

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: 1510519-4-03

\*\*\* Position Information \*\*\*

Proposed Classification: Extension Education & Training Specialist I Proposed Salary Grade: 68

Salary Range: \$29,354 - \$45,515

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	\$	186,666.00 (2 years)
Receipts	<u>36,840,000.00</u>		<u>186,666.00 (2 years)</u>
Appropriation	\$ -0-	\$	-0

Funding Source(s): Department of 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 training 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 response 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 an extensive (and expanded) training program is necessary to enhance the capabilities of state and local responders to react to the consequences of a terrorism act – to save lives, protect property, and lessen the dangers to themselves.

There are seven major functional areas that comprise the duties and responsibilities of the Extension Education and Training Specialist I, including: (a) Needs Assessment. Develop appropriate survey mechanisms and conduct periodic reviews to assess statewide CBRNE training needs. Conduct in-depth task analyses (when needed) for legally mandated training programs. Tabulate data, summarize results, and present findings to senior management. (b) Program Development. On an annual basis, develop a scope-of-work for each training program area to insure that, through the combined elements of each, that

the training needs of the State are met. The end result is incorporated into a series of formal federal/state agreements establishing goals, setting deadlines, documenting required resources (including instructors, support equipment, classroom facilities, etc.), and estimating the student population for each course/workshop conducted. (c) Budget. Determine cost and expenditure estimates associated with courses, workshops etc., and, working with the Finance Branch, develop recommendations for each budget related to training activities. (d) Course Development. Create a wide variety of CBRNE training courses and materials to meet the organizational needs and objectives of emergency managers/responders across the State. Research reference books, periodicals, the Internet, and other sources for current information upon which to base all course development activities, along with surveys of other states (and other organizations), for useful information and procedures. Modify existing Federal/State training programs to meet the unique needs of North Carolina. (e) Training Presentation. Select location for CBRNE training activities to insure that both the site and facility provides the greatest benefits for considering classroom requirements, student costs, and general accessibility and comfort. Negotiate, review, and approve contracts for facilities and services connected with training activities conducted outside the state training office. Coordinate training activities conducted outside the state training office. Coordinate training activities by identifying staff training personnel to participate, and/or arranging for augmentation by other instructors and/or specialists to cover technical subject matter. Independently review materials and lesson plans of other instructors/speakers to insure validity and continuity with overall program policy. Arrange for acquiring audio/visual equipment, student materials, and handouts/pamphlets/etc. pertinent to the subject matter being covered. Utilize technically sophisticated equipment to produce self-paced, individualized training programs; including full-production videotapes, computer software, and automated storyboards to more effectively reach a wider audience. Develop and promote innovative methods of applying adult educational theory to all training activities. (f) Course Documentation. Maintain training records, prepare training reports, initiate time sheets, and document travel itineraries and produce expenditure reports covering all training activities conducted by the Division of Emergency Management. Provide course completion documentation to federal regional/national offices, to include class fiscal accounting information. (g) Other. Coordinate out of state CBRNE training programs with federal regional/national trainers for unique courses beyond the scope of the in-state training program. These activities are usually conducted at various specialized facilities; including the Emergency Management Institute (Emmitsburg, Maryland), Mt. Weather Facility (Berryville, Virginia), Environmental Protection Agency (Ohio), Mercury Test Site (Nevada), Oak Ridge Institute for Science and Education (Tennessee), and others. This includes all coordination for state and local public safety agencies. *Perform duties assigned by the State Emergency Response Team (SERT) Leader during emergency response/recovery situations. These duties take precedence over normal assigned duties.*

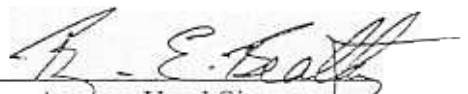
#### Statutory Reference for Request

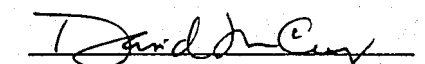
Kenneth B. Taylor

Presentation to be made by

Director

Title

  
Agency Head Signature

  
State Budget Officer Signature

OK  
BKH