

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No. **4721**

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input 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 VAMC Lebanon	5. Duty Station Lebanon, PA	6. OPM Certification	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial		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. <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> Neither	12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitiv <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncriti <input type="checkbox"/> 4-Special		13. Competitive Level Code x01
14. Agency Use					

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational	Gra	Initial	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	<i>Emergency Management Spec.</i>	<i>GS</i>	<i>301</i>	<i>12</i>	<i>10</i>	<i>6-24-10</i>
e. Recommended by Supervisor or Initiating Office	EMERGENCY MANAGEMENT SPECIALIST	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 Office of the Director
a. First Subdivision Veterans Health Administration	d. Fourth Subdivision
b. Second Subdivision Medical Center, Lebanon	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. Type Name and Title of Immediate Supervisor  
ROBERT W. CALLAHAN, JR., Director  
Signature: *Robert W. Callahan, Jr.* Date: *6/25/10*

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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.

Typed Name and Title of Official Taking Action  
RAYMER A KENT, Human Resources Manager  
Signature: *Raymer A Kent* Date: *6-24-10*

22. Position Classification Standards Used in Classifying/Grading Position  
*MISC Admin & Prog Series, GS-301 (TS-34) 1/79*

**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.

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

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

**Emergency Preparedness Manager**  
**GS-301-12**

The incumbent works for the Director and serves as the Emergency Management Program Coordinator, responsible for the formulation, preparation, coordination and maintenance of a variety of mission essential emergency, contingency and operations plans, policies, directives and regulations for the Lebanon VAMC. The incumbent maintains intimate knowledge of a variety of mission essential emergency, contingency and operations plans, policies, directives and regulation for local, state and federal response. The incumbent serves as-subject matter expert in the area of contingency plans including OSHA requirements, NFPA Standards and Presidential Directives. The incumbent provides advice and assistance to the Emergency Preparedness Committee and the Medical Center Director. Incumbent assures that special surety, security, and safety requirements in support of an "ALL Hazards" approach (including Chemical, Biological and Nuclear) are identified and adequately addressed. The incumbent will work closely with the Director, Associate Director, Chief of Police, and Safety Manager on a variety of Comprehensive Emergency Management issues and concerns.

Knowledge of pertinent laws, national policies, precedents, regulations and methodologies sufficient to plan, develop and execute a Comprehensive Emergency Management Program to include mass casualty incident response capabilities, Decontamination program capabilities, patient handling and an integrated Incident Command System (ICS). Knowledge, skills and abilities are those that demonstrate performance of the duties and responsibilities as outlined above.

**PRINCIPLE DUTIES AND RESPONSIBILITIES**

The incumbent obtains the views and objectives of key officials and coordinates with the Medical Center Director and Safety to insure programs dealing with substantial expenditures, or significantly changing the nature and scope of organizations are effective. Acts on behalf of the Medical Center Director with limited delegated authority to commit or render a decision concerning a broad range of issues as they relate to the Medical Center's Comprehensive Emergency Management Program and the local community disaster plans.

Incumbent represents the Medical Center at conferences, planning meetings, and educational/training programs when program or policy issues are under discussion. Incumbent attends meetings of Federal, State and local emergency management to insure the Emergency Management Program plans are well coordinated with local, regional and state plans and that Medical Center is properly represented.

Advises the Medical Center Director and key Medical Center staff and provides special expertise and knowledge on program and policy issues, which affect Medical Center's Comprehensive Emergency Management program and operations.

Participates in the development and approval of directives, white papers, policy matters and related documents issued by the Medical Center.

The incumbent may be directed by the Director to provide certain VA emergency planning support for VHA's fourth mission requirements, which includes emergency preparedness and disaster recovery. This will require extensive coordination, record keeping, planning, organizing and educational efforts.

Incumbent will maintain a working knowledge of all regulatory agency requirements as they pertain to Emergency Preparedness and the Comprehensive Emergency Management Program. In addition, the incumbent will be required to respond to any requests, directives, reports, and/or inspections conducted by these agencies. Periodic contact with each of these agencies will be required. The agencies include but are not limited to the TJC/JCAHO, Occupational Safety and Health Administration (OSHA), Committee on Accreditation of Rehabilitation Facilities (CARF), National Committee on Quality Assurance (NCAQ) and the National Fire Protection Agency (NFPA).

Coordinates publicity for the Medical Center's Comprehensive Emergency Management program in conjunction with the Medical Center's Public Affairs Officer.

The incumbent is responsible for preparing the facility's hazard vulnerability assessment (HVA), reviewing it annually, and coordinating it through the Emergency Preparedness and Safety committees for approval. Additionally, incumbent ensures conformity between the facility HVA and the local community's hazard assessment.

Represents the facility and participates in the state's computerized Emergency Management system and the state's Health Alert Network.

Conducts Service level training for facility personnel in the various aspects of emergency management. This training incorporates their respective roles in the facility plan as well as the facility's role in state and national programs. Additionally, ensures station personnel are compliant in National Incident Management System (NIMS) training requirements.

Incumbent prepares documentation to obtain grant funding and designates allocation of grant monies received.

Writes, coordinates and the implements Hospital wide exercises to test response plans. Develops, updates semi-annually, and assists in the regular tests of the Cascade Callback system. Develops, coordinates and maintains internal VA contingency plans with relevance to the VA Emergency Management Program Guidebook (2005). The plans cover the provision of continuous patient care and treatment during emergencies affecting VAMC operations.

Serves as the primary resource to the hospital Director for emergency preparedness/ management. In this role, the incumbent as program manager for the following:

In consultation with the AEM provides instruction and guidance to VA and civilian hospital personnel as needed.

Serves as an advisor to all levels of management involved in disaster training or operations.

Participates in the NDMS, VA/DOD Contingency programs and exercises.

Assists with the operations and maintenance of the VA Weapons of Mass Destruction (WMD) internal response pharmacy cache (in conjunction with the Chief of Pharmacy and AEM).

There is an ongoing responsibility to maintain active, positive working relationships and communications, as specifically determined by the Director, the AEM, and/or the Emergency Preparedness Committee, as the VA program representative with appropriate local, federal and state agencies and the private sector.

### **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 decisions and recommendations that significantly affect content, interpretations and development of complex interrelated agency policies and program activities. Monitor implementation and accomplishment of short and long range program actions.

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.

Knowledge 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. Advanced computer skills related to word processing, use of advanced station data programs, spreadsheets, and presentation software, is necessary.

Knowledge and ability to develop and update plans for emergency evacuation in all areas of the Medical Center.

Knowledge to serve as an advisory member to committees such as, the Medical Center's HLC on Coordination of Environment of Care, and the Emergency Management Program Committee.

Able to respond appropriately to an emergency situation and or other situations where the degree of hazard could be of a high nature.

### **Factor 2 — Supervisory Control**

The incumbent is under the immediate supervision of the Director. Work is performed with a high degree of professional independence and technical authority. Incumbent is independently responsible for identifying program areas in Medical Center activities, defining critical features of long range problems for study; planning comprehensive studies of extremely complex and diversified subjects; utilizing new and innovative approaches, and developing and applying new techniques and methods to solve these problems. A finished product is normally accepted as authoritative. Completed work is reviewed for compatibility with organizational goals and effectiveness in achieving intended objectives.

Additional assignments as determined by the Director, will generally be broad requiring independent investigation, determination of critical concepts and problem solving with a finished product being accurate, workable, effective, timely and compatible with Medical Center goals.

### **Factor 3 – Guidelines**

Guidelines consist of general administrative policies, procedures, and identified program goals. When definitive guidance is lacking, the incumbent must use judgment, initiative 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.

Guidelines are generally written with desired outcomes in mind, specific procedures are not enumerated in a step-by-step protocol. Therefore, employees must exercise a significant amount of judgment and discretion to interpret which guideline(s), procedure(s), or law(s) would best fit the situation to achieve the desired outcome.

Events not specifically covered by a particular guideline are resolved by the incumbent's use of good judgment and discretion, picking the best solution to the problem. Employees analyze the results of such efforts and recommend modifications or additions to procedures when appropriate.

### **Factor 4 – Complexity**

This work consists of a broad variety of duties requiring many different and related methods to ensure that the mission of emergency planning is carried out in an efficient and economic 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.

### **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 some private agencies.

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

#### **Factor 6 – Personal Contacts**

As an integral part of the Emergency Management process the incumbent will maintain ongoing liaison with many organization, including but not limited to the local Amateur Radio Service group, The local chapter of the American Red Cross, Lebanon Emergency Management Team, the Local Fire Departments, Lebanon County Emergency Management, the Pennsylvania Department of Health (Emergency Preparedness), and other civilian hospitals in the Lebanon area, local Law Enforcement, the local FBI office, EMSHG, the Department of Homeland Security, Salvation Army, Local Airports, Reservist Units, National Guard, and the Pennsylvania Civil Support Team. 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, and light lifting when at field locations. In times of emergency, long periods of exposure to both cold and hot weather, the elements, lack of adequate food and water, need to lift heavy objects, bend and reach while caring for patients, staff or movement of heavy objects may be necessary for an intensely long period of time. 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 is essential.

The work requires the employee to pass a physical, to wear a respirator for use during functions, such as, decontamination of patients, etc.

### **Factor 9 – Work Environment**

Work normally is done in an office setting. Work environment may include working outside during inclement weather. Work environment may expose the employee to hazardous agents, such as, chemical, biological or radiological during the decontamination of a patient. The employee may be required to perform inspections off site in various areas throughout the state. The work environment may require travel to seminars, conferences, meetings and training events. The incumbent obtains the views and objectives of key officials and coordinates with the Associate Director, AEM and VISN Safety Manager to insure proper consideration in determining goals, objectives and operating plans.

### **Customer Service**

Meets the needs of customers while supporting VA missions. Consistently communicates and treats customers (veterans, their representatives, visitors, and all VA 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.

### **Safety**

Follows all appropriate guidelines for safe work practices, reports violations of safety conditions and policy to supervisor.

### **ADP Security**

In the performance of official duties, the incumbent has regular access to printed and electronic files containing sensitive data which must be protected under the provisions of the Privacy Act of 1974 and other applicable laws, Federal regulations, VA statutes and policies. Incumbent is responsible for protecting the data from unauthorized release or loss, alteration, or deletion. Responsible for following applicable regulations and instructions regarding access to computerized files, release of access codes, etc., as set forth in an Access Agreement which the employee signs. Incumbent reports suspected ADP security violations to the supervisor.