

Draft Classification Standards – Rev. 3/29/2024
Emergency Preparedness Professional Series

Class Title	Class Code	Issue Date	FLSA
<i>Emergency Preparedness Professional</i>	XXXX	XXXX	<i>Exempt</i>
<i>Senior Emergency Preparedness Professional</i>	XXXX	XXXX	<i>Exempt*</i>

OVERVIEW:

Positions classified within the Emergency Preparedness Professional series are responsible coordinating emergency preparedness programs for the university. Positions will develop and implement comprehensive strategies, coordinate emergency response efforts, and ensure compliance with applicable regulations and best practices.

Positions are assigned to classifications within the series based on the scope and complexity of emergency preparedness activities; degree of independence and judgement; experience, knowledge, skill, and ability required; degree of planning, analysis, and execution required by the position; impact and risk to the university; and nature of supervision received.

Positions perform tasks related to developing, planning, implementing, and administering emergency preparedness programs such as, business continuity planning, continuity of operations planning, emergency operations planning, and the administration of tests, training, exercises, and drills. Higher levels within the series build upon and include the knowledge and skill requirements and work assignments of lower levels.

Emergency Preparedness Professional – Professional who applies acquired job skills, policies, and procedures to complete significant assignments, projects, and tasks of moderate technical scope and complexity; draws from prior experience and knowledge of emergency preparedness, response, and recovery principles and concepts to exercise judgment while implementing regulations, guidelines, and standard operating procedures to determine appropriate action. Provides input for new programs and procedures. Works with stakeholders to ensure proper implementation of programs by providing significant explanation or interpretation.

Senior Emergency Preparedness Professional – Professional who applies advanced job skills, policies, and procedures to complete substantive assignments, projects, and related work of significant technical scope and complexity. Exercises judgment while implementing regulations, guidelines, and standard operating procedures to determine appropriate action. May require the development of new approaches, techniques and innovation to address issues. Works with stakeholders to ensure proper implementation of programs by utilizing persuasion.

* This classification as outlined in this document meets the duties test of the Administrative Exemption. An employee’s actual exemption status may differ based on salary rate and actual duties performed.

TYPICAL PROGRAMS, ACTIVITIES, AND CORE FUNCTIONS/DISCIPLINES (May include but are not limited to):

- *Emergency Preparedness Strategies* – Recommends and executes comprehensive emergency preparedness strategies that align with industry regulations, best practices, and university goals. Ensures emergency preparedness programs are integrated into university operations and decision-making processes. Plans and coordinates drills and exercises to test emergency response capabilities. Evaluates performance, identifies areas for improvement, and recommends enhancements to emergency preparedness plans and procedures.
- *Emergency Preparedness Assessments* – Conducts emergency preparedness assessments to identify potential risks and vulnerabilities within the university. Analyzes findings and develop strategies to mitigate risks and enhance emergency preparedness.
- *Emergency Response Plans* – Develops and recommends updates to emergency response plans, including evacuation plans, shelter-in-place procedures, and communication protocols. Collaborates with stakeholders to ensure plans are practical, effective, and aligned with university objectives.
- *Emergency Response Efforts* – Coordinates and administers emergency response efforts during crisis situations, including natural disasters, public health emergencies, and other incidents. Collaborates with university departments, external agencies, and first responders to consistently improve response and recovery efforts. Conduct post-incident analysis to evaluate the effectiveness of emergency response efforts. Identify lessons learned and recommend improvements to enhance future response capabilities. Support crisis communication efforts by participating in developing and implementing communication plans, coordinating messaging, and providing guidance on effective communication during emergencies.
- *Training, Education, and Documentation* – Fosters a culture of preparedness through communication initiatives aimed to educate and provide awareness. Develops and delivers comprehensive training programs to educate university community on emergency preparedness and response procedures, protocols, and roles. Maintains accurate and current records of emergency preparedness activities, including plans, training materials, drills, and exercises. Ensures compliance with record-keeping requirements.
- *Stakeholder Collaboration* – Collaborates with university departments, committees, and other stakeholders to promote a culture of emergency preparedness. Provides guidance and support to stakeholders on emergency preparedness practices and procedures. Collaborates with external partners, such as emergency management agencies, vendors, regulatory agencies, and community organizations, to enhance coordination and response capabilities during emergencies.
- *Regulatory and Legal Compliance* – Monitors changes in laws, regulations, and industry standards relevant to emergency preparedness in the higher education industry. Assesses the impact of these changes on university emergency

preparedness programs, policies, and procedures and recommends necessary adjustments.

EMERGENCY PREPAREDNESS PROFESSIONAL

Under general supervision, coordinates emergency preparedness for the university and contributes to the development of emergency preparedness plans. Responsibilities cover all technical aspects of projects. Work is reviewed for soundness of technical judgment and for following defined policies and procedures. Applies professional level knowledge of emergency preparedness programs. Collaborates with both internal and external stakeholders to promote a culture of preparedness and enhance the safety and well-being of the university community. Works independently on most day-to-day assignments with general supervision on new assignments or projects to ensure accuracy and alignment with objectives. Handles multiple work priorities and is accountable for own work results.

Work assignments typically include some or all of the following:

- Collaborates to develop and administer emergency preparedness programs and procedures for the university.
- Creates and provides special program assessment reports that include qualitative and quantitative measures of program success.
- Serves as a liaison to outside agencies or entities, and works directly with campuses colleges, departments, and committees.
- Responds to campus emergencies in accordance with set procedures.
- Completes program and policy research, analysis, and reporting.
- Conducts drills, exercises, and emergency preparedness assessments.
- Provides record retention coordination.
- Develops and maintains relationships with key stakeholders, to promote knowledge of emergency plans and procedures.
- Provides lead work direction as well as trains student employees and less-experienced staff.
- Stays current with emergency preparedness regulations and trends, recommends improvements for the university plans and procedures.
- Develop and implement crisis communication plans. Collaborate with university communications teams to ensure timely and accurate information dissemination.

MINIMUM QUALIFICATIONS:

Knowledge and Skill:

- ♦ Working skills and knowledge of emergency preparedness and emergency response principles, practices, and methodologies.
- ♦ Demonstrated experience in developing and implementing emergency preparedness and management strategies and plans.
- ♦ Strong communication and interpersonal skills to effectively collaborate with diverse stakeholders, develop and deliver training, and impact decision-making processes.
- ♦ Strong organizational and problem-solving skills, with the ability to manage multiple tasks and priorities, as well as anticipate problems and address them proactively.
- ♦ Ability to remain calm and make sound decisions in high-pressure situations.

- ◆ Working knowledge of incident command systems, emergency response protocols, and other relevant technology/ regulations that may apply in the emergency preparedness field.
- ◆ Proficient in using emergency management software and tools.
- ◆ Ability to maintain confidentiality and handle sensitive information with discretion.
- ◆ Ability to lead, train and collaborate with employees and stakeholders.

Experience and Education:

Equivalent to a bachelor's degree in a related field and two years of relevant experience. Additional experience which demonstrates acquired and successfully applied knowledge and abilities shown above may be substituted for the required education on a year-for-year basis. An advanced degree in a related field may be substituted for the required experience on a year-for-year basis.

SENIOR EMERGENCY PREPAREDNESS PROFESSIONAL

Working independently under general supervision, plans and administers emergency preparedness programs for the university. Work is focused on ensuring alignment with overall objectives. Demonstrates advanced discernment in selecting methods and techniques for obtaining solutions. Oversees emergency response programs and collaborates with internal and external stakeholders to promote a culture of preparedness to enhance the safety and well-being of the university community. Decision-making is based on emergency management and preparedness best practices; substantial emergency management and preparedness experience; advanced knowledge of relevant federal, state, and local regulations; and university policies, guidelines, and protocols. Handles multiple work priorities and may provide lead work direction with accountability for results.

In addition to duties performed by the Emergency Preparedness Professional, the Senior Emergency Preparedness Professional typically performs the following duties:

- ◆ Develops and implements emergency preparedness programs, systems, procedures, and training for the university.
- ◆ Collaborates with university departments, external agencies, and first responders to consistently improve response and recovery efforts.
- ◆ Develops, maintains, and delivers of comprehensive training programs. Foster a culture of preparedness through ongoing education and awareness initiatives.
- ◆ Monitors changes in laws, regulations, and industry standards relevant to emergency preparedness in the higher education industry. Assesses the impact of these changes on university emergency preparedness programs and recommend necessary adjustments.
- ◆ Ensures compliance with all record-keeping requirements for emergency preparedness plans.
- ◆ Oversees development and implementation of crisis communication plans, coordinate messaging, and provide guidance on effective communication during emergencies. Lead collaboration with university communications teams to ensure timely and accurate information dissemination.
- ◆ Performs post-incident analysis to evaluate the effectiveness of emergency response efforts. Identifies lessons learned and recommends improvements to enhance future response capabilities.

- ◆ Performs a broad spectrum of work. In collaboration with management, develops new and recommends improvements to policies, processes, and procedures.

MINIMUM QUALIFICATIONS:

In addition to Emergency Preparedness Professional knowledge and skill requirements, work assignments typically require:

- ◆ Advanced knowledge and understanding of all relevant emergency preparedness rules and regulations.
- ◆ Demonstrates competence in independently applying advanced judgment to resolve difficult and complex problems and issues.
- ◆ Proven experience in developing and implementing emergency preparedness programs and strategies, with a track record of achieving measurable results.
- ◆ Advanced analytical and organizational skills to plan, prioritize and manage the successful completion of projects within time and budget constraints.
- ◆ Advanced communication and interpersonal skills, including political acumen to build partnerships and communicate effectively in a diverse environment. Ability to effectively present ideas and training and gain buy-in from stakeholders to adopt and implement requirements.
- ◆ Ability to effectively mentor or lead the work of other emergency preparedness staff.

Experience and Education:

Equivalent to a bachelor's degree in a related field and four years of relevant experience. Additional experience which demonstrates acquired and successfully applied knowledge and abilities shown above may be substituted for the required education on a year-for-year basis. An advanced degree in a related field may be substituted for the required experience on a year-for-year basis.