

Class Specifications  
for the class:REGIONAL EMERGENCY/DISASTER SPECIALIST  
SR-24; BU:13Distinguishing Characteristics:

This class reflects responsibility for planning, developing, evaluating, and maintaining the overall emergency/disaster preparedness, response and recovery program for a region of Hawaii Health Systems Corporations (HHSC) in accordance with County, State, and Federal civil defense plans. This responsibility includes planning, developing, evaluating and maintaining the region's overall strategy for responding to emergency situations, natural or man-made disasters; assessing training needs and planning, developing, conducting, and/or coordinating training; developing and maintaining HHSC's plan to provide mass patient care services, and damage assessment during emergency/disaster situations; ensuring the preparedness and readiness of community resources in providing these services; and representing the Regional Chief Executive Officer in all matters relating to the region's emergency/disaster assistance program.

Additionally, during an emergency/disaster, the position in this class represents the Regional CEO in overseeing and implementing the region's emergency/disaster assistance program plans, policies and procedures, and organizing and directing its activities.

The work is performed under the general supervision of the Regional Chief Executive Officer and is guided by various County, State and Federal regulations relative to emergency/disaster programs.

Examples of Duties:

Develops, organizes, coordinates and maintains the total emergency and disaster preparedness program for a region of Hawaii Health Systems Corporations including the formulation of the region's policies and procedures and the development of disaster response/assistance readiness and operational plans; evaluates emergency/disaster plans ensuring conformance with regional, County, State and Federal civil defense plans; evaluates/analyzes the region's state of preparedness to respond to emergency/disaster situations and takes corrective actions to improve response time and quality of assistance; provides guidance and technical assistance to regional management personnel in identifying areas of responsibility, in designating key personnel to perform emergency/disaster functions and in formulating and developing plans to carry out their assigned emergency operational responsibilities; prepares and maintains an operations manual specifying the region's operations policies and procedures, the assignment of operational responsibilities to facilities and departmental units, and the identification of key personnel and their functions for various disaster/emergency situations; prepares and maintains

the region's program specifying the region's responsibilities for implementation and administration of the program upon a declaration of a disaster; implements and administers the region's program and coordinates the program with the Federal Emergency Management Agency and other Federal/State disaster assistance programs such as the U.S. Small Business Administration and American Red Cross; develops and recommends necessary legislation including preparing and presenting testimony and other supporting documentation; assesses training needs; educates and informs regional personnel of their emergency/disaster preparedness, response and assistance responsibilities; plans, develops, conducts and/or coordinates specialized staff training for core personnel; prepares and conducts activation (simulation) exercises; initiates and develops programs for community-wide involvement and support for the region's emergency/ disaster readiness program by organizing preplanned voluntary assistance from business, professional and labor organizations, community associations, and civic, fraternal and religious groups; keeps organizations informed of needs and changes in the program; develops and maintains mutual assistance agreements with private organizations as needed; identifies needed resources and information on their availability to fulfill the region's mass patient care responsibility.

When disasters occur, participates with the State Civil Defense and Federal Emergency Management Agency and other governmental, private and volunteer agencies in planning for and implementing disaster assistance programs; organizes and directs regional staff in conducting damage assessment of regional facilities and assists with damage assessment of the affected communities; advises the Regional CEO on the implementation of emergency programs; organizes, directs and coordinates the deployment of facility personnel to staff disaster programs; coordinates regional assistance programs with Federal, State and volunteer agencies; coordinates fiscal/disbursement activities for emergency disaster assistance programs; meets with Federal inspectors to discuss State verification requirements; coordinates the provision of disaster assistance with the U.S. Small Business Administration and American Red Cross to prevent the duplication of assistance; coordinates the recovery of misapplied, misused and/or duplicated assistance with the Attorney General's Office and participates in program audits.

Knowledges and Abilities Required:

Knowledge of: Principles and practices of organization and administration; principles and practices of program planning; government organization, operations and functions; federal, state and local laws, operations and functions; public and private community resources and services relating to emergency/disaster programs; planning and research methods and processes; and evaluative techniques and report writing.

Ability to: Plan, develop, coordinate and evaluate the emergency/disaster preparedness, response and recovery program for a region of Hawaii Health Systems Corporations; develop and maintain HHSC's plans to provide mass patient care services and emergency public assistance in the event of emergencies/disasters; interpret and apply laws, rules, regulations, and policies and procedures; establish and maintain effective working relationships with regional personnel, businesses, various organizations, volunteer workers, and the general public to elicit support for the disaster assistance program and to carry out emergency operational plans and

responsibilities; act decisively in emergencies; communicate effectively both orally and in writing on a one-to-one basis as well as with groups for the purpose of obtaining/ providing information, implementing regional policies and procedures, conducting training, etc.; prepare clear and concise reports; analyze, evaluate and draw sound conclusions from available information; and supervise others during emergency/disaster situations.

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This is the first specification for the class, REGIONAL EMERGENCY/DISASTER SPECIALIST.

DATE APPROVED: September 20, 2005

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JANICE WAKATSUKI  
VP/Director of Human Resources