

## Job Opportunities

# Planner III

### Application Process

#### Open Competitive Register

This register is open to all applicants who meet the minimum qualifications as described in the class specification, and who may be appointed to a position under the provisions of the Missouri Merit System.

#### Applicants must meet the following qualifications:

0558--Planner III

#### Merit Specialty/Selective Certification:

1562 Emergency Management Planning

#### To Apply:

[EASe Application \(Required\)](#)

#### Contact Information

##### Gail Wolken

2302 Militia Drive

Jefferson City, MO 65102

[Gail.Wolken@sema.dps.mo.gov](mailto:Gail.Wolken@sema.dps.mo.gov)

#### Agency Website Link:

<http://sema.dps.mo.gov/about/employment.php>;

#### Job Posting Number:

7626

#### Opening Date:

8/11/2017

#### Closing Date:

8/23/2017

#### Agency:

Public Safety

#### Location:

2302 Militia Drive Jefferson City, MO

#### County:

COLE

#### Job Type:

Full-Time

#### Shift:

Day

#### Salary Range:

\$1,848.00 - \$1,883.00 Semi-Monthly

#### Position Type:

Merit

#### Job Definition:

The Planner III – Missouri Reserve Corp Coordinator and Emergency Planner position is supervised by the Missouri ESAR-VHP (Show-Me Response) Coordinator.

#### Job Description:

Duties and Responsibilities:

Maintain a statewide public health volunteer system utilizing Medical Reserve Corps (MRC) in cooperation with other volunteer partners including Local Public Health Agencies (LPHA), Community Organizations Active in Disasters (COAD), Mo State Citizen Corps Councils, the State Emergency Management Agency (SEMA), the Department of Health and Senior Services, the Missouri Disaster Response System (MoDRS), and other partners for public health preparedness, community resilience, emergency response, and exercises.

Facilitate the formation of new MRCs; including training, planning, and cooperation between MRC units.

PHEP Domain: Surge Management

- Create and maintain the PHEP domain tracking documents
- Support activity leads in tracking work plan progress
- Prepare reports of domain activities
- Serve as the coordinator of the Missouri Statewide MRC
- Participate in Functional Assessment Support Team (FAST)
  - o Planning
  - o Training
  - o Exercising
  - o Activation

Serve as editor and primary writer for the Show-Me Response newsletter The Call. Maintain knowledge of emerging public health volunteer program development trends, issues, and training needs.

Establish training opportunities for volunteer management by collaborating with:

- The SEMA Training and Exercise Unit
- The Missouri State Citizen Corps Council
- MRC Train for web-based tools and learning management systems
- The DHSS Office of Emergency Coordination and Emergency Response Center

Provide education and training to internal and external customers regarding MRC, volunteer management, and the Show-Me Response database. Assist with the integration, coordination, and networking between MRCs and State counterparts to facilitate emergency preparedness and response plans. Participate in state, regional, and national MRC meetings, conferences, exercises and activities.

Establish and maintain relationships with local, state, and federal MRC partners including:

- Local and regional MRC unit leaders
- HHS MRC Region VII MRC Liaison
- HHS DCV-MRC Coordinator
- State MRC Coordinators, especially in Region VII and in neighboring states

Lead and expand the statewide Volunteer Symposium portion of the Show Me Partnerships conference in cooperation with other EHS partners

- Tabletop Exercise
- Preparation and coordination of bid development and contracts
- Conference committee
- Vendors

Serve as the liaison between MRC/SEMA/ HHS Region VII. Manage state awards for MRC including the Public Health Volunteer Award for MRC when available. Serve on the Emergency Humans Services branch (ESF-6 and ESF-8) of the state emergency operation center (SEOC) during exercises and actual events. Maintain the Show-Me Response/MRC standard operating guide (SOG) and Show-Me Response/MRC go-kit in ready to respond order.

- Be able and prepared to deploy, on short notice, to the SEOC, when activated
- Be able and prepared to deploy, on short notice, to disasters to assist in response and recovery activities

Maintain Show-Me Response MOU files for MRC users of Show-Me Response.

Participate in committees and workgroups upon request and as time permits including:

- State Citizen Corps Council Committee
- Public Health Volunteer Management Advisory Committee (co-lead)
- Others as assigned/requested

Assist with Missouri's Emergency System for Advance Registration of Volunteer Health Professionals (ESAR-VHP), also known as Show-Me Response, including, but not limited to:

- Volunteer registrant assistance
- Unit system coordinator and regional system coordinator technical assistance
- System Coordinator training
- Policy and procedure development
- Marketing
- System development and assessment
- Credentialing activities

• Data and reporting

Assist the Ready in 3 program coordinator

- Promotion/Exhibits
- Education
- Assisting local partners with resources

### **Knowledge, Skills, and Abilities:**

Demonstrate understanding of the importance of confidentiality and The Health Insurance Portability and Accountability Act of 1996 (HIPAA). Perform other duties as assigned. The position involves travel within the state, with some overnight travel, and occasional out-of-state travel between 25-50% of the time. Hours are typically 8:00am - 5:00 pm, Monday - Friday; overtime may be required during time of emergency activations.

### **Qualifications:**

(The following requirements will determine merit system eligibility, experience and education ratings, and may be used to evaluate applicants for Missouri Uniform Classification and Pay System positions not requiring selection from merit registers. When practical and possible, the Division of Personnel will accept substitution of experience and education on a year-for-year basis.) One or more years of experience as a Planner II with the Missouri Uniform Classification and Pay System.

OR

A Bachelor's degree from an accredited college or university; and,  
Three or more years of professional experience in research and analysis, program or policy development, management analysis, grant management, budget/fiscal analysis, and/or a closely related area.

(Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the required education.)

(24 earned graduate credit hours from an accredited college or university in Planning, Social Sciences, Public or Business Administration, Environmental Sciences, Public Health, Recreation, Engineering, Architecture, or a closely related area may substitute for one year of the required experience.)