

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. HUMRDEVAD89N

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 Human Resources Developer-A	10. Division Emergency Management and Homeland Security Division (EMHSD)
5. Working Title (What the agency calls the position) Radiological Emergency Preparedness (REP)	11. Section Training and Exercise Section
6. Name and Position Code Description of Direct Supervisor EWING, DANICA D; DEPARTMENTAL MANAGER-3	12. Unit Training, Exercise and Radiological Unit
7. Name and Position Code Description of Second Level Supervisor ROOS, BRENNAL; DEPARTMENTAL MANAGER-4	13. Work Location (City and Address)/Hours of Work 7150 HARRIS DR; DIMONDALE, MI 48821 Monday through Friday; 8 a.m. to 5 p.m.
14. General Summary of Function/Purpose of Position	
<p>This position serves as the recognized resource for fixed site nuclear power plants and as the REP trainer for state agency partners.</p> <p>This position is responsible for coordinating and providing annual commercial nuclear power plant offsite training for state and volunteer agencies, per federal regulations. This position handles development and training of key REP Standard Operating Procedures (SOPs) for state agencies.</p> <p>This position is responsible for overall coordination and implementation of the REP drills and federally evaluated exercises. This includes development and monitoring state training standards for the REP program and ensuring adherence to federal training requirements and best practices. Develop timelines, scenarios, criteria, extent of play, and exercise objectives for nuclear power plant drills and exercises.</p>	

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: 60

Serve as the recognized resource for the development and delivery of REP training to state agency personnel per federal requirements. Maintain training records for applicable state agencies. Provide training and planning support for conferences, workshops, and specialized outreach, including the annual Michigan REP Conference.

Individual tasks related to the duty:

- Design and/or review REP training program for content for each agency being trained.
- Establish an appropriate training schedule with each agency.
- Develop training based on the needs of the requesting agency and conduct training.
- Update and conduct training, ensuring all issues from previous drills and exercises are adequately addressed.
- Obtain feedback on training effectiveness from participants and the applicable agency.
- Obtain REP training records from state agencies and provide for inclusion into the Annual Letter of Certification submitted to the Federal Emergency Management Agency (FEMA).
- Maintain responsibility for REP training program for the State Emergency Operations Center (SEOC) and state agency support.
- Development and maintenance of a student manual and/or support materials to facilitate the understanding of REP principles, procedures, and equipment.
- Planning and agenda development of conferences, workshops, and specialized outreach, including the annual Michigan REP Conference. Activities could include event planning, developing training, agenda coordination, registration of attendees, facility planning (audio-visual, lodging, and meal planning), setting up and taking down of support materials, preparing post-conference analysis report, etc.

Duty 2

General Summary:

Percentage: 25

Responsible for the development and conduct of REP drills and federally evaluated exercises.

Individual tasks related to the duty:

- Coordinate the Michigan REP drill and exercise program for state and utility personnel.
- Develop drill and exercise scenarios, play, injects, and criteria.
- Coordinate with external agencies (federal, state, local, and utilities) in developing exercise timelines and project assignments.
- Develop controller guidebooks and other REP resources and provide training on them.
- Recognize, evaluate, and discuss issues with FEMA evaluators and report key items to the state lead controller during graded exercise.
- Provide performance feedback to participants.
- Ensure compliance with federal exercise requirements per federal REP regulations and the Homeland Security and Exercise Evaluation Program.
- Ensure issues from previous drills are tested and closed.

Duty 3

General Summary:

Percentage: 10

Manage updates and maintenance of state and local SOPs for emergency response for SEOC and assist state agencies.

Individual tasks related to the duty:

- Review, revise, and update procedures annually.
- Incorporate comments noted by procedure users.
- Review, revise, and update SOPs, as required, based on comments from subject matter experts or from lessons learned received during drills, exercises, and actual events.

Duty 4

General Summary:

Percentage: 5

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

Individual tasks related to the duty:

- Perform emergency support functions in the SEOC during disaster emergency drills, exercises, and actual events, as assigned or as required by the Incident Command System and in accordance with standards set forth by the National Incident Management System and the National Response Framework.
- Provide cross training with other REP and EMHSD staff.
- Perform 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.

Implement the REP training program when it falls within the assignments and general parameters established by the supervisor, including scheduling of training programs, meetings with technical personnel, and determining appropriate instructional techniques.

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

Unique problems not covered by the above. When clarification of office or program policy is needed.

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.

This position entails routine office work, including use of a personal computer, telephone, fax, general office, and audio-visual equipment. Standing, sitting, typing, writing, walking, stooping, kneeling, carrying, and bending are all physical tasks that may be performed occasionally. Training required may include those in various outdoor weather elements. This position will participate in meetings, requiring driving to meeting locations and transporting boxes of published material. This position is required to be available to work overtime in a disaster or emergency. This position requires travel to and from training locations within the state and some overnight requirements throughout the year. Flexibility in work schedule to accommodate evening meetings should be anticipated.

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):

Complete and sign service ratings.

Assign work.

N Provide formal written counseling.
N Approve leave requests.
N Approve time and attendance.
N Orally reprimand.

N Approve work.
N Review work.
N Provide guidance on work methods.
N 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?

To be responsible for coordination, implementation, and evaluation of the REP training program for state personnel. To lead coordination, development, implementation, and evaluation of drills and exercises to test effectiveness of plans, procedures, and training.

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

Position to lead the coordination, development, implementation, and evaluation of drills and exercises to test effectiveness of plans, procedures, and training in the SEOC and state agency personnel.

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

The work area includes the 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). This position within the Training and Exercise Section supports this overall mission with a focus on REP training.

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:

Human Resources Developer 12

Three years of professional experience in planning, developing, conducting, or evaluating staff development, training, or other programs equivalent to a Human Resources Developer, including one year equivalent to a Human Resources Developer P11.

KNOWLEDGE, SKILLS, AND ABILITIES:

Advanced interpersonal communications and writing skills for both concepts and concrete terms are vital to this position. Must have advanced training skills and public speaking experience. Knowledge of state, local, and federal government operations. Must be able to understand new material readily and organize work programs and activities well. Knowledge of MS Office software to include Word, Excel, Access, and PowerPoint. Ability to manage heavy workloads and multiple priorities under high stress conditions and situations. An advanced knowledge of basic science is desirable. Knowledge, skills, and experience related to emergency preparedness, radiological emergency response planning, instructional techniques are preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

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