

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency STATE POLICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Services Bureau
4. Civil Service Position Code Description Departmental Analyst 9 - 11	10. Division Emergency Management and Homeland Security
5. Working Title (What the agency calls the position) Disaster Recovery Program Analyst	11. Section Risk Reduction and Recovery Section
6. Name and Position Code Description of Direct Supervisor VEDDER, TIFFANY C; DEPARTMENTAL MANAGER-3	12. Unit Disaster Recovery Unit
7. Name and Position Code Description of Second Level Supervisor BURGER, PENELOPE J; DEPARTMENTAL MANAGER-4	13. Work Location (City and Address)/Hours of Work 7150 Harris Drive, Dimondale, MI 48821 / 8am-5pm, M-F

14. General Summary of Function/Purpose of Position

This position serves as a Disaster Recovery Program Analyst in the Risk Reduction and Recovery Section, Disaster Recovery Unit. In this role, the employee will work with the debris management team to provide guidance and training to state agencies, local emergency managers, and local government officials to ensure compliance with local, state and federal regulations. The employee will serve as a member of the debris management team and assist the state director and operations section chief on debris management operations, providing recommendations and best practices during State Emergency Operations (SEOC) response activations and during recovery after an emergency or disaster incident. The analyst will serve on the debris management team to provide support for debris management operations to local emergency managers and their communities before, during, and after an emergency or disaster incident.

In addition, this position will provide programmatic support to the Public Assistance (PA) program, under the direction of the State Public Assistance Officer (SPO) and Unit Manager in accordance with federal regulations, Federal Emergency Management Agency (FEMA) program guidance, federal and state policies, and the approved State Public Assistance Administrative Plan. The employee will support the PA team to assist in developing and revising procedures and processes for the grants management system, EM Grants. Responsibilities also include assisting in all aspects of managing grants under the PA program by, including but not limited to, developing guidance, reviewing applications, management databases, completing reports, reviewing reimbursement requests, and monitoring projects. The position will serve as resource to the Disaster Recovery Unit in achieving program goals and improving the overall performance of the grant program and will assist with other federal and state disaster recovery programs as needed. This position must function in a bias free manner.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 45

Debris Management Team Analyst – Provide debris management support and participate as a member of the debris management team to provide guidance and training on debris management and ensure compliance with local, state, and federal regulations before, during and after an incident.

Individual tasks related to the duty:

- Serve on debris management team for SEOC activations and provide support to local emergency managers and their communities before, during, and after an emergency or disaster incident.
- Assist section chief to direct other state agencies, including the Michigan National Guard and the Michigan Department of Natural Resources in statewide debris operations.
- Participate with the debris management team to develop and refine a debris management training curriculum to train local emergency managers and local governments on debris management operations.
- Participate in the debris management team for revisions and updates to the state Disaster Debris Management Plan to ensure compliance with local, state, and federal regulations.
- Develop of new pre-positioned state-wide debris management/monitoring contract(s) in preparation for emergencies or disaster incidents.
- Develop, with debris management team, a state debris management program and tools to assist local governments with debris operations before, during, and after an emergency or disaster incident and after an emergency or major disaster declaration.
- Participate in initial damage assessment teams and preliminary damage assessments with the FEMA when debris operations are a major focus.
- Provide technical assistance to grant applicants on debris management operations as new FEMA PA declarations are approved and present on debris management at FEMA PA applicant briefings.

Duty 2

General Summary:

Percentage: 35

Public Assistance (PA) Grant Analyst – Assist the Unit Manager and SPAO in the programmatic administration of the PA Program in accordance with federal regulations, FEMA program guidance, federal and state policies, and the approved State Public Assistance Administrative Plan.

Individual tasks related to the duty:

- Interpret federal policy and procedure and provide technical assistance to subrecipients.
- Assist the PA team to develop and revise procedures, processes, and checklists for the grants management system, EM Grants.
- Review and revise standard operating procedures for the state PA Grant Program.
- Review subrecipient risk assessments and assist unit manager assign appropriate monitoring activities based on risk level in accordance with division policy.
- Monitor project progress and financial status from implementation through to grant completion and closeout.
- Make cost eligibility recommendations to SPAO and Unit Manager, and upon eligibility approval review cost documentation for completeness and approve reimbursements.
- Provide subrecipient monitoring including providing on-going technical assistance, completing programmatic reviews, and conducting site visits.
- Review state and local government projects for PA to ensure applicants are performing work in accordance with federal and state laws and regulations.
- Under the direction of the SPAO or Unit Manager, assist in preparation of the State's appeal of project denials and supplements on behalf of subrecipients and submit to FEMA.
- Distribute quarterly reports and review quarterly progress reports submitted by applicants.
- Audit completed project paperwork and work with subrecipients to ensure a complete package is assembled and submitted to FEMA for close out. Assist subrecipients in the package compilation, as well as conducting on site visits to ensure work was completed per the grant agreement, when needed.
- Attend meetings with local, state, and federal agencies on disaster assistance and provide information or answer questions on the state and federal PA programs.

- Respond to inquiries from federal, state, and local government officials, private non-profit organizations, and citizens regarding the PA program.
- Ensure timely completion of grant activities within the period of performance.
- Request period of performance extensions when necessary.
- Review required grant closeout documentation with subrecipients to ensure necessary documentation is submitted to FEMA.
- Verify the final payment making sure the correct subgrantee management costs were paid.
- Inventory and organize all the project files and prepare closeout files.
- Verify the subgrantee's documentation for all the expenditures, confirming that all expenses were eligible project costs.
- Prepare subrecipients' application packages for the federal PA Program. Track the status of each applicant case file and do appropriate follow-up work.
- Set up and manage grant files.
- Ensure that project applications, supplements, appeals, time extensions, status reports and other required forms are submitted according to timeframes established by FEMA. Review and approve requests for time extensions and advances.
- Assist in the development of grant agreements for PA projects.

Duty 3

General Summary:

Percentage: 10

Disaster Recovery Resource - Serve as resource to the Disaster Recovery Unit in achieving program goals and improving the overall performance of the grant program.

Individual tasks related to the duty:

- Compile statistics on projects, programs and disasters, for reporting, program enhancement and future training purposes.
- Conduct research, respond to surveys, compile reports, and participate in meetings and webinars in support of the program.
- Assist in the maintenance of state administrative plans, policies, procedures, and applicant guidance to comply with rules and audits.
- Document observed challenges in the delivery of the PA program and develop solutions to propose to the Unit Manager and the State Public Assistance Officer (SPA0) for resolving those challenges.
- Investigate methods for enhancing service delivery and program preparedness or implementation for statewide application.
- Collaborate with information technology professionals, fiscal and program staff to develop, implement and maintain electronic methods of grants processing, compliance monitoring, and program evaluation.
- Participate in unit and section meetings and assist in developing policies and procedures to improve the section.
- Make recommendations to the Unit Manager and SPA0 on program and grant policies.

Duty 4

General Summary:

Percentage: 10

Response and Recovery Duties in the SEOC - Participate in disaster response and recovery activities and provide support to the division during activation of the SEOC for disaster or emergency drills, exercises, and actual events. Participate in professional development and training, agency activities, and other duties as assigned. (Individual tasks may include, but are not necessarily limited to, those listed below.)

Individual tasks related to the duty:

- Participate in training, drill, and exercise activities related to emergency response and recovery.
- Attend workshops and conferences providing instruction relevant to Michigan's hazards or response and recovery systems, etc.
- Collect, compile, analyze, synthesize, and report damage and impact assessment information when the SEOC is activated.
- Collect, process, analyze, and summarize information and activities related to incident documentation, after-action reports, and requests for state and federal declarations and assistance.
- Serve in SEOC positions and provide support to staff in the SEOC or other state emergency coordination facilities.
- Serve as field liaison to involve non-governmental, local, state, and federal agencies.
- Provide state support to the Joint Field Office and Disaster Recovery Center established by FEMA.
- Attend work-related meetings, conferences and training courses as needed.

- Serve and participate actively as a team member within functional units, program teams, and the agency.
- Complete other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Interpretation of general program direction, implementation of statewide program objectives, scheduling meetings with mid-level management personnel from federal, state, and local agencies. There is a direct relationship between the quality and appropriateness of decisions made and the effectiveness of programs and activities.

17. Describe the types of decisions that require the supervisor's review.

When decisions are needed that affect overall program direction that are unique, involve upper management at the federal, state, and local level (including private organizations), or require significant involvement or commitment of departmental or other state/local agency resources.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Physical Activities: Daily reading, typing, discussion on the telephone and in person, sitting, standing, carrying files and documents short distances, and walking to and from a parking lot to work site or meeting location. Frequent speaking in front of groups of varying sizes. Periodically must be able to load and transport boxes of written materials to meetings or workshops, and travel to/from meeting and training sites. Must be able to participate in lengthy meetings, conferences, and workshops as required. Most job functions are performed while sitting at a desk or in a meeting. Occasional fieldwork may be required to conduct site inspections or damage surveys. Depending on situational needs, these inspections may require the employee to physically visit and inspect damaged sites on foot or via automobile, or as a passenger on a boat, helicopter or fixed wing aircraft.

Conditions/Hazards: Occasional fieldwork may cause the employee to be exposed to all types of weather conditions (wet, cold, heat, wind, sun) and environmental hazards (noise, dust, smoke, odors, fumes, possibly fire and chemicals, vegetation, and possibly contaminated air, soil, and water). Most daily work, however, will be performed in an office environment in a government building or other similar type structure.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

The position will serve as the Debris Management Branch Director and advisor to the state director on debris management operations, providing recommendations and best practices before, during, and after an emergency or disaster incident. The analyst will lead, train, and prepare a debris management team and provide support for debris management operations to local emergency managers and their communities before, during, and after an emergency or disaster incident. The

employee will serve as a lead worker in the management and administration of the PA Program in accordance with federal regulations, FEMA program guidance, federal and state policies, and the approved State Public Assistance Administrative Plan. This position will lead the recovery team in the revision and development of standard operating procedures, processes, and checklists and will support programmatic reporting requirements regarding related state and federal grants.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

It has become apparent there is an increased need for a debris management lead and SME due to the increase in the number of incidents in Michigan requiring this type of expertise and coordination. The division had a Departmental Specialist previously performing debris specialist duties who is no longer with the division. Audit findings have also necessitated a lead for the PA grants management system, EM Grants. This position will lead the recovery team in the revision and development of standard operating procedures, processes, and checklists.

25. What is the function of the work area and how does this position fit into that function?

The work area includes the Emergency Management and Homeland Security Division (EMHSD) administrative staff offices, as well as the SEOC. The EMHSD is the state level agency responsible for all aspects of emergency management and homeland security within the state and is responsible for the planning and coordination of state level response to disasters and emergencies (through the SEOC). The EMHSD is the State Administrative Agency for administration of Department of Homeland Security and Emergency Management grants for the State of Michigan. This position within the Risk Reduction and Recovery Section supports this mission with a focus on recovery. The position is the state recognized SME and lead for debris management operations in the State of Michigan. The position is also a lead worker for the administration of PA grants and processes and procedures for the grants management system, EM Grants.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major.

EXPERIENCE:

Departmental Analyst 9
No specific type or amount is required.

Departmental Analyst 10
One year of professional experience.

Departmental Analyst P11
Two years of professional experience, including one year of experience equivalent to the intermediate (10) level in state service.

KNOWLEDGE, SKILLS, AND ABILITIES:

Experience or education in emergency management, grants management, or planning is preferred.

Proficiency in Microsoft Office applications, particularly Word and Excel is required.

CERTIFICATES, LICENSES, REGISTRATIONS:

Professional Emergency Manager designation required (May be obtained after appointment).

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date