

**Job Title, Series, Grade:** Emergency Management Specialist, GS-0089-13

**Location:** Multiple Locations

**Tour of Duty:** 8 hours, performed within Core Hours

**Application Deadline:** August 24, 2022 (NLT 1700hrs EDT)

**Who May Be Considered:** Special Hiring Category (See Below)

### **Description of the Program Office**

This position is located in the Department of Veteran Affairs (VA), Office of Operations, Security and Preparedness (OSP), Office of Emergency Management & Resilience (OEMR). The mission of OSP is to raise VA preparedness to provide services and to protect people and assets continuously and in times of crisis. OEMR upholds the mission of OSP by 1) ensuring that the Department maintains a favorable operating environment that can forecast threats; 2) providing operational support and decisive resolution of consequences caused by events; 3) developing, coordinating and implementing policies and programs to ensure the VA has an integrated Comprehensive Emergency Management Program; and 4) maintaining situational awareness that enables the Department's decision-making process. The three organizations that enable OEMR to execute the various missions are: the VA Integrated Operations Centre (VA IOC), Operations and National Security Services (O&NSS) Service, and the Planning, Exercising, Training and Evaluation (PETE) Service. Reporting The purpose of the position is to support emergency support operations and to carry out ongoing analysis of all events, issues, circumstances, emergencies and serious incidents that impact the Department.

### **Duties and Responsibilities**

The incumbent will perform the following duties and responsibilities which include, but are not limited to:

- The incumbent serves in a multi-faceted role as a member of PETE, supporting the VA Integrated Operations Center and serving as a liaison to the Federal inter-agency. Promote the exchange of information with Federal, local, county, regional, and metropolitan agencies as well as with private organizations and universities engaged in program-related areas that impact the VA's ability to perform the Primary Mission Essential Function (PMEF) and Mission Essential Functions (MEFs).
- Provide professional skills necessary for all phases of data processing and analysis for research projects, which include the application of standard, descriptive, and inferential statistical methods for conducting analysis. Participate in ongoing decisions in regard to study design, data collection, data analysis, and methodology. Analyze data utilizing statistical methods; interpret results; and provide written summaries of data analysis. Ensure the integrity of research project data to include data extraction, processing, storage, manipulation and analysis.
- The incumbent conducts detailed investigations; analyzes and evaluates survey data, emergency information, trending reports, demographic studies, or other appropriate research to gather required information; prepares reports; and makes specific recommendations to senior VA leaders that concern the development of emergency planning proposals to ensure the capability to continue essential functions during all hazards.
- In support of PETE and the VA IOC, the incumbent conducts studies, prepares reports, and advises on feasibility, cost effectiveness, and regulatory conformance of strategic,

operational and tactical plans, proposals, special projects, and ongoing programs to meet the mission of OEMR.

- Utilizes the National Planning System (NPS) to assess and evaluate emergency management processes, plans, standard operating procedures (SOPs), or guidance for compliance with established emergency management directives, regulations, policies, civil rights laws, standards, and guidance. Identify shortfalls in emergency exercises and response operations and recommend short- and long-range procedural and policy changes needed to enhance emergency response.
- Conducts Department reviews of Presidential Policy Directives, Executive Orders, National Plans, Strategies, and Concept of Operations Plans, After Action Reviews, Continuity Plans, Disaster Plans, Department policy and procedures in order to determine the impact on VA, OSP, OEMR, and PETE.
- Develops, edits, prepares and coordinates Department level policy, plans and executive correspondence on emergency management, response operations, homeland security, continuity, and safety subject areas in accordance to Federal and VA guidelines.
- Integrate emergency procedures with current information and communications capabilities. Conduct studies and analyses of programs and proposals to ensure implementation of policy.
- Develop guidance to be used for implementing criteria and evaluating programs.
- Serve as a Department representative to Federal planning workgroups on matters that pertain to emergency management and homeland security issues to include but not limited to, the following: White House/National Security Council Staff, Department of Homeland Security, Federal Emergency Management Agency, Health and Human Services, etc.
- During incidents and events that require a coordinated VA response (i.e., natural disasters, terrorist events, and National Security Special Events), the incumbent serves as a member of the Planning Section in the VA OIC Incident Command System structure by providing short-term (e.g., 12-24 hours) and long range (e.g., 24 hours on) incident specific planning and analysis. Manage components of emergency management planning programs and activities during a response.
- The position is a member of the VA's Emergency Relocation Group.
- The position requires occasional travel.

### **Knowledge, Skills and Abilities Required**

- Knowledge and extensive experience in applying the concepts, theories, principles and practices of emergency management.
- Detailed knowledge of the Federal Continuity Directives, National Planning System, National Preparedness Goal, National Response Framework, Presidential Policy Directive – 8, National Disaster Recovery Framework and the Federal Interagency Operations Plans.
- Skill in the analysis and interpretation of legislation, policy, plans, executive orders and other governing documents to identify potential risks and emergency-related impacts on the Department; to provide guidance and advice; to identify deficiencies while monitoring programs or operations; to effectively coordinate activities; and to provide recommendations for improvements and enhancements to programs.
- Knowledge of the structure and functional responsibilities of Federal Departments and Agencies as they relate to emergency management, homeland security, and continuity of operations.
- Ability to work in high-tempo operations with minimal supervision.

- Considerable skill in written and verbal communications to explain/defend status of project; to convey complex subject matter to senior leaders and representatives from other Departments and agencies; to negotiate effectively with management; and to present recommendations where the proposals involve substantial agency resources, requires extensive changes in established procedures, or may conflict with the desires of the activity.
- Ability to write and edit technical reports, policy documents, plans, SOPs, and executive correspondence.

### **Conditions of Employment**

- Security: Employee must obtain/maintain a Special Sensitive (Top Secret/SCI) security clearance

**You must meet the requirements of at least one of the authorities listed in the Who May Apply section above/below to receive further consideration.**

### **Who May Apply:**

Only applicants who meet one of the employment authority categories below are eligible to apply for this job. You will be asked to identify which category or categories you meet, and to provide documents which prove you meet the category or categories you selected.

- 10-Point Other Veterans Rating
- 30 Percent or More Disabled Veterans
- Disabled Veteran w/ a Service-Connected Disability, More than 10%, Less than 30%
- Schedule A

**Submission Process:** To receive consideration, please submit a copy of your current resume, latest SF-50 and/or Disability letter to Terrell Taylor, at [Terrell.Taylor1@va.gov](mailto:Terrell.Taylor1@va.gov) by 24 August 2022 (NLT 1700hrs EDT).