements/objectives and interrelationships with department and VHA program sufficient to provide authorities expert consultations/advisor services on functional program activities; make decision/recommendations that significantly affect content, interpretation and problems; make decisions/recommendations that significantly affect content, interpretations and development of complex interrelated agency policies and program activities; monitor implementation and accomplishment of short/long range program actions.

Expert knowledge of analytical and evaluation methods and thorough 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 EMSHG and the Office of Security and Planning.

Mastery of advanced management and organizational principles and practices. The work requires the ability to direct studies requiring application of advanced analytical and statistical methods and techniques.

Advanced writing skills are required to be able to compose position papers, administrative investigations and other assigned administrative responsibilities. Strong, positive interpersonal skills are necessary to function effectively. Facilitator skills are required to successfully bring divergent points of view to a successful positive conclusion. The incumbent must be versatile, able to accept many varied duties and assignments and work under extreme pressure with short time lines for completion. Computer skills related to word processing, use of advanced station data programs, spreadsheets, etc., is necessary.

Factor 2 - Supervisory Controls:

The Environmental Safety Health & EM Department Supervisor establishes the overall objectives and resources allocation. The employee and supervisor, in consultation, develop deadlines, projects, and work to be done. The employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment, resolving most of the conflicts that arise, coordinating the work with others as necessary, and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress and potentially controversial matters. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

Factor 3 - Guidelines:

Guidelines consist of general administrative policies, JCAHO standards, OSHA, FEMA, SEMO, ESMHG and other Federal, State, County procedures, and identified program goals. When definitive guidance is lacking, and the incumbent must use judgment, imitative and resourcefulness to carry out the work and accomplish the assigned missions. National program guidance related to overall VA emergency management activities is provided but must be analyzed and tailored to the specific circumstances for this area.

Factor 4 -Complexity:

This work consists of a broad variety of duties requiring many different and related and methods to ensure that the mission of emergency planning is carried out in an efficient 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 responsibility for an office and establishing operating procedures; modifying policies; and establishing, modifying, updating and carrying out long range goals and objectives. Much of the work involves these decision skills.

Much of the work involves limited guidance and the incumbent must often make many independent judgments in cooperation with the Environmental Safety Health & EM Department Supervisor.

Factor 5 - Scope & Effect:

The purpose of the work is to develop and carry out the functions of a program area. This involves establishing internal policies, formulating projects, assessing program effectiveness, and resolving a variety of problems. The work affects a wide range of emergency planning activities at the medical center, within the network as well as other federal, local and private agencies.

The incumbent's activities are sensitive, high level and highly visible projects, investigations, and activities which deal with critical management issues that have significant impact on this VAMC, VISN and the agency.

Factor 6 – Personal Contacts:

As an integral part of the Emergency Management process the incumbent will maintain ongoing liaison with the Safety Office, Service Chiefs, Supervisors and many organizations, including but not limited to the State of Rhode Island Department of Health, Rhode Island Emergency Management Agency, the Hospital Association of Rhode Island, EMSHG, Department of Homeland Security, Red Cross, Salvation Army, Local Airports, Reservist Units, National Guard, Civil Support Team and the Public Health Service. Additionally, the incumbent will maintain contacts outside the agency to include contractors and consultants. Most of those contacts may occur on a routine basis, especially during periods of local or national emergencies and the purpose of the contact needs to be identified. However, contacts are sensitive and require proactive, non-confidential facilitator skills to accomplish the objective, goal or project. It is essential that the incumbent be a team-oriented individual, able to work effectively in all types of settings.

Factor 7 – Purpose of Contacts:

The purpose of the contacts is to influence management officials (within and outside VA) to accept and implement findings and recommendations on program effectiveness, new and/or revised policies and guidelines and to cooperate in activities and functions necessary to achieve program objectives. Further, the purpose of contacts is to justify or settle matters involving significant or controversial issues; e.g.; recommendations affecting programs dealing with substantial expenditures, or significantly changing the nature and scope of organizations.

Factor 8 - Physical Demands:

The work during non-crisis times is primarily sedentary, but may involve moderate physical effort including walking, climbing, light lifting, etc. Additionally in times of emergency, long periods of exposure to both cold and hot weather, the elements, need to heavy lift, bend and reach while caring for patients, staff or movement of heavy objects may be necessary on an intently long period basis. Emotional stability, ability to effectively and efficiently function during a crisis; ability to make important recommendations and decisions and provide critical information in a professional and unbiased manner are essential.

Factor 9 - Work Environment:

Work normally is done in an office setting. However, during times of emergency activation, work environment may be primitive. Outside work may be necessary which would be dirty and occasionally dangerous.

POSITION EVALUATION STATEMENT Factor Evaluation System		NATURE OF PROPOSED ACTION New (Mandated Position)		POSITION NO. 650-00025-0		
CLASSIFICATION TITLE Emergency Management Specialist				SCHED.	SERIES	GRADE
				GS	0301	12
ORGANIZATIONAL TITLE Emergency Management Coordinator				NO. POSITIONS One		
ORGANIZATION VA Medical Center		SUBDIVISION Environmental Safety, Health & EM Department		LOCATION Providence, RI		
EVALUATION FACTORS		POINTS ASSIGNED	STANDARD USED (Give Benchmark No., Factor Level No., etc.)	COMMENTS		
1. KNOWLEDGE REQUIRED BY THE POSITION		1250	1-7 (AAGEG)	Expert knowledge of analytical & evaluation methods. Thorough understanding of how regulatory programs are administered. Mastery of advanced management & organizational principles & practices. Advanced writing skills. Strong interpersonal skills are necessary. Knowledge of VA Emergency Management program principles, concepts, practices & functional areas; program requirements/objectives & interrelationships with department & VHA program.		
2. SUPERVISORY CONTROLS		450	2-4 (0018)	Supervisor establishes the overall objectives & resources allocation. Incumbent is responsible for planning & carrying out the assignment, resolving most of the conflicts, coordinating the work with others, & interpreting policy on own initiative in terms of established objectives. Completed work is reviewed only from an overall.		
3. GUIDELINES		450	3-4 (0018)	Guidelines consist of general administrative policies. Incumbent must use judgment, imagination & resourcefulness. National program guidance related to overall VA emergency management activities is provided but must be analyzed & tailored to the specific circumstances.		
4. COMPLEXITY		225	4-4 (both)	This work consists of a broad variety of duties requiring many different & related methods which are complicated by a wide variety of agencies & interest groups involved. Limited guidance & independent judgment.		
5. SCOPE AND EFFECT		225	5-4 (AAGEG)	Establishing internal policies, formulates projects, assesses program effectiveness, & resolves a variety of problems for a program area. The work affects a wide range of emergency planning activities at the medical center, within the network as well as other federal, local & private agencies.		
6. PERSONAL CONTACTS		60	6-3	The Medical center; local, state & other		

		(0018)	federal agencies; other medical facilities (both private & VA); contractors; upper level management; military; & public interest agencies. Contacts are sensitive & require proactive, non-confidential skills.
7. PURPOSE OF CONTACTS	120	7-c (0018)	To influence & settle matters involving significant or controversial issues; make recommendations.
8. PHYSICAL DEMANDS	5	8-1 (both)	Although there will be times when this position will be required to have more physical demands than the normal work day, these are only during times of emergencies which are not regular & recurring.
9. WORK ENVIRONMENT	5	9-1 (both)	Normal duties are performed in an office setting. During emergency situations, the work environment might be outdoors under more strenuous conditions.
SUMMARY	TOTAL POINTS	2790	<small> Miscellaneous Administration and Program Series GS-0301 TS-34 January 1979 Administrative Analysis Grade Evaluation Guide TS-98 August 1990 Safety and Occupational Health Management Series GS-0018 TS-5 August 1981 </small>
	GRADE CONVERSION	GS-12	
REMARKS: (As appropriate, desk audit findings or other considerations not previously documented which affect final grade.)			
CONCUR	DATE	EVALUATED BY <i>Jacqueline R. Weaver</i> JACQUELINE R. WEAVER	DATE 11/18/10
TITLE AND/OR ORGANIZATIONAL LOCATION		TITLE Classification Specialist, VISN 1 CCU	

VA FORM
NOVEMBER 1998

3963a

BACKGROUND: This is a new, mandated position.

SERIES AND TITLE DETERMINATION: 0301 – Emergency Management Specialist

The position requires an expert knowledge of analytical and evaluation methods as well as a thorough understanding of how regulatory programs are administered to select and apply program evaluation and measurement techniques. It requires a mastery of advanced management and organizational principles and practices. The work requires the ability to direct studies requiring application of advanced analytical and statistical methods and techniques. Advanced writing skills are required to be able to compose position papers, administrative investigations and other assigned administrative responsibilities. Strong, positive interpersonal skills are necessary to function effectively. The 301 series requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives. Therefore, this position is appropriately placed in the 0301 series.

		(0018)	federal agencies; other medical facilities (both private & VA); contractors; upper level management; military; & public interest agencies. Contacts are sensitive & require proactive, non-confidential skills.
7. PURPOSE OF CONTACTS	120	7-c (0018)	To influence & settle matters involving significant or controversial issues; make recommendations.
8. PHYSICAL DEMANDS	5	8-1 (both)	Although there will be times when this position will be required to have more physical demands than the normal work day, these are only during times of emergencies which are not regular & recurring.
9. WORK ENVIRONMENT	5	9-1 (both)	Normal duties are performed in an office setting. During emergency situations, the work environment might be outdoors under more strenuous conditions.
SUMMARY	TOTAL POINTS	2790	Miscellaneous Administration and Program Series, GS-0301 TS-34 January 1979 Administrative Analysis Grade Evaluation Guide TS-98 August 1990 Safety and Occupational Health Management Series, GS-0018 TS-55 August 1981
	GRADE CONVERSION	GS-12	
REMARKS <i>(As appropriate, desk audit findings or other considerations not previously documented which affect final grade.)</i>			
CONCUR	DATE	EVALUATED BY	DATE
		JACQUELINE R. WEAVER	11/18/10
TITLE AND/OR ORGANIZATIONAL LOCATION		TITLE	
		Classification Specialist, VISN 1 CCU	

VA FORM
NOVEMBER 1998

3963a

BACKGROUND: This is a new, mandated position.

SERIES AND TITLE DETERMINATION: 0301 – Emergency Management Specialist

The position requires an expert knowledge of analytical and evaluation methods as well as a thorough understanding of how regulatory programs are administered to select and apply program evaluation and measurement techniques. It requires a mastery of advanced management and organizational principles and practices. The work requires the ability to direct studies requiring application of advanced analytical and statistical methods and techniques. Advanced writing skills are required to be able to compose position papers, administrative investigations and other assigned administrative responsibilities. Strong, positive interpersonal skills are necessary to function effectively. The 301 series requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives. Therefore, this position is appropriately placed in the 0301 series.

GRADE DETERMINATION: GS-12

The 301 series does not have a grade evaluation guide associated with it. Classifiers are instructed to use a standard for a specific occupational series that involves analogous knowledges and skills.

The 0018 series, Safety and Occupational Health Management Series, includes positions that involve the management, administration, or operation of a safety and occupational health program or performance of administrative work concerned with safety and occupational health activities and includes the development, implementation, and evaluation of related program functions. The primary objective of this work is the elimination or minimization of human injury and property and productivity losses, caused by harmful contact incidents, through the design of effective management policies, programs, or practices. Safety and occupational health management work requires application of the knowledge of: (a) the principles, standards, and techniques of safety and occupational health management; and (b) pertinent elements of engineering, physical science, ergonomics, psychology, industrial hygiene, physiology, sociology, and other scientific and technological fields which contribute to the achievement of comprehensive safety and occupational health objectives.

The position is similar to the 0018 series in the sense that it performs administrative work which includes the development, implementation, and evaluation of program functions. The primary responsibility of this position is to advise, coordinate and ensure a safe environment regarding potential and actual emergency situations. Because the knowledge required for this position are quite a bit different from the 0018 series, the Administrative Analysis Grade Evaluation Guide is used in conjunction with the 0018 series. Both of these standards are written in the FES format.

FINAL DETERMINATION: Emergency Management Specialist, GS-0301-12

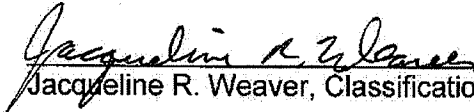
The incumbent serves as the Emergency Management Coordinator and is responsible for the comprehensive emergency management program at the Providence Medical Center.

OTHER: FLSA is Exempt.

Position Title, Series, Grade, & Number:
Emergency Management Specialist, GS-0301-12
PD#650-000250

(If answer is "yes" to any of the above as well as "yes" to the primary duties, the position is exempt.)

POSITION IS: Exempt Non-exempt
(Justification sheet attached, if needed.)



Jacqueline R. Weaver, Classification Specialist, VISN 1 CCU

11/18/2010

DATE

