Position Classification Flysheet for Emergency Management Series, 0089

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INTRODUCTION

This position classification flysheet establishes the **Emergency Management Series, 0089**, and provides the series definition and titling instructions. In the General Schedule position classification system established under chapter 51 of title 5, United States Code, the positions addressed here would be two-grade interval positions.

The term "General Schedule" or "GS" denotes the major position classification system and pay structure for white collar work in the Federal Government. Agencies that are no longer subject to chapter 51 have replaced the GS pay plan indicator with agency-unique pay plan indicators. For that reason, reference to General Schedule or GS has been omitted from this flysheet.

Coverage

This position classification flysheet covers the following occupational series: **Emergency Management, 0089**.

Establishing the Occupational Series and Standard

Issuance of this flysheet establishes the **Emergency Management Series, 0089**.   Refer to the **Administrative Analysis Grade Evaluation Guide** and **Additional Occupational Considerations** for grading criteria.

GENERAL SERIES DETERMINATION GUIDELINES

Determining the correct series for a position is usually apparent by reviewing its assigned duties and responsibilities and then comparing them to the series definitions and general occupational information the classification flysheet or standard provides. Generally, the classifier decides on the series for a position based on the primary work of the position, the highest level of work performed, and the paramount knowledge required to do the work of the position. In some situations, however, following this guidance may present difficulties.

When the work of a position matches more than one occupation, then use the following guidelines to determine the appropriate series for classification purposes.

- **Paramount knowledge required.** Although there may be several different kinds of work in the position, most positions will have a paramount knowledge requirement. The paramount knowledge is the most important type of subject matter knowledge or experience required to do the work.
- **Reason for the position's existence.** The primary purpose of the position or management's intent in establishing the position is a positive indicator for determining the appropriate series.
- **Organizational mission and/or function.** Positions generally align with the mission and function of the organization to which they are assigned. The organization's function is often mirrored in the organizational title and may influence the appropriate series.
- **Recruitment source.** Supervisors and managers can help by identifying the occupational series that provides the best qualified applicants to do the work. This is closely related to the paramount knowledge required.

The **Additional Occupational Considerations** section of this flysheet provides examples where the work may involve applying related knowledge and skills, but not to the extent that it warrants classification to this occupation.

For further guidance, refer to **The Classifier's Handbook**.

Official Titling Provisions

Title 5, United States Code, requires the U.S. Office of Personnel Management (OPM) to establish authorized official position titles, including basic titles (e.g., Emergency Management Specialist) to which one or more prefixes and/or suffixes may be appended. Agencies must use the official position titles for human resources management, budget, and fiscal purposes. Instructions for assigning official position titles are provided in this section.

Supervisors and Leaders

- Add the prefix "Supervisory" to the basic title when the agency classifies the position as supervisory. If the position is covered by the General Schedule, refer to the **General Schedule Supervisory Guide** for additional titling information.

- Add the prefix "Lead" to the basic title when the agency classifies the position as leader. If the position is covered by the General Schedule, refer to the **General Schedule Leader Grade Evaluation Guide** for additional titling information.

Specialty or Parenthetical Titles

- Specialty titles are typically displayed in parentheses and referred to as parenthetical titles. Agencies may supplement the authorized title of Emergency Management Specialist with agency established parenthetical titles if necessary for recruitment or other human resources needs.

- Use the basic title without a parenthetical or specialty title for positions where there is no established specialty.

Organizational Titles

Organizational and functional titles do not replace, but rather complement, official position titles. Agencies may establish organizational and functional titles for internal administration, public convenience, program management, or similar purposes. Examples of organizational titles are Branch Chief and Division Chief. Examples of functional titles are Chief of Policy Development and Chief of Operations.

EMERGENCY MANAGEMENT, 0089	**Qualification Standard**

Series Definition

This series includes positions which supervise, lead, or perform emergency management work including managing, and coordinating with other entities, the prevention of, protection from, preparedness for, response to, recovery from and/or mitigation of intentional and/or unintentional crises, disasters, other humanitarian emergencies, hazards, or natural and man-made/technological (chemical, biological, radiological, nuclear, high-yield explosives) incidents.

The work requires knowledge of emergency management and related directives, policies, regulations, procedures, and methods; and the collaboration and fostering of relationships between Federal, State, Tribal, and local governments, non-governmental organizations (NGOs), and the private sector, and their response mechanisms and authorities.

Titling

The basic title specified for this series is *Emergency Management Specialist*.

Occupational Information

General Occupational Information

Emergency management work involves preparing for and carrying out or coordinating emergency functions (excluding primary military forces functions) to prevent, protect from, mitigate, prepare for, respond to, and recover from emergencies and disasters; and to aid victims suffering from injury or damage resulting from disaster caused by natural or man-made hazards. The National Strategy for Homeland Security and Presidential Policy Directive #8 (PPD8) provide the foundation for the formal Federal Government response through frameworks such as the National Disaster Recovery Framework (NDRF), the National Response Framework (NRF), National Mitigation Framework (NMF) and the National Incident Management System (NIMS). Together, they provide a systematic proactive approach to guide all levels of government, non-governmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents or disasters, and to reduce the loss of life and property and harm to the environment.

Emergency management work supports a comprehensive emergency management plan aimed at strengthening the security and resilience of the United States. These goals are accomplished through planning, training, and exercises which build and maintain necessary capabilities to prepare, prevent, protect, mitigate, respond to, and recover from emergency incidents.

Emergency management programs and work include areas such as preparedness and response, training and exercises, activation and mobilization of resources, ongoing emergency and command operations, response and recovery operations, continuity planning and operations, communications, logistics, hazard risk assessment, hazard effects, hazard classification, and collaborating with stakeholders and partners (e.g., Federal, State, Local, Territories, Tribes, international entities, foreign governments, community groups, non-governmental organizations, and the private sector). Emergency management work also includes occupant emergency planning, crisis management, continuity of operations and government, mission assurance, and resiliency activities.

EMERGENCY MANAGEMENT, 0089 (continued)

Occupational Information (continued)

Emergency management specialists work closely with, and receive support from, all levels of government (Federal, State, Local, Territories, and Tribal) in preventing, protecting, preparing for, responding to, recovering from, and mitigating emergency events. These representatives include, but are not limited to, engineers, scientists, occupational health and safety specialists, integration and inclusion specialists, legal advisors, land managers, security specialists, law enforcement officers, fire safety engineers, medical professionals, community leaders, public affairs specialists, and other non-governmental stakeholders.

Typical duties include:

- complying with and following emergency management-related directives, regulations, policies, civil rights laws, standards and guidance (e.g., National Security Strategy, Presidential Policy Directives, Homeland Security Presidential Directives, National Mitigation Framework, National Incident Management System, National Response Framework, and National Disaster Recovery Framework);
- developing and implementing emergency management standards, regulations, practices, training, and procedures to identify, minimize or eliminate hazards and threats;
- developing and preparing emergency management policies and plans, procedures, and risk assessment;
- assessing, inspecting, or evaluating emergency management processes, plans, standard operating procedures, or guidance for compliance with established emergency management directives, regulations, policies, civil rights laws, standards, and guidance;
- providing technical advice on preparedness and response activities associated with natural and/or man-made disasters;
- developing plans to ensure the capability to continue essential functions during all hazards;
- planning, coordinating, and executing exercises in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP);
- providing coordination and assistance to major activities to ensure the capability to continue essential functions during any event or incident;
- developing and implementing concepts of operations for casualty management, patient surges, and disease outbreaks;
- analyzing, reviewing, and implementing activities supporting Continuity of Operations, Continuity of Government, occupant emergency, and contingency planning;
- implementing programs to engage all stakeholders in reducing the frequency, severity, and cost of disasters, injuries, fatalities, and impact on critical infrastructure and the environment;
- providing or coordinating emergency response and preparedness training, exercises, and assistance;
- managing components of emergency management program(s) and activities during a response, including Emergency Operations Center activation and operations;

(continued)

EMERGENCY MANAGEMENT, 0089 (continued)   **Qualification Standard**

Occupational Information (continued)

- integrating diverse stakeholders (e.g., disability, diverse population) into emergency preparedness and response activities to ensure they have equal access and resources in accordance with civil rights laws; and
- determining needed and available resources (e.g., technical expertise, equipment, and infrastructure) and capacities, as well as future sources, to support emergency activities.

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Impact of Automation

Automation, computers, information technology (IT), and their widely varied applications are valuable tools for emergency management work. Automation increases the ability of emergency management specialists to perform a wide variety of tasks. Employees access files, initiate and track projects, analyze data, and generate reports. They input, store, and retrieve data in multiple formats. They also use the Internet to search for information pertaining to assignments and to provide a communications link with all affected stakeholders. Automation is also instrumental in the inventory management functions within the emergency management series.

Although the incumbents use computers to perform basic work processes, knowledge of the rules and processes to perform the work remains the paramount subject-matter knowledge required. The kind of automation tools involved, and the skill required to use them, generally replace or supplement work methods and techniques previously performed through manual or machine-enhanced processes.

Although computers are used to facilitate work within this series, the use of automation does not change the primary purpose of the work. Proper classification of positions is based on the relevant knowledge and skills required to perform the primary duties of the position.

Additional Occupational Considerations

Some positions may include work requiring knowledge and skills typically associated with the Emergency Management Series. However, a closer look at the work may reveal classification to this series may not be appropriate. The **General Series Determination Guidelines** section of this flysheet offers guidance on selecting the most appropriate series.

The following table provides examples of work similar to that performed in the Emergency Management Series, 0089, but not to the extent the paramount knowledge required, the reason for the position's existence, the mission and/or function of the organization, and the recruitment sources for the best qualified candidates warrant classification to this series. For further guidance, refer to OPM's publication **The Classifier's Handbook**.

If Work Involves…	See This Standard or Series Definition:
Managing, supervising, administering, leading, advising on, or performing explosives safety work, including protecting personnel and property from the hazardous consequences of, and managing, reducing and mitigating the risks.	**Explosives Safety, 0017**
Advising on, managing, supervising, or performing administrative or program work relating to environmental protection programs (e.g., programs to protect or improve environmental quality, control pollution, remedy environmental damage, or ensure compliance with environmental laws and regulations).	**Environmental Protection Specialist, 0028**
Controlling and extinguishing fires, rescuing persons endangered by fire, and reducing or eliminating potential fire hazards; controlling hazardous materials incidents; training personnel in fire protection and prevention; operating fire communications equipment; developing and implementing fire protection and prevention plans, procedures, and standards; and advising on improvements to structures for better fire prevention.	**Fire Protection and Prevention , 0081**
Performing, supervising, or managing non-professional, two-grade interval work for which no other series is appropriate, and the work requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives.	**Miscellaneous Administration and Program, 0301**
Managing or directing, or assisting in a line capacity in managing or directing, one or more programs, including appropriate supporting service organizations, when the paramount qualification requirement of the position is management and executive knowledge and ability and when the position does not require specialized knowledge.	**Handbook of Occupational Groups and Families; Program Management, 0340**

Additional Occupational Considerations (continued)	
If Work Involves…	**See This Standard or Series Definition:**
Analyzing and evaluating the effectiveness and efficiency of program operations and management, or the productivity and efficiency of the management of Federal agencies, or both.	**Management and Program Analysis, 0343**
Directing, developing, or performing logistics management operations that involve planning, coordinating, or evaluating the logistical actions required to support a specified mission, weapons system, or other designated program. The work involves identifying the specific requirements for money, manpower, material, facilities, and services needed to support the program; and correlating those requirements with program plans to assure that the needed support is provided at the right time and place.	**Logistics Management Series, 0346**
Professional work covered in the natural resources management and biological sciences group.	Appropriate series in the **Professional Work in the Natural Resources Management and Biological Sciences Group, 0400**
Professional work covered in the engineering and architecture group.	Appropriate series in the **Professional Work in the Engineering and Architecture Group, 0800**
Professional work covered in the physical science group.	Appropriate series in the **Professional Work in the Physical Science Group, 1300**

Crosswalk to the Standard Occupational Classification

The Office of Management and Budget requires that all Federal agencies that collect occupational data use the Standard Occupational Classification (SOC) system for statistical data reporting purposes. The Bureau of Labor Statistics uses SOC codes for the National Compensation Survey and other statistical reporting. OPM and other Federal agencies maintain a "crosswalk" between OPM authorized occupational series and the SOC codes to serve this need. This requirement and these SOC codes have no effect on the administration of any Federal human resources management system. The information in this table is for information only and has no direct impact on classifying positions covered by this series. The SOC codes shown here generally apply only to non-supervisory positions in this occupation. As changes occur to the SOC codes, OPM will update this table. More information about SOC is available at **http://stats.bls.gov/soc**.

Federal Occupational Series and Position Title and The Related Standard Occupational Classification System Code

Federal Occupational Series	Standard Occupational Classification Code Based on Occupational Series		Position Title	Standard Occupational Classification Code Based on Position Title	
Emergency Management, 0089	11-9161	Emergency Management Directors	Emergency Management Specialist	11-9161	Emergency Management Directors

GRADING INSTRUCTIONS

This flysheet does not provide occupation-specific grading criteria.

Use the **Administrative Analysis Grade Evaluation Guide** grading criteria to evaluate General Schedule positions in this series at the GS-09 or above levels.

Users should not seek a one-to-one correspondence between the duties of a particular position and the factor level descriptions and work illustrations in the guide. Instead, users should strive to match the intent of the various factor levels and seek to locate concepts and examples which are comparable.

Use the **Safety and Occupational Health Management Series, 0018** and **Security Administration Series, 0080** for additional grading criteria to evaluate positions in this series, as appropriate, depending on the nature of the work.

For trainees and developmental positions at GS-05 and GS-07, follow the guidance provided in the **Introduction to the Position Classification Standards**. Other standards may be used in conjunction with this standard or independently, as appropriate, depending on the nature of the work.

Evaluate leader positions using the **General Schedule Leader Grade Evaluation Guide**.

Evaluate supervisory positions using the criteria in the **General Schedule Supervisory Guide**.