

NEW CASTLE COUNTY GOVERNMENT

Number 1089

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CLASS SPECIFICATIONDate ~~11/02/11~~DRAFTTitle: EMERGENCY ~~PREPAREDNESS~~MANAGEMENT PLANNER

Approved:

GENERAL STATEMENT OF DUTIES: Performs a wide range of responsible planning and field work pertaining to emergency preparedness, response, training and property protection; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is assigned to plan, research and organize tasks relating to the mitigation of, preparation for, response to and recovery from natural and technological disasters and major emergencies. Duties include field and office investigative work including emergency response to incidents as required. This employee serves as the Department of Public Safety's primary representative to incidents involving hazardous materials and medium to large scale disasters and serves as the alternate to the ~~Coordinator of Emergency Planning~~Emergency Management Coordinator/Assistant Chief of Emergency Management in managing the Emergency Operations Center during major emergencies and disasters. The Department of Public Safety operates 24/7 and this employee may be required to work extended hours such as early mornings, nights and weekends. This employee works under the supervision of the ~~Coordinator of Emergency Planning~~Emergency Management Coordinator/Assistant Chief of Emergency Management but exercises considerable judgment in the performance of duties.

EXAMPLES OF WORK: (Illustrative only)

- Develops, maintains and prepares assigned portions of comprehensive emergency operation plans and reviews plans for conformity to emergency management principles and to principles of good planning;
- Develops and maintains an emergency information system pertaining to the availability of resources and facilities for use during disasters and emergencies;
- Develops standard operating procedures for emergency management functions;
- Consults with emergency care, response and planning agencies to assist in developing and maintaining integrated emergency operation programs;
- Coordinates emergency staff support for emergency operations, drills and exercises;
- ~~Prepares, monitors, and administers grant budget requests, expenditures and grant funding opportunities;~~
- Researches special unmet needs of the population required during emergencies and develops strategies to meet such needs;
- Serves on emergency planning committees;
- Coordinates the set-up and staffing of the Emergency Operations Center in times of critical incidents;
- Gives public presentations and lectures;
- Locates, collects, compiles and organizes statistical and other data essential to various emergency management planning efforts;
- Prepares and reviews hazardous vulnerability studies;
- Maintains records of shelters, warning systems, training and radiological protective equipment;
- Develops and provides training programs for emergency response personnel;
- May assist or participate in the supervision of designated staff;

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Date ~~11/02/11~~ DRAFT

CLASS SPECIFICATION

Title: EMERGENCY ~~PREPAREDNESS~~ MANAGEMENT PLANNER

Approved:

- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of planning concepts and emergency management principles; good knowledge of emergency services and resources; ability to utilize multiple technologies and communication devices to efficiently perform duties; skill in report writing and in preparing written plans, charts and graphs; good knowledge of chemical, biological, and radiological monitoring and detection; some knowledge of Federal, State, and local Homeland Security operations; ability to perform independent research and to draw valid conclusions; ability to develop and conduct training programs; ability to communicate courteously and effectively, both verbally and in writing; ability to establish and maintain effective working relationships with other employees, ~~general managers~~, outside agencies and the public. ~~ability to supervise.~~

MINIMUM QUALIFICATIONS: At least two (2) years of experience in emergency management and possession of a Bachelor's Degree from an accredited college or university; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

PREFERRED QUALIFICATIONS: Completion of ICS 100 & 200 Level Courses.

ADDITIONAL REQUIREMENTS: Must pass a Class III and HAZMAT County physical examination and background check. Possession of a valid Delaware Class D driver's license or its equivalent. The employee shall complete the Emergency Vehicle Operators Course and License within 6 months of date of hire and complete the Hazardous Material Technician Certification prior to the end of the probationary period. The employee shall take the following Federal Emergency Management Agency sponsored training during the course of employment as funds and scheduling permit:

Incident Response to Terrorism Series
ICS Advanced Courses (300 & 400 level)

HISTORY OF REVISIONS:

Established: 03/26/85
Revised: 04/17/89
Revised: 01/19/93
Revised: 07/01/97
Revised: 05/01/01
Revised: 08/22/06
Revised: 04/21/08
Revised: 11/02/11
~~Revised: DRAFT~~

**PAY PLANS AND RATES OF PAY FOR
CLASSIFIED SERVICE PROFESSIONAL EMPLOYEES REPRESENTED BY THE DELAWARE PUBLIC
EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 3109**

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
HOUSING SPECIALIST	19	41,429	43,501	45,676	47,961	50,358	52,877	55,522	58,298	61,214	64,274	67,487
RECREATION SPECIALIST	19											
AUTOMOTIVE PARTS SUPERVISOR	22	47,961	50,358	52,877	55,522	58,298	61,214	64,274	67,490	70,862	74,408	78,129
COMMUNITY SERVICES COORDINATOR	23	50,358	52,877	55,522	58,298	61,214	64,274	67,490	70,862	74,408	78,128	82,034
CUSTOMER INFO AND ASSISTANCE COORD	23											
HEALTH SERVICES NURSE	23											
ASSESSMENT ANALYST	24	52,877	55,522	58,298	61,214	64,274	67,490	70,862	74,408	78,128	82,034	86,136
EMERGENCY MANAGEMENT PLANNER	24											
EMERGENCY PREPAREDNESS PLANNER	24											
HOUSING FINANCIAL ADVISOR	24											
PLANNER I	24											
PROGRAM ANALYST	24											
JUNIOR SYSTEMS PROGRAMMER	26	58,298	61,214	64,274	67,490	70,862	74,408	78,128	82,034	86,136	90,442	94,964
LIBRARIAN I	26											
PENSION PROGRAM ANALYST	26											
PLANNER II	26											
BUDGET AND PROCEDURES ANALYST	27	61,214	64,274	67,490	70,862	74,408	78,128	82,034	86,136	90,442	94,964	99,712
COORDINATOR OF EMERGENCY PLANNING	28	64,274	67,490	70,862	74,408	78,128	82,034	86,136	90,442	94,964	99,713	104,699
HOUSING MANAGEMENT ANALYST	28											
INFORMATION SYSTEMS SPECIALIST	28											
LANDSCAPE ARCHITECT	28											
SENIOR PENSION PROGRAM ANALYST	28											
SEWER SYSTEM ANALYST	28											
SYSTEMS PROGRAMMER	28											
TRAFFIC ENGINEER	28											
SENIOR BUDGET AND PROCEDURES ANALYST	29	67,490	70,862	74,408	78,128	82,034	86,136	90,442	94,964	99,713	104,699	109,933
INFORMATION SYSTEMS COORDINATOR	30	70,862	74,408	78,128	82,034	86,136	90,442	94,964	99,713	104,699	109,934	115,431
OPERATIONS ENGINEER	30											
PARKS DEVELOPMENT PLANNER	30											
PLANNER III	30											
TRAINING ADMINISTRATOR	30											
SENIOR NETWORK ENGINEER	31	74,408	78,128	82,034	86,136	90,442	94,964	99,713	104,699	109,934	115,431	121,203
GEOGRAPHIC INFORMATION SYSTEMS MANAGER	32	78,128	82,034	86,136	90,442	94,964	99,713	104,699	109,934	115,431	121,202	127,262
CHIEF PROCUREMENT OFFICER	34	86,136	90,442	94,964	99,713	104,699	109,934	115,431	121,202	127,261	133,625	140,306

Effective: 07/01/2025 (Ord 24-150)

Revised: 11/19/2024 (Ord 24-160)

Revised: 04/24/2025 (Ord 25-042)

Revised: xx/xx/xxxx (Ord 25-xxx)

**PAY PLANS AND RATES OF PAY FOR
CLASSIFIED SERVICE PROFESSIONAL EMPLOYEES REPRESENTED BY THE DELAWARE PUBLIC
EMPLOYEES COUNCIL 81, AFSCME, AFL-CIO, AFFILIATE LOCAL 3109**

CLASSIFICATION	PAY GRADE	1	2	3	4	5	6	7	8	9	10	11
HOUSING SPECIALIST	19	42,465	44,589	46,818	49,160	51,617	54,199	56,910	59,755	62,744	65,881	69,174
RECREATION SPECIALIST	19											
AUTOMOTIVE PARTS SUPERVISOR	22	49,160	51,617	54,199	56,910	59,755	62,744	65,881	69,177	72,634	76,268	80,082
COMMUNITY SERVICES COORDINATOR	23	51,617	54,199	56,910	59,755	62,744	65,881	69,177	72,634	76,268	80,081	84,085
CUSTOMER INFO AND ASSISTANCE COORD	23											
HEALTH SERVICES NURSE	23											
ASSESSMENT ANALYST	24	54,199	56,910	59,755	62,744	65,881	69,177	72,634	76,268	80,081	84,085	88,289
EMERGENCY MANAGEMENT PLANNER	24											
EMERGENCY PREPAREDNESS PLANNER	24											
HOUSING FINANCIAL ADVISOR	24											
PLANNER I	24											
PROGRAM ANALYST	24											
JUNIOR SYSTEMS PROGRAMMER	26	59,755	62,744	65,881	69,177	72,634	76,268	80,081	84,085	88,289	92,703	97,338
LIBRARIAN I	26											
PENSION PROGRAM ANALYST	26											
PLANNER II	26											
BUDGET AND PROCEDURES ANALYST	27	62,744	65,881	69,177	72,634	76,268	80,081	84,085	88,289	92,703	97,338	102,205
COORDINATOR OF EMERGENCY PLANNING	28	65,881	69,177	72,634	76,268	80,081	84,085	88,289	92,703	97,338	102,206	107,316
HOUSING MANAGEMENT ANALYST	28											
INFORMATION SYSTEMS SPECIALIST	28											
LANDSCAPE ARCHITECT	28											
SENIOR PENSION PROGRAM ANALYST	28											
SEWER SYSTEM ANALYST	28											
SYSTEMS PROGRAMMER	28											
TRAFFIC ENGINEER	28											
SENIOR BUDGET AND PROCEDURES ANALYST	29	69,177	72,634	76,268	80,081	84,085	88,289	92,703	97,338	102,206	107,316	112,681
INFORMATION SYSTEMS COORDINATOR	30	72,634	76,268	80,081	84,085	88,289	92,703	97,338	102,206	107,316	112,682	118,317
OPERATIONS ENGINEER	30											
PARKS DEVELOPMENT PLANNER	30											
PLANNER III	30											
TRAINING ADMINISTRATOR	30											
SENIOR NETWORK ENGINEER	31	76,268	80,081	84,085	88,289	92,703	97,338	102,206	107,316	112,682	118,317	124,233
GEOGRAPHIC INFORMATION SYSTEMS MANAGER	32	80,081	84,085	88,289	92,703	97,338	102,206	107,316	112,682	118,317	124,232	130,444
CHIEF PROCUREMENT OFFICER	34	88,289	92,703	97,338	102,206	107,316	112,682	118,317	124,232	130,443	136,966	143,814

Effective: 07/01/2026 (Ord 24-150)

Revised: 11/19/2024 (Ord 24-160)

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Revised: xx/xx/xxxx (Ord 25-xxx)