

Class Specifications
for the Class:

CIVIL DEFENSE TRAINING, EDUCATION AND INFORMATION OFFICER
(CD TRAINING, EDN & INF OFFCR)

Class Distinguishers:

Complexity: This class reflects responsibility for planning, organizing and supervising the operations of the State's civil defense training, education, emergency information and dissemination, warning and disaster reporting programs. Such responsibility involves directing and implementing the statewide warning and emergency information and dissemination program in the event of natural or human-caused disasters; preparing and continually reviewing and updating warning, and emergency information and dissemination plans, procedures and rosters; directing and supervising the development and implementation of the statewide comprehensive emergency management training program for State and county personnel and volunteers to carry out their assigned emergency responsibilities for all types of disasters; and planning and directing the civil defense information and education program for the State. This includes instructions to the public for survival in all types of natural and human-caused emergencies, where to go in the event of an emergency and what to do during and following an emergency; and planning and coordinating civil defense education in public and private schools in the State. The work also includes serving as the primary point of contact and grant administrator for federally funded training programs associated with terrorism; coordinating damage assessment procedures training with various agencies; and coordinating progress reports on program activities and accomplishments.

Personal Contacts: The work involves extensive contacts with State and county civil defense agencies and federal agencies as well as private organizations to insure the adequacy of State Civil Defense emergency operations plans, procedures and rosters.

Supervisory Responsibility: Supervises a professional staff engaged in planning and providing disaster preparedness training, education and emergency information and dissemination.

Supervision Received: The sole position in this class works under the general direction of the Vice Director of Civil Defense.

Full Performance Knowledge and Abilities: (Knowledge and abilities required for full performance in this class.)

Knowledge of: Public relations; principles, methods and techniques of training and instruction; methods and techniques in the development of curricula and training aids; learning and motivation process; group communication principles, practices, and techniques; planning, research methods and evaluative techniques; report writing; State, county and federal civil defense laws; budget preparation and execution; grant writing and administration; and principles and practices of supervision.

Ability to: Plan, organize and supervise a statewide civil defense training, education, emergency information and dissemination, warning and disaster reporting program; understand the objectives and functions of federal, state and county civil defense programs; understand the needs of a civil defense preparedness system and develop training to provide qualified staffing to meet those needs; conduct damage assessment to initiate recovery action; act decisively in emergencies; read and comprehend a broad variety of technical material relating to natural and human-caused disasters; develop and execute grant proposals; develop and administer contracts; write clearly and effectively such material as federal grant proposals, legislative proposals, etc.; develop and maintain a budget; speak effectively before groups; solve problems logically and systematically; establish and maintain effective and cooperative relationships with departmental personnel and personnel of various public and private agencies; and supervise and evaluate the work of others.

Examples of Duties: (The sole position may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.

1. Direct and implement the statewide warning and emergency information dissemination program in the event of natural or human-caused disasters i.e., tsunamis, hurricanes, earthquakes, volcanic eruptions, floods, explosions, major fires, industrial accidents, radiological or chemical accidents, civil disturbances, terrorist or bomb threats, and nuclear war. Receive and disseminate emergency information and warning to key State and county officials and the public.
2. Review and update warning, emergency information and dissemination plans, procedures and rosters with State and county civil defense agencies and federal agencies.
3. Direct and supervise the development and implementation of the statewide comprehensive emergency management training program for State and county personnel and volunteers to carry out their assigned emergency responsibilities, and a hazard awareness program for the public.
4. Plan and direct the civil defense information and education program. The emergency public information and dissemination program includes instructions to the public for survival in all types of natural and human-caused emergencies; where to go in the

event of an emergency for protection; and what to do during and following an emergency. Plan and coordinate the civil defense education program in public and private schools in the State. Media materials include public information brochures, newsletters, videos, guest speakers, and televised awareness commercials.

5. Supervise the preparation of news releases, speaking presentations to the community, tours of civil defense facilities, the preparation and display of civil defense information and the preparation of public information material related to the various emergency management programs.
 6. Serve as grant administrator for federally funded training programs associated with terrorism, consequence management of terrorism (measures to protect public health and safety, restoration of essential government services, and providing emergency relief to governments, businesses and individuals affected by terrorism), anti-terrorism, and terrorism awareness. Activities include grant writing; report writing; assessing training needs; conducting training; preparing and administering vendor contracts; and sponsoring and coordinating terrorism training activities such as conferences and workshops.
 7. Coordinate damage assessment procedures training with various agencies from federal, State and county jurisdictions.
 8. Coordinate Federal Emergency Management Agency progress reports on program activities and accomplishments on program activities and accomplishments.
 9. Prepare and justify budget and expenditure plans.
 10. During disaster and other emergency situations, serve as a shift leader at the Emergency Operating Center.
 11. Participate in the interview and selection of new staff members; evaluate work performance of subordinates; recommend approval of personnel actions; provide orientation to new staff members; and provide staff training.
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This is an amendment to the specification and a change in title for the class INTELLIGENCE, TRAINING AND EDUCATION OFFICER, which was approved on June 13, 1980.

DATE APPROVED: 5/2/00 /s/ Dawn M. Young
for MIKE McCARTNEY
Director of Human Resources Development