

Pinal County Human Resources – Compensation

Market Study and Recommendation – Emergency Management Planner and Emergency Management Specialist– January 2023

Background: A request was made by Emergency Management Office and Public Health to create a new classification of Emergency Management Planner. The Emergency Management Planner will be responsible for developing written response plans involving emergency incidents in compliance with the Federal Emergency Management Agency's (FEMA) Emergency Management Performance Grant (EMPG) and other local and state guidelines and standards and will perform emergency operations center functions during an emergency activation.

Analysis: Preliminary actions in preparation for the market salary study were to develop a job classification description in order to accurately understand the essential duties to match to similar classifications in the market. Additionally, a review of the county/internal department structure for other related positions was conducted. The proposed new classification is as follows:

Proposed Job Classification Title
Emergency Management Planner

Related Job Classification	Grade	Minimum	Midpoint	Maximum
Public Health Preparedness Planner	09	\$45,969	\$58,611	\$71,252
Emergency Manager	15	\$71,604	\$93,085	\$114,566

Market salary data for similar functioning positions was gathered from our approved comparator agencies. As job classification titles can vary among different agencies, the compensation analysis focused on comparable essential duties and responsibilities. The review found positions exist at multiple levels in terms of responsibilities and scope. Those comparators with similar job classifications are noted below:

1. Emergency Management Specialist

Agency	Job Classification Title	Minimum	Midpoint	Maximum	Education/ Experience Required
Coconino County	Emergency Management Specialist	\$45,560	\$55,797	\$66,033	Associates and 2 years or Bachelor and 1 year
Mohave County	Emergency Management Technician	\$42,598	\$53,362	\$64,126	HS and 4 years
Yavapai County	Emergency Management Specialist	\$43,274	\$55,175	\$67,075	Associates and 2 years
Yuma County	Emergency Preparedness Planner	\$44,117	\$55,474	\$69,742	Associates and 1 year
Average:		\$43,887	\$54,952	\$66,744	

The primary function at the Emergency Management Specialist level is to provide administrative and operational support to the department. The duties are primarily administrative in nature and support the overall functions of the department. Typical duties include preparing reports and maintenance of records, creation of requisitions and purchase orders, invoice and payment processing, coordination of materials, equipment, and supplies, coordinates and maintains internal and public alerting systems including contact lists and emergency contact directory, and coordination of training with outside entities. Positions at this level typically require an associate's degree and 1 – 4 years of administrative experience.

2. Emergency Management Planner

Agency	Job Classification Title	Minimum	Midpoint	Maximum	Education/Experience Required
Coconino County	Emergency Management Planner	\$49,116	\$60,188	\$71,260	Associates and 2 years
Maricopa County	Emergency Services Planner	\$55,016	\$69,950	\$84,864	Bachelor and 2 years
Mohave County	Homeland Security/ Emergency Coordinator	\$59,966	\$74,249	\$88,525	Bachelor and 3 years
Pima County	Emergency Management Coordinator	\$39,187	\$48,454	\$57,720	Bachelor and 3 years
Yavapai County	Emergency Management Planner	\$45,438	\$57,934	\$70,429	Bachelor and 1 year
Yuma County	Emergency Management Planner	\$53,768	\$67,600	\$86,715	Bachelor and 3 years
Average:		\$50,415	\$63,062	\$76,586	

The primary function of the Emergency Management Planner is to develop, plan, coordinate, and implement emergency disaster plans and activities. These positions coordinate emergency management functions during an emergency or disaster and require the incumbent to be on-call and available to respond to emergencies 24 hours a day, 7 days a week. Typical duties also include providing emergency and disaster preparedness training and acting as a liaison with officials of federal, state, and local jurisdictions and agencies to assist with emergency and disaster preparedness planning. Positions at this level typically require a bachelor's degree and 1-3 years of emergency management operations experience.

Pinal County Pay Grades			
Grade 09	\$45,969	\$58,611	\$71,252
Grade 10	\$49,647	\$63,300	\$76,953
Grade 11	\$53,619	\$68,364	\$83,109

Recommendation: The standard practice that has been applied in Pinal County is to base market pay grades on the midpoint average of our market comparators. Generally, the grade closest to the midpoint average is used. However, this is a critical position for Pinal County and requires a specialized skill set. In order to recruit and retain the most qualified applicants, a "lead the market" strategy is recommended to align the pay grade with Maricopa County, our primary competitor. Based on a review of market salary data gathered for similar functioning positions and consideration to internal county/department structure, the following is the recommended title, grade, and salary range for Emergency Management Planner:

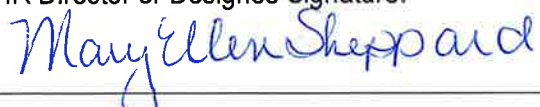
Job Classifications	Grade	Minimum	Midpoint	Maximum
Emergency Management Planner	11	\$53,619	\$68,364	\$83,109

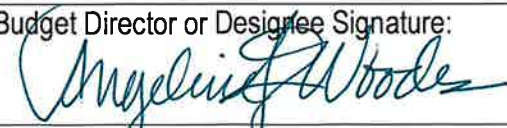
In addition to the Emergency Management Planner, market data supports the development of an Emergency Management Specialist classification. Based on a review of market salary data gathered for similar functioning positions and consideration to internal county/department structure, the following is the recommended title, grade, and salary range for Emergency Management Specialist:

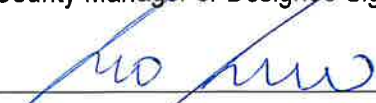
Job Classifications	Grade	Minimum	Midpoint	Maximum
Emergency Management Specialist	09	\$45,969	\$58,611	\$71,252

Recommendation:

Reviewed by Kim Verdugo 1/17/2023

Human Resources Department Review	
HR Director or Designee Signature: 	Date: 1/19/2023

Office of Management and Budget Review	
Budget Director or Designee Signature: 	Date: 1/20/2023

County Manager Approval	
County Manager or Designee Signature: 	Date: 1/20/23



Classification Description

Work in this classification requires an individual to be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary classification functions herein described. Since every duty associated with this classification may not be described herein, employees may be required to perform duties not specifically spelled out in this classification description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this description.

Classification: **EMERGENCY MANAGEMENT PLANNER**

Department: TBD
Pay Grade: 11
FLSA Status: Exempt

JOB SUMMARY

Under basic supervision, develop written response plans involving emergency incidents in compliance with the Federal Emergency Management Agency's (FEMA) Emergency Management Performance Grant (EMPG) and other local and state guidelines and standards. Perform emergency operations center functions during an emergency activation.

TYPICAL CLASSIFICATION ESSENTIAL DUTIES:

- Develop, review, and update detailed written plans and guidelines to efficiently coordinate the response to civil emergencies and disasters for the Office of Emergency Management (OEM).
- Verify plans are in compliance with Federal, state, and local rules and regulations; prepare reports on emergency preparedness issues and activities.
- Serve as on-call specialist, respond to emergencies and training drills as directed, and participate in exercises, drills, special training, and emergency events.
- During emergencies, coordinate County resources, monitor crisis events, and manage notifications, alerts and warnings; and verify emergency information and instructions are relayed to operational support entities.
- During an emergency, operate under the Incident Command System in a designated response function within the Emergency Operations Center to assist and provide operational, planning, logistical, and recovery support in addition to providing supplemental documentation for mandatory after action reporting.
- Organize and participate in partner/stakeholder meetings, workshops, drills, training, and exercises in preparation for emergency situations and recovery operations; and complete reports related to these activities, including identification of best practices, lessons learned, areas for improvement, and corrective actions.
- Collect, compile, analyze, and maintain data pertaining to emergency management and FEMA EMPG grant activities.
- Develop and maintain procedure manuals and operations plans for assigned projects.
- Maintain inventory of emergency response equipment for OEM and the FEMA EMPG Program; and test all communication equipment internally and with specified partner agencies.
- Prepare reports and maintain records, maintain inventory resource management system and volunteer database, and assist with community outreach programs and recruitment of volunteers.

Emergency Management Planner

- Complete special projects for the OEM developing coordinated responses to civil emergencies, in compliance with Federal and state emergency preparedness and response requirements; develops and maintains procedure manuals and operations plans for assigned projects.
- Coordinate training, equipment and staffing for the Emergency Operations Center.
- Represent the County on emergency planning and response committees; assist with coordinating technical assistance with other agencies, and participates in planning work groups.
- Maintain absolute confidentiality of work-related issues, customer records and restricted County information.
- Perform other related duties as required.

POSITION SPECIFIC DUTIES:

- During an emergency activation, may be required to report to duty without notice during evenings, nights, weekends, and holidays.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Bachelor's Degree in Emergency Management, Public Administration or related field.
- One (1) year experience in emergency planning programs.
- Valid Arizona State Driver's License.
- Or an equivalent combination of relevant education and/or experience may substitute for the minimum requirements.

Preferred Qualifications:

- FEMA ICS 100, 200, 700, 800 and HSEEP Certificates.

Knowledge, Skills and Abilities:

- Knowledge of applicable Arizona Revised Statutes governing emergency management and response activities.
- Knowledge of the Incident Command System (ICS) and National Incident Management System (NIMS) protocols.
- Knowledge of community services agencies and other public assistance programs. Ability to meet requirements and standards aligned with the Federal Emergency Management Agency (FEMA), the Arizona Department Emergency and Military Affairs, and the National Incident Management System (NIMS) protocols.
- Ability to work with others to complete daily tasks.
- Ability to effectively communicate with the public and partners/stakeholders in the community.
- Ability to research and apply laws, governmental regulations, technical and administrative procedures.
- Ability to promote emergency preparedness within the community.
- Ability to promote and maintain cooperative working relationships with government officials, outside agencies, community groups, and the general public.
- Ability to provide information in a training class and community services environment.
- Ability to establish a professional rapport with small and large groups to facilitate effective training opportunities.
- Ability to promote and adhere to the workplace values of accountability, commitment, and teamwork to help enrich lives beyond expectation.
- Skill in interpreting technical information, using quantitative analysis techniques, and writing technical papers.
- Skill in reviewing documents, extracting relevant information, preparing and maintaining accurate records, and summarizing complex issues.

PHYSICAL DEMANDS:

The work requires independent body mobility to stand, walk, bend, and sit for prolonged periods of time in both indoor and outdoor environments. Must have manual dexterity to reach, and grasp; manual dexterity to hand write or use computer keyboard; vision sufficient to see/read; hear and speak to communicate. Must be able to withstand exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The work also requires the ability balance, climb, crawl, crouch, finger feel, grasp, handle, reach, perform repetitive motion, kneel, lift, pull, push, hear, speak, stoop, stand, walk, operate motor vehicles and/or heavy equipment, and demonstrate mental and visual acuity. While in the field or during an emergency response, must wear applicable personal protective equipment, which may include, but not limited to, safety shoes, hard hats, respiratory and eye protection, and safety gloves.

WORK ENVIRONMENT:

Major portion of the work is located in an indoor office setting in a dynamic environment that requires the ability to be sensitive to change and responsive to changing priorities and needs. May be required to travel throughout and outside of the county. Must be able to work in an environment involving crisis situations that require making major decisions involving people, resources, and property.

REPORTING STRUCTURE:

Supervision Received: Administrative Manager or Operations Manager

Supervision Exercised: None unless the event of an emergency.

Pinal County has the right to revise this description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date



Classification Description

Work in this classification requires an individual to be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary classification functions herein described. Since every duty associated with this classification may not be described herein, employees may be required to perform duties not specifically spelled out in this classification description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this description.

Classification: **EMERGENCY MANAGEMENT SPECIALIST**

Department: TBD
Pay Grade: 09
FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision, performs emergency management administrative work of moderate difficulty in a variety of emergency management related functions.

TYPICAL CLASSIFICATION ESSENTIAL DUTIES:

- Provides essential administrative, technical, and operational support to the Office of Emergency Management, including generating documents and managing correspondence, organizing, filing and maintaining department records.
- Provides customer service and information to the general public, outside organizations, and other county department staff pertaining to the Emergency Management Division.
- Assists with the creation, review, and revisions of various internal and countywide emergency plans and procedures.
- Researches and resolves problems related to the Emergency Management Preparedness Grant (EMPG) and disaster declarations.
- Coordinates, organizes, and participates in partner/stakeholder meetings, workshops, drills, training, and exercises in preparation for emergency situations and recovery operations; and completes reports related to these activities, including identification of best practices, lessons learned, areas for improvement, and corrective actions.
- Prepares reports and maintain records, maintain inventory resource management system and volunteer database, and assist with community outreach programs and recruitment of volunteers.
- During emergencies, provide administrative and technical support to assist with the coordination of County resources, monitoring crisis events, and management of notifications, alerts and warnings; and verify emergency information and instructions are relayed to operational support entities.
- Promotes and adhere to the workplace values of accountability, commitment, and teamwork to help enrich lives beyond expectation
- Maintains absolute confidentiality of work-related issues, customer records and restricted County information.
- Performs other related duties as required.

POSITION SPECIFIC DUTIES:

- During an emergency activation, may be required to report to duty without notice during evenings, nights, weekends, and holidays.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Associate's Degree in Emergency Management, Public Administration or related field.
- One (1) year of administrative or technical support experience.
- Valid Arizona State Driver's License.
- Or an equivalent combination of relevant education and/or experience may substitute for the minimum requirements.

Preferred Qualifications:

- FEMA ICS 100, 200, 700, 800 and HSEEP Certificates.

Knowledge, Skills and Abilities:

- Knowledge of guidelines, regulations, and statutes affecting the department.
- Knowledge of community resources.
- Ability to meet requirements and standards aligned with the Federal Emergency Management Agency (FEMA), the Arizona Department Emergency and Military Affairs, and the National Incident Management System (NIMS) protocols.
- Ability to work with others to complete daily tasks.
- Ability to effectively communicate with the public and partners/stakeholders in the community.
- Ability to research and apply laws, governmental regulations, technical and administrative procedures.
- Ability to promote emergency preparedness within the community.
- Ability to promote and maintain cooperative working relationships with government officials, outside agencies, community groups, and the general public.
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