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**Primary Location :** United States of America-OHIO-Butler County-Hamilton

**Other Locations :** United States of America-OHIO-Fayette County, United States of America-OHIO-Clermont County, United States of America-OHIO-Clinton County, United States of America-OHIO-Mercer County, United States of America-OHIO-Greene County, United States of America-OHIO-Champaign County, United States of America-OHIO-Highland County, United States of America-OHIO-Auglaize County, United States of America-OHIO-Shelby County, United States of America-OHIO-Montgomery County, United States of America-OHIO-Preble County, United States of America-OHIO-Warren County, United States of America-OHIO-Darke County, United States of America-OHIO-Miami County, United States of America-OHIO-Clark County, United States of America-OHIO-Hamilton County, United States of America-OHIO-Butler County, United States of America-OHIO-Brown County

**Work Locations :** HP Hamilton Post 4751 Hamilton-Middletown Road Hamilton 45011

**Organization :** Public Safety

**Classified Indicator :** Classified

**Bargaining Unit / Exempt :** Bargaining Unit

**Schedule :** Full-time

**Work Hours :** 7:30AM to 4:30PM

Compensation : \$27.84 per hour

Unposting Date : Oct 15, 2023, 11:59:00 PM

Job Function : Emergency Management

Agency Contact Name : Alison Granger

Agency Contact Information : argranger@dps.ohio.gov

## Disaster Services Consultant 2 - Southwest

(23000870)

### Job Duties



### About Us:

Our mission is to save lives, reduce injuries and economic loss, administer Ohio's motor vehicle laws and preserve the safety and wellbeing of all citizens.

### What You'll Do:

**Ohio Department of Public Safety – Emergency Management Agency**

**Report In Location: 4751 Hamilton-Middletown Rd. Hamilton, OH 45011**

**Work Hours: 7:30AM to 4:30PM (Will travel 4 days a week and work from home 1 day a week)**

**\*\*\*THIS POSITION WILL REQUIRE DAILY TRAVEL TO LOCATIONS WITHIN THEIR ASSIGNED AREA UTILIZING A STATE VEHICLE\*\*\***

**Report in location will be one of the following locations depending upon successful candidate's home location:**

15472 Wapak-Fisher Rd, Wapakoneta, OH 45895

9240 US 68 Georgetown, OH 45121

4751 Hamilton-Middletown Rd. Hamilton, OH 45011

4201 Gateway Blvd. Springfield, OH 45502

1000 Hospital Dr. Batavia, OH 45103

950 Rombach Avenue Wilmington, OH 45177

517 Union Rd. Xenia, OH 45385

791 Creek Road Cincinnati, OH 45242

401 W US Route 36 E. Piqua, OH 45356

400 Smith Rd. Clayton, OH 45315

184 Nelson Rd. Lebanon, OH 45036

**Listed Below are the Counties within assigned Region:**

**Southwest Region** Auglaize, Brown, Butler, Champaign, Clark, Clermont, Clinton, Darke, Fayette, Greene, Hamilton, Highland, Mercer, Miami, Montgomery, Preble, Shelby, Warren

Provides regional emergency management assistance to enhance the operational capacity in a large multi county region; Conducts onsite technical assistance visits, formal training classes & seminars; Provides independent evaluation to the Disaster Services Supervisor on the status of local government emergency preparedness & operational readiness based on activities to include but not limited to training programs, exercise activities, meetings with local officials & public outreach; Represents state at county&/or regional level events &/or meetings involving emergency management (i.e., mitigation, preparedness, response & recovery); Coordinate between state & locals to solve problems.

Assists local emergency management agencies in developing, conducting & evaluating training programs & exercises for systems, structures, plans & personnel integral to emergency operations; Serves as State Emergency Response Commission exercise facilitator for development, execution & evaluation of Ohio Revised Codes 3750 & 5502 required exercises; Assists as a state level instructor for training courses.

Advises, guides & assists local officials in time of disaster/emergency to verify estimated damage & identify potential requests for state & federal assistance & makes recommendations to Executive Director of Emergency Management, acts as state liaison to local governments in region &/or district of the state during emergencies & local activations.

Physically deploy to support Emergency Operations Center activation's & other regional offices & counties during disasters & emergencies; Establish & maintain the flow of situational information from the local level to the state level.

Performs administrative duties such as typing, filing trip reports, correspondence with counties, maintains files in data processor directory on computer system; Support assigned special projects as identified by supervisor, branch chief or operations administrative officer.

### **What's in it for you:**

At the State of Ohio, we take care of the team that cares for Ohioans. We provide a variety of quality, competitive benefits to eligible full-time and part-time employees. For a list of all the State of Ohio Benefits, visit our [Total Rewards website!](#) Our benefits package includes:

#### Medical Coverage

- Quality, affordable, and competitive medical benefits are offered through the available Ohio Med plans.

#### Dental, Vision and Basic Life Insurance

- Dental, vision, and basic life insurance premiums are free after completed [eligibility period](#). Length of eligibility period is dependent on union representation.

#### Time Away From Work and Work/Life Balance

- Paid time off, including vacation, personal, and sick leave
- 11 paid holidays per year
- Childbirth/Adoption leave

#### Employee Development Funds

- The State of Ohio offers a variety of educational and professional development funding that varies based on whether you are a union-exempt employee or a union-represented employee.

#### Ohio Public Employees Retirement System

- OPERS is the retirement system for State of Ohio employees. The employee contributes 10% of their salary towards their retirement. The employer contributes an amount equal to 14% of the employee's salary. Visit the [OPERS website](#) for more information.

#### Deferred Compensation

- The Ohio Deferred Compensation program is a 457(b) voluntary retirement savings plan. Visit the [Ohio Deferred Compensation website](#) for more information.

Ohio is a Disability Inclusion State and strives to be a Model Employer of Individuals with disabilities. The State of Ohio is committed to providing access and inclusion and reasonable accommodation in its services, activities, programs and employment

opportunities in accordance with the Americans with Disabilities Act (ADA) and other applicable laws.

### Qualifications

Completion of undergraduate major core program in emergency management, public or business administration; 2 yrs. trg. or 2 yrs. exp. in disaster services & emergency operations; must be able to provide own transportation.

-Or 2 yrs. trg. or 2 yrs. exp. in emergency management, public or business administration; 2 yr. trg. or 2 yr. exp. in disaster services & emergency operations; must be able to provide own transportation.

-Or 2 yrs. exp. as Disaster Services Consultant 1, 64911; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**KNOWLEDGE:** Public Relations; Human Relations; \*Agency Policies & Procedures (ODPS & EMA); Government Structure & Process (County).

**SKILL:** Word Processing Microsoft office, Ohio Administrative Knowledge System (OAKS); Equipment Operations (General office equipment).

**ABILITY:** Recognize unusual or threatening conditions & take appropriate action; define problems, collect data, establish facts & draw valid conclusions; handle sensitive inquiries from & contacts with officials & general public; resolve complaints from angry citizens & government officials. cooperate with co-workers on group projects; interpret extensive variety of technical material in books, journals & manuals; complete routine forms; maintain accurate records.

(\*) Developed after employment.

### **TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Completion of FEMA Professional Development Series, Damage Assessment Course, Disaster Recovery Course, EOC Course, Hazard Material Awareness Course & Incident Command System Course.

### **UNUSUAL WORKING CONDITIONS**

Requires travel; must provide own transportation; exposed to disaster sites, must be available for weekend & after normal hour duty, work will require absence from home for extended period of time during disaster & emergency, must be able to respond to disasters,

24 hours a day, 7 days a week except on approved vacation times; Exposed to dirt & debris; exposed to impacted areas (i.e., flood, hazardous material spills, blizzard, riot, tornado devastation) which may also be bio-hazard areas (e.g., tetanus, hepatitis).

This position may be filled by lay-off or certification eligibility list if applicable.

This position will be filled in accordance with the bargaining agreement if applicable.

This position is essential, meaning the duties this job performs are critical to the continued operations of the Ohio Department of Public Safety during a public safety emergency (OAC 123: 1-46-01 & DAS Directive HR-D-11). This position will be required to report for duty during any public safety emergency.

### Background Check Information

A BCI fingerprint check, tax check and background check, may be required on all selected applicants.

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