



Emergency Response Planner

Job Description

Department: Health
Position: Career Service
Grade: 725
Supervisory: No
Reports to: Deputy Director - Health

Summary

Under general guidance and supervision of the Deputy Director - Health, performs planning functions for Emergency Response for the Utah County Health Department (UCHD). Consults and assists local organizations and agencies with public health preparedness and response to natural disasters, infectious disease outbreaks, and other public health emergencies. Respond appropriately during public health emergencies, including bioterrorism, infectious disease outbreaks with epidemic or pandemic potential, or other related threats. Incumbents serving in this classification are responsible for recruiting and training emergency management volunteers.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Perform administrative, technical, and planning duties to integrate UCHD emergency response plans with response activities; coordinate with other UCHD divisions, volunteer organizations, businesses, and private industries.
2. Conduct a community needs assessment and vulnerability analysis to identify specific and possible public health hazards and threats.
3. Develop, maintain, and implement Emergency Management Plans, including local public health disaster response initiatives; ensure plans meet Centers for Disease Control (CDC) guidance and comply with local and national emergency response standards; collaborate with internal and external partners, as needed.
4. Coordinate emergency response with public health entities, various jurisdictions, police and fire agencies, governmental entities, private health agencies, and other private and public businesses.
5. Establish written evaluation criteria for EOP; utilize CDC Operational Readiness Review (ORR) to evaluate and improve UCHD's ability to implement Medical Countermeasure (MCM) distribution and dispensing.
6. Identify gaps in emergency preparedness and response capacities and develop recommendations for improvement; implement approved changes.

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Job Title: Emergency Response Planner
FLSA: Exempt
Effective Date: 9/14/2023
Public Safety: No

Worker's Compensation: Clerical
Background Level: II
Safety Sensitive: Yes
DOT: No
ML: Individual Contributor

7. Evaluate technical requirements of EOP and recommend appropriate purchases, updates for enhancement and maintenance of communication network, and other response activities.
8. Prepare reports, plans of action, timelines, budgets, public presentations, and other written and verbal communications.
9. Ensure timely and accurate submissions of all required State and Federal reports.
10. Serve as a subject matter expert and liaison to community agencies and healthcare partners regarding the public health aspects of infectious disease and natural hazards and other emerging public health threats; assist public health community and other local officials with developing and maintaining emergency plans.
11. Coordinate the Medical Reserve Corps (MRC) operations and readiness; conduct recruiting and training exercises for volunteers; lead volunteers during public health crises and emergencies; assist Medical Surge Coordinators, as needed.
12. Monitor MRC program budget and related fiscal activities; apply for grant funding opportunities and ensure grant objectives are met; track progress of goals and objectives to ensure effective compliance with contract obligations.
13. Establish and maintain working relationships with emergency management advisory groups and partners.
14. Assist with developing policies and procedures related to public health emergency preparedness and disaster response and recovery.
15. Develop and provide presentations to related professional organizations/associations and key stakeholders.
16. Respond to public health emergencies as required by the Department or Division Administration; carry mobile phone or other emergency communication devices during work hours and at all other times when unavailable by phone at home.

Knowledge, Skills, and Abilities

- Considerable knowledge of principles, practices, and techniques involved in emergency management
- Considerable knowledge of infectious disease control
- Knowledge of principles and practices of governmental, public health agencies, and private healthcare structures and resources
- Knowledge of budget development and fiscal management
- Knowledge of federal, state, and local resources available to communities during emergencies
- Skilled in organization and planning techniques
- Skilled in conducting needs assessments
- Skilled in public relations and public speaking
- Ability to maintain knowledge on new and emerging diseases
- Ability to coordinate volunteer training and activities
- Ability to operate a computer and utilize general software applications

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- Ability to operate communication equipment such as 800 Megahertz radios, short distance walkie talkie-type radios, satellite cellular devices, etc.
- Ability to establish and maintain effective working relationships with those contacted during the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to follow general instructions

Supervisory Responsibility

This position has no direct supervisory responsibility but may serve as a coach and mentor for other positions in the department, as well as overseeing the work of volunteers.

Work Environment

Work is generally performed in an office or other environmentally controlled setting. Occasional emergency response activities and exercises require working outdoors under extreme environmental conditions as well as working in a full-body protective suit with respirator protection from potential biological, chemical, or nuclear material hazards. This position requires frequent contact with the public, which exposes incumbent to others' illnesses and to possible high-stress or dangerous situations including confrontational, emotionally charged, or uncomfortable circumstances. Incumbent may be exposed to contagious or infectious diseases or hazardous chemicals that require the use of protective devices such as masks, goggles, and gloves. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. The employee may work for sustained periods of time requiring maintaining concentrated attention to detail. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required to type, file, and lift supplies up to thirty (30) pounds. The employee regularly drives a motor vehicle, occasionally with a trailer attached.

Position Type / Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand, and incumbent may be

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contacted at any time during emergency situations and during off hours as required by department policy.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to fifteen (15) percent.

Required Education and Experience

1. Bachelor's degree in a field related to public health such as nursing, biological sciences, community health, health education, emergency management planning, hazard assessment, public administration, or environmental science.
2. Two (2) years of work experience related to emergency management or public health.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants who have completed the following Incident Command System (ICS) online courses:
 - a. ICS 100: Introduction to Incident Command System
 - b. ICS 200: Basic ICS for Initial Response
 - c. ICS 400: Advanced Incident Command System
 - d. ICS 700: Introduction to the National Incident Management System

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.
3. Incumbent may be required to complete training courses as recommended and made available through the Utah Comprehensive Emergency Management (CEM) Division and the Federal Emergency Management Agency (FEMA) during the probationary period for new hires or trial period for promoted County employees.
4. Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

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Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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