

Office of State Budget and Management
Establish New, Receipt-Supported Positions
(G.S. 143-34.1)

Agency: Dept. of Crime Control & Public Safety
Division: Emergency Management

Budget Code: 4900
Center Title: Homeland Security Supplemental Funds – 2003 – Part II
Center Number: 1510519-2-03

*** Position Information ***

Proposed Classification: Emergency Management Planner I Proposed Salary Grade: 70
Salary Range: \$31,940 – \$49,799 Proposed Effective Date: 09 / 01 /03
Number of Positions 2

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$ 36,840,000.00	\$ 197,334.00 (2 years)
Receipts	<u>36,840,000.00</u>	<u>197,334.00 (2 years)</u>
Appropriation	\$ -0-	\$ -0-

Funding Source(s): Homeland Security Supplemental Funds – 2003 – Part II

Justification for Position (including description of duties and responsibilities):

These are two new positions to focus on the statewide “chemical, biological, radiological, nuclear and explosive” (CBRNE) emergency management exercise program, which has become increasingly more critical as the overall US DHS terrorism consequence program is implemented. These positions will provide local governments, and State officials, with training and technical assistance in order for them to implement a comprehensive CBRNE exercise program as part of an effort to increase local capability to respond to the consequences of terrorist activities across the state. These positions are critical to the preparedness capability of the state since a comprehensive exercise program will reveal weakness in WMD emergency planning, improve coordination, identify resource shortfalls and increase awareness of existing CBRNE response capabilities across North Carolina.

Perform duties assigned by the SERT leader during emergency situations. These duties take precedence over normal duties as the Exercise Officer. This may involve working long hours in the Raleigh EOC or at the disaster location. Requires individual to be “on-call” in order to respond to any unusual events at the four power plants or other statewide emergency.

Establish and conduct a statewide exercise program to adequately evaluate and assess an organization’s functional capability to carry out elements identified in state and local plans. Includes meetings with local, state, and federal officials during development and evaluation of exercises. May

act as exercise controller, evaluator, or participant. Evaluate local jurisdiction exercises to ensure local compliance with state and federal criteria. Offer comments to local governments after an evaluated exercise. Participates with LEPCs on the development of hazardous materials exercise. Develop/create a four-year exercise cycle for the state and counties based on federal regulations, administrative rules, and exercise standards. Provide technical assistance to counties on exercise guidance. Notify counties of exercise status and any items in need of improvement. Much of this guidance is provided by the federal government's Office of Domestic Preparedness' (ODP) "Homeland Security Exercise and Evaluation Program" (HSEEP)

Review and report exercise documentation submitted by counties/state agencies and forward to FEMA. Review requests submitted by local jurisdictions for exercise credit during actual disaster events.

Perform as course manager for Exercise Design and Evaluation courses which are conducted for state and local emergency management staff. Prepare lesson plans, agenda, and coordinate class schedule with other instructors. In addition, exercise-planning workshops, as described by HSEEP, will be the responsibility of the EO.

Attend professional meetings, conferences, and workshops as a representative of the Division of Emergency Management and/or the State of North Carolina. These meetings include, but are not limited to, National Exercise/Training Officer's Meetings. Serve as a working member of various committees for these meetings and conferences.

Conduct administrative duties required to meet State government policies and legislative requirements. Other duties as assigned by the Director, Division of Emergency Management.

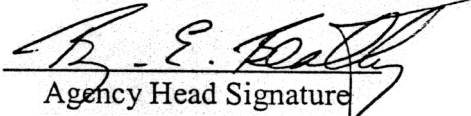
Statutory Reference for Request

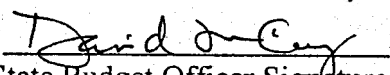
Kenneth B. Taylor

Presentation to be made by

Director

Title


Agency Head Signature


State Budget Officer Signature

OK
BKH