

Draft Position Classification Flysheet for Emergency Management Series, 0089

Table of Contents

INTRODUCTION.....	2
COVERAGE.....	2
ESTABLISHING THE OCCUPATIONAL SERIES AND STANDARD	2
GENERAL SERIES DETERMINATION GUIDELINES	3
OFFICIAL TITLING PROVISIONS	4
EMERGENCY MANAGEMENT, 0089.....	5
IMPACT OF AUTOMATION	7
ADDITIONAL OCCUPATIONAL CONSIDERATIONS.....	8
CROSSWALK TO THE STANDARD OCCUPATIONAL CLASSIFICATION	9
GRADING INSTRUCTIONS.....	10

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](#) 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 to include a basic title (e.g., Emergency Management Specialist) that may be appended with one or more prefixes and/or suffixes. 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		<u>Qualification Standard</u>
Series Definition	<p>This series includes positions which supervise, lead, or perform emergency management work including managing, in coordination with other entities, the prevention, preparedness, response, recovery and/or mitigation of intentional and unintentional crisis, disasters, other humanitarian emergencies, or of all-hazards, natural and man-made/technological (chemical, biological, radiological, nuclear, high explosives) events.</p> <p>The work requires knowledge of emergency management directives, policies, regulations, procedures, and methods; and of the relationships between Federal, State, Tribal, and local governments, non-governmental organizations (NGOs), and the private sector, and their response mechanisms and authorities.</p>	
Titling	<p>The basic title specified for this series is <i>Emergency Management Specialist</i>.</p>	
Occupational Information	<p>General Occupational Information</p> <p>Emergency management work involves preparing for and carrying out all emergency functions (excluding primary military forces functions) to 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 and 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, the National Response Framework (NRF), 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, to reduce the loss of life and property and of harm to the environment.</p> <p>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 and exercises which build and maintain necessary capabilities to prepare, prevent, protect, mitigate, respond to, and recovery activities.</p> <p>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, and community groups). Emergency management work also includes occupant emergency planning activities.</p>	

EMERGENCY MANAGEMENT, 0089 (continued)	<u>Qualification Standard</u>
Occupational Information (continued)	<p>Emergency management specialists work closely with, and receive support from, all levels of government (Federal, State, Local, Territories, and Tribal) including engineers, scientists, occupational health and safety specialists, legal advisors, land managers, law enforcement officers, fire safety engineers, medical professionals, public affairs specialists, and others involved in preventing, preparing, responding, recovering, and mitigating emergency events.</p> <p>Typical duties include:</p> <ul style="list-style-type: none"> • complying with and following emergency management directives, regulations, policies, standards and guidance (e.g., National Security Strategy, Presidential Policy Directives, Homeland Security Presidential Directives, National Incident Management System, National Response Framework, National Disaster Recovery Framework); • developing and implementing emergency management standards, regulations, practices, training, and procedures to minimize or eliminate all-hazards and threats; • developing emergency management policies and plans; • assessing, inspecting, or evaluating emergency management processes, plans, standard operating procedures, or guidance for compliance with established emergency management directives, regulations, policies, standards, and guidance; • advising on facility plans, security, staffing, and equipment; • designing, modifying, and/or constructing workplaces, processes, or products to minimize or eliminate all-hazards and threats; • providing technical advice on preparedness and response activities to eliminate, or mitigate damages associated with natural and man-made disasters; • developing plans to ensure the capability to continue essential functions during all-hazards; • analyzing, reviewing, and implementing activities supporting Continuity of Operations, Continuity of Government, and contingency planning; • implementing programs to reduce the frequency, severity, and cost of disasters, injuries, fatalities, and impact on critical infrastructure and the environment; • providing emergency response and preparedness training, exercises, and assistance; • managing components of emergency management program(s) and activities during a response, including Emergency Operation Center activation and operations; and • determining needed and available resources (e.g., technical expertise, equipment, infrastructure) and capacities, as well as future sources, to support emergency activities. <p><u>←BACK TO TABLE OF CONTENTS</u></p>

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 effected 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:
Performing, supervising, or managing nonprofessional, 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
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

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.

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](#).