

State of Washington
 Military Department
 invites applications for the position of:
Planning Strategist (EMPS 3)

careers.wa.gov
 Working for Washington State

SALARY: \$4,452.00 - \$5,838.00 Monthly

OPENING DATE: 08/12/15

CLOSING DATE: 08/25/15 11:59 PM

DESCRIPTION:



Planning Strategist (Emergency Management Program Specialist 3)
Emergency Management Division
Washington Military Department
Camp Murray, WA

Under the direction of the Planning, Analysis and Logistics (PAL) Section Manager, serves as the program manager assigned to perform professional level functional analysis, emergency strategic planning, and hazard analysis; develop and coordinate planning and analytical products supporting Emergency Management Division (EMD) planning activities; and assist EMD program managers with planning and analysis requirements. Serves as the Division's liaison to scientific experts to help ensure consistent and sound scientific information and data are utilized in statewide emergency management planning and hazard analysis.

Agency Overview

The Washington Military Department (WMD) is a state agency whose motto is "Citizens Serving Citizens with Pride and Tradition." The 300+ civilian employees of the Washington Military Department utilize state and federal resources to perform homeland defense, homeland security, emergency mitigation, preparedness, response and recovery activities, and education services for at-risk youth. The WMD mission is to protect the citizens of Washington, their property, and the environment on a twenty-four hour basis and provide trained military units in support of civil authorities for domestic emergencies and in support of federal combatant commanders for national defense and homeland security missions. The four major divisions that accomplish the mission of the Agency are: Emergency Management Division, Washington Youth Academy, Washington Army National Guard, and Washington Air National Guard. To learn more about the Washington Military Department visit www.mil.wa.gov.

DUTIES:

Prepares and updates Radiological Emergency Program plans and procedures.

- Prepares the Washington State Fixed Nuclear Facility (FNF) Protection Plan.
- Lead planning coordinator for Columbia Generating Station (CGS) and US Department of Energy (DOE) - Richland Emergency Preparedness Program and Naval Nuclear Propulsion Program Plans.
- Reviews and revises federally funded and private program radiological response plans based on tests, evaluations and real incidents.

Identifies and analyzes hazards and functional requirements to support emergency planning and State Emergency Operations Center (SEOC) operations and recommends and guides implementation of technology to respond to

requirements.

- Identifies, coordinates reviews, and implements science and technology based analytical tools, such as Hazards United States (HAZAUS) and Common Operating Picture viewer to support emergency management planning, hazard analysis, and other Emergency Management Division objectives.
- Coordinates with local emergency managers, state agency liaisons, academic experts, working groups, and multiple program managers to recognize planning problems and develop analytical tools to assist in problem resolution.

Advises PAL Section Manager on strategies that support analyses of hazards, vulnerabilities, capabilities, and risks.

- Evaluates hazards for applicability to the people, property, economy and environment in Washington and coordinates impact analysis.
- Provides input on hazard analysis and risk determination for the State Enhanced Hazard Mitigation Plan and Threat and Hazard Identification and Risk Assessment (THIRA).

QUALIFICATIONS:

REQUIRED

Two years of experience as an Emergency Management Program Specialist 2;

OR

A Bachelor's degree **AND** four years of professional level experience in emergency management, financial management (grants, contracting, claims management, budgeting), training/education, public information/affairs, program/project management, environmental analysis or planning, civil/structural engineering, legislative affairs, and/or urban planning.

Additional qualifying experience will substitute, year for year, for the education requirement. A Master's or Ph.D. degree will substitute for one year of the experience requirement.

AND

Experience:

- Writing, coordinating and reviewing contingency plans, emergency response plans, disaster recovery plans, land use plans, and/or mitigation plans for an organization of over 100 personnel.
- Demonstrated experience in activities applying the scientific method to product development or developing programming and/or networking solutions, which may be demonstrated by a hard science or engineering degree.

Knowledge:

- An understanding of data formats and data structure.
- An understanding of how data supports computer applications.

DESIRED

Experience:

- One year of experience in assessing performance activities for organizations of 25 or more personnel.
- Two years of experience in working with radiological emergency plans and procedures.

Skills /Abilities to:

- Convey ideas and information in writing and through spoken language, using language that is appropriate to

both the complexity of the topic and technically correct, and takes into consideration the knowledge and understanding of the reader/audience.

- Work in an environment requiring strong customer relations, negotiations and problem resolution skills. This includes experience facilitating meetings/groups and working with committees to gain consensus.
- Explain complex or technical information regarding rules, rights, regulations, policies, procedures, programs, and/or services to answer questions, resolve problems, communicate decisions or actions, etc.
- Work in a high pressure environment.
- Operate scientific models or Geospatial Information Systems (GIS) software.

Knowledge:

- Federal and State Emergency Management and/or Homeland Security programs, policies, and procedures.
- Adult learning methodologies.

SUPPLEMENTAL INFORMATION:

CONDITIONS OF EMPLOYMENT

Union Shop Provision: This position is covered by a union shop provision. Therefore, as a condition of employment, candidates who are appointed are required to become members of the Washington Federation of State Employees, or arrange to pay that union a fee equivalent to its regular monthly dues. The union shop provision shall be effective on the first day of the month following the employee's initial 30 days in this classification.

Background Investigation: Must successfully complete the appropriate background checks required for employment. Must be willing to sign releases of information and shall not have access to any investigative materials and files. The processing of background checks can take up to six months post-employment. Failure to successfully pass a background check may be cause for termination.

Driver's License: If selected for the position, must maintain and/or obtain a valid State of Washington driver's license prior to the date hired and be qualified to drive a state vehicle as required to accomplish program requirements.

Work Hours: The Agency has implemented a 4/10 work schedule. The standard workweek will be Tuesday through Friday with Mondays off. The actual work hours will be established between the employee and immediate supervisor and will start no earlier than 6:00am and end no later than 6:00pm.

Emergency Assignment: Upon activation of the Emergency Operations Center (EOC) or Joint Field Office (JFO), incumbent may be required to work in an alternate location with rotating shifts, including weekends and evenings, in a highly stressful and fast-paced environment.

Travel: Occasional travel required - up to 10% to include overnight stays.

Application Process

Individuals interested in applying for this position should select the "Apply" button and submit the following:

1. A current application profile,
2. Responses to the Supplemental Questions (**Note that your responses to the supplemental questions are used to screen for interview selection**), and
3. A list of three professional references. Please include at least two past/current supervisors, one peer and subordinate if applicable. For each reference include the following:
 - Name
 - Professional Title
 - Working Relationship
 - Daytime Phone Number
 - Email Address

If you have questions about the application process or this recruitment, please contact Donn Buggert at donn.buggert@mil.wa.gov

The Washington Military Department is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons with disabilities needing assistance in the application/selection process, or those needing this job announcement in an alternate format, may call the Recruitment Section of State Human Resources at (253) 512-7935 or Telecommunications Device for the Deaf at (253) 512-7298.

Planning Strategist (EMPS 3) Supplemental Questionnaire

- * 1. I have read and understand the working conditions listed in the Supplemental Information - Conditions of Employment section of the job posting and I'm willing and able to work under those conditions?
 - Yes
 - No
- * 2. What is your highest level of education?
 - No High School Diploma or GED
 - High School Diploma or GED
 - Some College
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree or higher level degree
- * 3. For Question #2 above, if you indicated you have a college level degree, please indicate major. If you do not have a degree, answer with "N/A".
- * 4. Do you have at least one year of experience in assessing operational/business performance activities for organizations of 25 or more personnel? If yes, please list the organizations through which you gained that experience and provide a short description of that experience. If no experience, answer "No".
- * 5. Do you have two years of experience working with radiological emergency plans and procedures? If yes, please list the organizations through which you gained that experience and provide a short description of that experience. If no experience, answer "No".
- * 6. Describe your experience identifying or implementing new technology in an organization. Include the employer(s) with whom you gained the experience and specific job duties performed.
- * 7. Describe your vision of leadership and how you would practice it from a position without a formal leadership role.
- * 8. Describe your radiological materials experience and/or radiological materials education. This may include radiological planning, safety procedures, work experience, laboratory experience, etc.
- * 9. Describe your experience with matrix management. Identify challenges you experienced with matrix management and how you solved them.
- 10. Identify the primary essential elements of information needed for managing a major disaster, such as a flood or earthquake.
- 11. Describe how you would go about data mining for a major Washington hazard, such as floods or earthquakes.
- * 12. Select the answer below that best describes your experience working with computers.

- Beginner (Little or no working experience but interested and willing to learn)
- Developing (Working knowledge and able to perform basic functions)
- Skilled (Working knowledge and use a computer as part of my regular job duties)

* 13. How did you hear about this recruitment?

* Required Question