# Position Summary

This summary describes the organization, duties, and requirements of a State of Michigan vacancy. The official position description for this position is available from the HR office for the agency.

**Position Code:** DEPTMGR3

**Civil Service Class and Level:** Departmental Manager-3

**Working Title (What the agency calls the position):** Training and Exercise Unit Manager

**Name and Position Code Description of Direct Supervisor:** ROOS, BRENNA L; DEPARTMENTAL MANAGER-4

**Department/Agency:** STATE POLICE

**Work Area:** Emergency Management and Homeland Security Division (EMHSD)

**Work Location/Hours of Work:** 7150 Harris Drive, Dimondale, Michigan 48821 / Monday through Friday; 8 a.m. – 5 p.m.

**General Summary of Function/Purpose of Position:** This position oversees the Training and Exercise Unit in the Michigan State Police (MSP), EMHSD. The Training and Exercise Unit is comprised of staff who support the statewide Emergency Management Training and Exercise programs. This position will also lead and conduct local exercise support for all the State of Michigan (SOM) Counties and municipalities with independently established Public Act (PA) 390 programs.
Staff within this Unit serve as Training Officers, as recognized by the Federal Emergency Management Agency (FEMA), to ensure the most recent national training programs are made available to Michigan's emergency managers and first responders. These team members are also responsible for the Michigan Professional Emergency Manager (PEM) Program, to include updating and maintaining the course curriculum, conducting PEM exams, and monitoring maintenance of PEM designees as required. In addition, training staff are responsible for statewide program administration of Incident Command System (ICS) 300 and 400 trainings, and All-Hazard Incident Management Team (AHIMT) training for the EMHSD, State Emergency Management Coordinators (SEMCs), local emergency management programs, tribal programs, and the private sector.

Staff within this Unit serve as the State Exercise Officer, as recognized by the FEMA, responsible for federal and state level exercises, as well as the State Emergency Operations Center (SEOC) exercises. Staff within this unit will ensure coordination of the Emergency Management Program Grant (EMPG) exercise requirements, both at the state and local levels. Staff members provide technical assistance to state and local programs, as well as private sector agencies, to ensure preparedness to respond to any emergency or incident within the SOM. Exercises conducted at the state level by staff will prepare an After-Action Report (AAR) to include an Improvement Plan for which items will be assigned and tracked.
This position will serve as a local exercise officer for the MSP/EMHSD. This position is essential to ensure local and tribal emergency management agencies, as well as private partner entities, are prepared to prevent, detect, respond to, and recover from terrorist events, natural disasters, and human-made disasters.
This position serves on the MSP/EMHSD exercise planning/design team to ensure local and tribal agencies, as well as private partner entities, have a role in the overall program. This position will assist in researching, developing, delivering, and coordinating exercise training and provide direct assistance and guidance to local and tribal agencies, as well as private partners, in the areas of exercise design, development, conduct, evaluation, and AAR. This position must function in a bias free manner.

**Assigned duties and tasks for each duty.**

**Duty 1** **Percentage: 35**

Work closely with all local and tribal agencies, as well as private partner entities, to plan, conduct, and evaluate exercises to meet the needs of their communities. Serve as a SOM Exercise Officer and as a member of the EMHSD exercise planning team.

- Support all local PA 390 emergency management program exercise coordination.
- Monitor and report adherence to local PA 390 EMPG exercise requirements.
- Develop and maintain an exercise training curriculum and calendar to address effective exercise design, development, conduct, evaluation, AAR, and improvement planning for local PA 390 programs.
- Coordinate and deliver exercise workshops to local emergency management program staff to support and prepare them in their goal to ensure compliance with federal grant programs.
- Interpret administrative rules, standards, policies, and processes, as related to the state exercise program, to assist state and local emergency management programs and private partners in meeting goals and objectives.
- Provide guidance for local and tribal agencies, as well as private partner exercises.
- Consult with local, state, and tribal agencies to share regional and nationwide lessons learned and innovations.
- Serve as a member of the state exercise team.
- Maintain standardized exercise reporting methods to track the design, development, conduct, evaluation, and AAR of each exercise.
- Maintain the standardized record-keeping system for the storage and retrieval of exercise data.
- Attend local, state, and tribal agency and private partner exercises to assist in development, conduct and AAR.

**Duty 2** **Percentage: 30**

Manage and supervise the State Emergency Management Training Program, providing the most current federal training, as well as development and delivery of the PEM Program.

- Supervisor staff in development of the annual training calendar.
- Supervise the training program staff in development and delivery of the PEM curriculum.
- Ensure regular evaluation to proactively address unmet training needs across the state.
- Assist in development of the annual training budget to include approving expenditures.
- Participate in regularly scheduled PEM Advisory Board meetings to include necessary Bylaw updates.
- Ensure training staff are adequately involved in the annual Integrated Preparedness Planning Workshop (IPPW).
- Supervise the annual review and verification of the EMHSD staff training records.
- Supervise the ICS 300 and 400 training course scheduling and coordination.
- Supervise the AHIMT training coordination for the EMHSD, SEMCs, local emergency management programs, and the private sector.
- Assist in the qualification review of the AHIMTs.
- Participate in the annual Threat and Hazard Identification Risk Assessment and Stakeholder Preparedness Review meetings to represent the statewide Training program.

**Duty 3** **Percentage: 30**

Manage and supervise the State Emergency Management Exercise Program to maintain quality testing of planning and training at state, local, and tribal programs, as well as private sector agencies.

- Supervisor staff in development of the annual exercise calendar.
- Supervise the exercise program staff to ensure required technical support is provided to all local emergency management programs and assist state agencies as requested.
- Maintain records of exercises conducted at state and local levels to meet grant reporting requirements.
- Assist in development of the annual exercise budget to include approving expenditures.
- Participate in the annual Threat and Hazard Identification Risk Assessment and Stakeholder Preparedness Review meetings to represent the statewide Exercise program.
- Supervise the planning and conduct of the SOMs IPPW.
- Supervise the operations and maintenance of the EMPG exercise reporting requirements.
- Co-lead exercise planning with the Statewide Exercise Officer.

**Duty 4** **Percentage: 5**

Provide management support to the division during activation of the SEOC for disaster or emergency drills, exercises and actual events. Perform other duties as assigned.

- Provide support to the division in the SEOC in an assigned role during disaster/emergency drills, exercises, and actual events as assigned or as required by the ICS and in accordance with standards set forth by the National Incident Management System and the National Response Framework. Participate in drills and exercises, including but not limited to: routinely scheduled Radiological Emergency Preparedness (REP) drills/exercises; tabletop or functional exercises addressing specific hazards and/or functions; exercises supporting local jurisdictions or state agencies; exercises supporting FEMA or other federal agency partners; and exercises supporting nongovernmental entities that have identified roles in state emergency operations.
- Perform other emergency support functions in the SEOC during disaster/emergency drills, exercises, and actual events as assigned by the SEOC Director.
- Be available to respond to disasters in the SOM outside normal business hours.
- Other duties, as assigned.

**Types of decisions made independently and whom or what those decisions affect:** This position is responsible for overseeing the work assignments of the Training and Exercise Unit staff and assigning projects and tasks, establishing budget priorities, coordinating activities with local, state, federal, international, and private partners, and acting as the catalyst for resolving complex programmatic problems. The Training and Exercise Unit Manager will work closely with local PA 390 programs on exercise design and coordination and guidance on adhering to federal grant requirements.

**Types of decisions that require the supervisor's review:** The Section Manager shall be included in matters that impact other Sections within the EMHSD or other Divisions of the MSP, involve Command or Department level review and approval, or carry significant financial, legal, or political consequences. Decisions related to overall program strategy, resource commitments, organizational structuring, and partnership continuity should be conferred with the Section Manager.

**Physical effort used to perform this job and environmental conditions of this position:** This position entails routine office work, including use of a computer, telephone, fax, general office and audio-visual equipment, and participation in meetings. Driving an automobile, standing, sitting, typing, writing, walking, stooping, kneeling, carrying, and bending are all physical tasks that may be performed occasionally. This position will operate from a variety of locations, including home office, MSP Headquarters office, classroom, and local meeting rooms. This individual will occasionally transport boxes of published materials. The individual in this position is required to be available to work overtime in a disaster or emergency. Travel to state and national conferences may be required. Flexibility in work schedule to accommodate travel and evening meetings may be required.

**Names and classes and levels of employees whom this position immediately supervises:**

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|---|---|
| JOHNSTON, DEANNA M | HUMAN RESOURCES DEVELOPER-A 12 |
| ARNDT, CONSTANCE S | HUMAN RESOURCES DEVELOPER-A 12 |
| CALHOUN, JACK W | HUMAN RESOURCES DEVELOPER-A 12 |
| VACANT | HUMAN RESOURCES DEVELOPER-E |
| VACANT | HUMAN RESOURCES DEVELOPER-E |

**Essential functions of this position:** Manages the Training and Exercise Unit. The Training and Exercise Unit is comprised of staff who support the statewide Emergency Management Training and Exercise programs. This position will also lead and conduct local exercise support for all the SOM Counties and municipalities with independently established Public Act 390 programs.

**Function of the work area:** The EMHSD coordinates statewide preparedness, response, recovery, and mitigation activities for disasters and emergencies in the SOM. The Training and Exercise Section supports this mission by coordinating preparedness planning, training, exercises, and interagency initiatives across emergency management programs, including REP activities and response associated with nuclear power plant incidents. This position supports that mission by serving as the Training and Exercise Unit Manager.

**Education, experience, and credentials typically needed to perform the position's essential functions [Equivalent combinations of education and experience can also be evaluated on an individual basis for applications providing sufficiently detailed descriptions of the other experience.]:**

**EDUCATION:**
Possession of a bachelor’s degree in any major.

**EXPERIENCE:**

**Departmental Manager 13 - 15**
Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

**KNOWLEDGE, SKILLS, AND ABILITIES:**
Excellent interpersonal communication and writing skills are vital to this position. It is preferred that this person be knowledgeable and skilled in all areas of emergency management and demonstrate skills at interpreting federal guidance and negotiating issues with local, state, and federal agencies and private entities. Technical knowledge of the preparedness phase of emergency management is preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:**
PEM certification is required. (May be obtained following appointment)