

## PROGRAM SPECIALIST (HEALTH EMERGENCY PREPAREDNESS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision in the Department of Health, an incumbent of this position is responsible for the development and coordination of health related emergency management plans and procedures for preparedness, response, recovery and mitigation. Responsibilities also involve the recruitment and organization of volunteers ensuring adequate staffing during emergency response situations, and assisting with planning and administering associated training and exercise programs and providing administrative, material, operational and technical support for health emergency management programs related to public health threats, which may include outbreaks of infectious disease, weather related disasters, acts of bioterrorism or other public health emergencies. Confidentiality must be maintained in dealing with important and sensitive public health issues. The incumbent is expected to use good judgment, initiative and independent action in performing assignments while in accordance with county, state and Federal laws, orders and policies. Supervision is exercised over a small number of technical and clerical support personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Drafts, develops, implements and maintains public health emergency response plans to deal with emergency preparedness plans and other emergency response policies; integrates such plans and policies with department functions;

Provides guidance to County departments and local jurisdictions about public health emergency management programs, including the mitigation of hazards to reduce risk;

Works with local municipalities, public and volunteer organizations, the New York State Department of Health and other County departments on developing and maintaining emergency response plans for naturally occurring (i.e., winter storms, floods) or man-made threats;

Supports the development and maintenance of local public health related disaster recovery plans as well as state and federal public health disaster recovery programs;

Implements exercise scenarios and participates in training exercises, in coordination with the Department of Emergency Services, to test emergency response plans;

Assists in the preparation of training programs and exercise scenarios for emergency management personnel as required; assesses staff readiness skills and identifies training needs;

Oversees and participates in the design and maintenance of computerized and manual tracking systems for identifying, maintaining and disbursing public health related emergency and equipment to ensure compliance with mandated federal, state and county regulations;

Responsible for the recruitment and organization of volunteers to ensure adequate staffing during emergency response situations;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Reviews relevant plans and guidance documents from federal, state and local health emergency response agencies;

Reviews various statutes, programs and publications for information relevant to current agency operations and/or ongoing emergency management concerns;

Meets with federal, state, local and private agencies to coordinate the planning of an integrated response as required;

Establishes liaison and working relationships with local municipalities, public and volunteer organizations, and other County departments to plan, prepare, mitigate, recover from public health disaster and to maintain an inventory of emergency supply inventories and to facilitate an understanding of the needs and requirements of their Public Health Emergency Management operations;

Prepares and submits equipment specifications and vouchers for the purchase, installation and maintenance of equipment at various reception sites throughout the County, and may evaluate responses to Requests for Proposals for related services;

Prepares and conducts training programs for public health emergency management personnel as required;

Responds to the Westchester County Emergency Operations Center (EOC) to support the Public Health Branch, or other emergency operations sites, as needed;

Assists in the development of emergency exercises and participates in exercises to test public health emergency plans and the response capabilities of the public health emergency management system;

Assists in the preparation of public health emergency public information messages;

Supports educational opportunities for the public related to public health emergency preparedness;

Assists with the assessment of community resources and needs regarding response to bioterrorism or other public health threats and works to ensure compliance with public health preparedness plans;

Responds to inquiries for information related to Westchester County's health related emergency management programs and coordinates the development and distribution of public information;

Assists with the inspection and maintenance of an emergency preparedness inventory for all Health Department equipment in accordance with mandated guidelines; ensuring operability standards are maintained;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Participates in program-related meetings or conferences with healthcare organizations, governmental agencies, community groups and the public on an as needed basis;

Uses good judgment, initiative and independent action in performing assignments;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of public health principles, practices and administration of emergency management services and disaster planning and all applicable federal, state and local laws and procedures; good knowledge of county, state and federal laws and plans relating to public health emergency management activities; good knowledge of the varied situations, factors and consequences to consider and incorporate in public health emergency preparedness plans; knowledge of the basic principles of epidemiology, outbreak management and response; good knowledge of the preparation of technically competent, feasible and realistic public health emergency operation plans; ability to provide training and consultation to a wide range of public health emergency management professional and technical personnel; ability to read, interpret and apply federal and state laws, rules and regulations as they relate to public health emergency management planning; ability to assemble and analyze data and prepare concise public health emergency management plans, memoranda and/or reports; ability to identify potential program problem areas and to formulate and recommend realistic solutions; ability to work well under adverse and stressful situations; ability to establish and maintain effective working relationships with officials and professionals at the local, state and federal level; ability to read and interpret complex written materials; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to effectively communicate, both orally and in writing; ability to effectively use computer applications such as word processing, spreadsheets, calendar, e-mail and database software; sound professional judgment in handling emergencies and confidential matters; resourcefulness; leadership abilities; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: An Associate degree\* and either: (a) four years of paid or verifiable volunteer experience\*\* as an emergency responder; or (b) four years of experience where the primary function of the position was in the preparation, mitigation, response and/or recovery of emergency situations for a government entity; or (c) a satisfactory combination of experience as defined by the limits of (a) and (b).

SUBSTITUTIONS: (1) Satisfactory completion of 30 credits\* towards a Bachelor's degree\* may substitute for one year, for up to two years, of either of the required four years of experience. (2) A Master's degree\* in Emergency Management may substitute for the years of experience stated in either (a) or (b).

\*\*NOTE: Written verification will be required from the volunteer agency.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENTS: Possession of a valid driver's license to operate a motor vehicle in the State of New York at the time of appointment.

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Job Class Code: C3348  
Job Group: X