



STATE OF NEW MEXICO
invites applications for the position of:

Emergency Management Specialist (DHSEM #74692)

SALARY: \$15.28 - \$26.59 Hourly
\$31,782.40 - \$55,307.20 Annually

JOB TYPE: Sponsored Term Funded Position
OPENING DATE: 10/13/16
CLOSING DATE: 11/12/16 11:59 PM
DEPARTMENT: Homeland Security & Emgncy Mgt
LOCATION: Santa Fe (City)

JOB DESCRIPTION:

NEOGOV is currently working on a system update for applicants who use screen readers. If you are applying with a screen reader and need assistance, please contact Andrea Rivera-Smith @ (505) 695-5606.

IMPORTANT NOTICE:

Attached resumes will not be reviewed or considered. You are required to include your work experience in the Work Experience section of your application. If you have previously included work history on a resume you must transfer your work history into the Work Experience section prior to submitting your application. For more information please visit our website: [Employment with the State of New Mexico](#)

Purpose of Position:

This position is responsible for planning and leading collaborative planning processes and developing and documenting emergency response plans for the state. Responsibilities include case study research, project scoping, developing project plans, facilitating stakeholder and technical advisory groups, and writing and editing plan documents. The Emergency Management Planner will review and advise on other emergency response plans, serve as the Department's representative on task forces and inter-agency work groups, help support the training and exercise team to teach and practice statewide emergency response plans, and support efforts to create a statewide culture of preparedness, response, recovery and resilience. The Emergency Management Planner is part of the Department's emergency response team, works in the State Emergency Operations Center when it is activated during an emergency, and serves as the on-call watch/duty officer on a rotating basis.

This position is a Pay Band 65.

THIS POSTING WILL BE USED TO CONDUCT ONGOING RECRUITMENT AND WILL REMAIN OPEN UNTIL THE POSITION HAS BEEN FILLED.

CLASSIFICATION DESCRIPTION:
Emergency Management Specialist

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited four-year college or university in any field and a minimum of (2) two years of experience in emergency management and/or emergency operations. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Employment Requirements:

Employment is subject to a pre-employment background investigation and is conditional pending results. Must possess or ability to obtain, maintain, and retain a valid New Mexico Driver's License. Successful course completion of Incident Command System (ICS) 100 through 300, IS-700 National Incident Management System (NIMS) and IS-800.B National Response Framework (NRF) are required. Successful completion of the FEMA Emergency Management Institute Professional Development Series (PDS) expected within six months of hire.

Statutory Requirements:

N/A

SUPPLEMENTAL INFORMATION:

Benefits:

Do you know what Total Compensation is?

<http://www.spo.state.nm.us/total-compensation.aspx>

Working Conditions:

Work is performed in an office setting with exposure to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage and extended periods of sitting with some standing, bending, reaching, and walking. Ability to lift and carry a minimum of 25lbs. Occasional work outside in inclement weather. Situations may warrant work in disaster field office(s) or a mobile operations center. Voluntarily carry Department issued cell phone for official use without compensation, and be subject to recall during disasters and other emergencies. Working conditions for individual positions in this classification will vary based upon the specific needs of day-to-day activities or emergency events. Employees must be available to respond 24 hours a day, including holidays, and may be deployed long distances from home for extended periods of time.

Conditions of Employment:

Working Conditions for individuals positions in this classification will vary based on each agency's utilization, essential functions, and the recruitment needs at the time a vacancy is posted. All requirements are submitted to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status:

FLSA status is not determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit:

This position is not covered by a collective bargaining agreement.

Agency Contact Information:

Valli Wasp, (505) 476-9689.

Link to Agency:

<http://www.nmdhsem.org/>

Applicant Help/How to Apply:

http://www.spo.state.nm.us/State_Employment.aspx

[Facebook](#)

[LinkedIn](#)

APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Job #2016-03677
http://www.spo.state.nm.us						EMERGENCY MANAGEMENT SPECIALIST (DHSEM #74692)
2600		Cerrillos		Road		AS
Santa	Fe,		NM	87505		

justin.najaka@state.nm.us

Emergency Management Specialist (DHSEM #74692) Supplemental Questionnaire

- * 1. Please indicate the highest level of education you have **completed**. If you have responded that you have an education higher than a high school diploma or GED, you must attach a copy of your official/unofficial transcript(s) that clearly state the type of degree and date awarded/conferred, institution name, applicant name and is in a format that cannot be modified (edited). Your application WILL NOT be considered for further review if you have failed to provide this information.
- Eighth Grade
 - Tenth Grade
 - High School Diploma or GED
 - Associates Degree or Technical/Vocational Certificate
 - Bachelors
 - Masters
 - Juris Doctorate
 - Ph.D. / PsyD / Ed.D. / M.D. / D.O. / Doctorate
- * 2. *How many years of experience do you have RELATED to the PURPOSE of this position? Please note that the purpose of this position is an extension of the minimum qualifications. Please review both the purpose of position and minimum qualifications before responding to this question. If you worked a part-time position (less than 40 hours a week) please be aware that your experience for this time period will be pro-rated. Additionally, if you have work experience that overlaps, you will only be credited for a maximum of 40 hours per week for that time period. Please note, that only related work experience will be considered.
- None
 - 3 months of experience
 - 6 months of experience
 - 1 year of experience
 - 2 years of experience
 - 3 years of experience
 - 4 years of experience
 - 5 years of experience
 - 6 years of experience
 - 7 years of experience
 - 8 years of experience
 - 9 years of experience
 - 10 years of experience
- * 3. M40101-795 Do you have experience in writing plans and standard operating guidelines based on emergency management/operations plans?
- Yes
 - No
- * 4. M40101-795 Do you have experience with catastrophic events planning initiatives?
- Yes
 - No
- * 5. M40101-795 Do you have experience with planning for state or federal disaster recovery programs?
- Yes

- No
- * 6. M40101-795 Do you have experience with the planning and implementation of volunteer and donations management plans?
- Yes
 No
- * 7. M40101-795 Do you have experience conducting homeland security and/or emergency management training?
- Yes
 No
- * 8. M40101-795 Do you have experience conducting exercises in keeping with the Homeland Security Exercise Evaluation Program guidelines?
- Yes
 No
- * 9. M40101-795 Do you have experience with gathering and analyzing information for situational and/or operational awareness?
- Yes
 No
- * 10. M40101-795 Do you have experience working on gap analysis for emergency response resources and/or capabilities?
- Yes
 No
- * 11. M40101-795 Do you have experience with the development and sustainment of a credentialing system for deployable resources?
- Yes
 No
- * 12. Briefly describe when and how you obtained this experience. Please note if you answered "No" to the previous question, type "n/a" as your response to this question.
- * 13. M40101-795 Do you have experience with developing emergency management/operations plans?
- Yes
 No
- * 14. Briefly describe when and how you obtained this experience. Please note if you answered "No" to the previous question, type "n/a" as your response to this question.
- * 15. I understand that I must attach transcripts if I have certified that I have an education higher than a High School Diploma or GED, which include the date and type of degree awarded, institution name, applicant name and is in a format that cannot be modified (edited).
PLEASE NOTE: Attachments are NOT automatically attached to your application. You will need to select which documents to attach to each application. (The last 15 attachments uploaded are available for selection).

I understand that my response to the experience question will be confirmed. I have included my related work experience in the Work Experience Section of my application.

I understand that I must complete the Certificates and Licenses section of my application

or attach proof of this license/certificate to my application if this position has a statutory requirement.

I understand that my application will not be further considered if I fail to provide this required information and documentation at the time my application is submitted.

I understand

* Required Question