



**STATE OF IDAHO**  
invites applications for the position of:

## **IOEM Emergency Housing Planner**

---

**SALARY:** \$25.69 - \$36.78 Hourly  
**DEPARTMENT:** Division of Military  
**OPENING DATE:** 12/17/21  
**CLOSING DATE:** 01/04/22 11:59 PM  
**DESCRIPTION:**

**STATE OF IDAHO**  
**MILITARY DIVISION**  
Human Resource Office (HRO)  
State Personnel Branch  
4794 General Manning Avenue, Building 442  
Boise, ID 83705-8112  
Telephone: (208) 801-4273

### **STATE VACANCY ANNOUNCEMENT**

Registers established from this announcement may remain valid up to one year to fill vacancies within the same classification.

<b>ANNOUNCEMENT NUMBER:</b>	21-108-N
<b>AREA OF CONSIDERATION:</b>	Open to all applications
<b>POSITION TITLE:</b>	IOEM Emergency Housing Planner
<b>PAY GRADE:</b>	NGA-10 NGA-9 Trainee Grade
<b>POSITION CONTROL NUMBER:</b>	6017
<b>CLASS CODE:</b>	22712
<b>SALARY:</b>	\$28.29 to \$36.78 hourly (\$58,842 to \$76,499 annually) \$25.69 to \$33.40 hourly (\$53,433 to \$69,462 annually)
<b>FLSA CODE:</b>	Administrative Exempt
<b>DUTY LOCATION:</b>	Military Division, Idaho Office of Emergency Management (IOEM), Gowen Field, Boise, ID
<b>TYPE OF POSITION:</b>	Civilian Nonclassified; Limited Service Appointment ( <i>This position is grant funded, not-to-exceed 31 August 2024.</i> )
<b>COMPATIBLE MILITARY FIELD:</b>	Not Applicable

**JOB TITLE: IOEM EMERGENCY HOUSING PLANNER**  
**POSITION CONTROL NUMBER: 6017**  
**CLASS CODE NUMBER: 22712**  
**SALARY GRADE: NGA-10**  
**NGA-9 (Trainee Grade)**

**INTRODUCTION:** This position is assigned to the Plans Section of the Preparedness and Protection Branch, Idaho Office of Emergency Management (IOEM), functioning within the State of Idaho – Military Division. The primary purpose of this position is to conduct extensive research and facilitate meetings related to essential emergency housing and response plans to support the planning, response, recovery, and mitigation of emergencies and disasters for the State of Idaho. This position is funded by a FEMA Regional Catastrophic Preparedness Grant.

If selected incumbent does not qualify at the full grade-level of this position (NGA-10), appointment will be at the developmental Trainee Grade (NGA-9). The incumbent receives on-the-job and/or formal training to expand knowledge and develop skills and abilities to prepare the incumbent for advancement to full grade potential (NGA-10). Prior to advancement, the incumbent must demonstrate competence, as determined by the supervisor, in each of the specified job responsibilities/individual tasks identified in the IOEM Emergency Housing Planner and Capabilities Plan provided in this position description.

## **EXAMPLE OF DUTIES:**

### **Duties and responsibilities:**

1. Coordinates state and local emergency preparedness and coordinated emergency housing / shelter response plans with state agencies, municipalities, public safety agencies, regional mutual aid forces, and volunteer service agencies in the planning, response, recovery, and mitigation of emergencies and disasters.
2. Collaborates with IOEM staff and contracted support to advance emergency housing planning; including outreach to key personnel, and alignment with Idaho's Emergency Operations Plan and Emergency Support Functions.
3. Convenes and facilitates meetings with internal and external stakeholders with professionalism, courtesy and a partnership mindset.
4. Assists with identifying and implementing a social vulnerability assessment in the context of evacuees and host communities and applies assessment data in plans; researches other state strategies; compiles and shares findings with stakeholders.
5. Identifies, reviews, and implements modifications to housing response plans, policies, and procedures in the preparation of a comprehensive response to a broad array of natural and manmade disasters and emergency situations affecting the Treasure Valley.
6. Communicates and coordinates emergency procedures; maintains personnel and emergency resource materials information; coordinates / supports operational drills in preparation for emergency situations; responds to emergencies and coordinates resources according to plans.
7. Represents the State on regional emergency planning and response committees and forums; prepares reports related to current and long-range emergency preparedness issues.
8. Serves as liaison between IOEM and outside agencies, and aids other agencies, businesses and organizations with emergency housing planning and training activities.
9. Promotes a respectful workplace that complies with policies of the Adjutant General. Observes and ensures compliance with all applicable laws, rules, regulations and policies and serves as a role model for the Whistleblower Protection Program, EEO, security and workplace safety practices, policies and regulations at all times. Maintains a safe and drug/alcohol free workplace.

10. **Performs other related duties as necessary or assigned.** Deploys as directed to a designated Emergency Operations Center at a local, state, or federal level during federally declared disasters. Upon activation of the Idaho State Emergency Operations Center (IDEOC), performs duties as directed by the IDEOC Manager. During activation of the IOEM's Continuity of Operations (COOP) Plan, may perform as member of Advance Echelon party (ADVON) and/or other supporting COOP role as required.

**IOEM EMERGENCY HOUSING PLANNER AND CAPABILITIES PLAN:** To be eligible for promotion to the full grade potential of this position (NGA-10), the incumbent must demonstrate competence, as determined by the supervisor, in each of the specified job responsibilities/individual tasks stated below.

1. The incumbent must successfully:
  - a. Possess detailed knowledge of emergency housing plans among jurisdictions within the Treasure Valley.
  - b. Research and identify a population vulnerability assessment appropriate for the Treasure Valley.
  - c. Demonstrate courtesy and professionalism in all interactions as an IOEM employee.
  - d. Possess detailed knowledge of FEMA and IOEM Emergency Support Function #6 (Mass Care, Emergency Assistance, Housing & Human Services) manuals and annexes.
  - e. Complete FEMA Courses IS100, IS200, & IS700.
  - f. Successfully complete Regional Catastrophic Grant Program quarterly performance and financial reports.

**SUPERVISORY CONTROLS:** Duties are performed under the general supervision of the IOEM Plans Section Chief. The incumbent receives broadly defined strategic and tactical assignments that support to the overall mission goals. The incumbent works independently to define overall project objectives, schedule, and cost estimates to fulfill assignments. Incumbent establishes work priorities and overall strategic direction in alignment with the emergency housing plan timeline and in collaboration with the supervisor. Work will be evaluated during weekly goal setting meetings with the supervisor.

**PERSONAL WORK CONTACTS:** Contacts include the IOEM and IMD staff; city, county, state and federal employees from various agencies in the Treasure Valley; and civilians who have an interest in the programs and services of this organization. The incumbent may be required to interact with citizens, government officials and organizations under emotional distress due to the trauma of a disaster emergency (loss of life, personal property, etc.). Primary purpose of contacts during times of no disaster is to gather information for plans and exercises.

**WORKING CONDITIONS / PHYSICAL EFFORT:** The majority of work is sedentary and performed in an office environment. Work may require travel and outdoor exposure in all types of weather. Field activities may require incumbent to travel and work long hours; driving and walking over rough, uneven surfaces; standing, stooping, reaching; and occasional lifting of moderately heavy items such as equipment or supplies up to 50 pounds. Working around damaged facilities and structures may be hazardous. Incumbent is required to deploy to the field upon request of the immediate supervisor or the IOEM Director; may require overnight or extended periods of travel in and outside of the State of Idaho; may be on-call after normal work hours to respond to emergencies which may require deployment to the field with little notice; may require extended work hours including shifts up to 12-hours under emergency or exercise conditions; and may be required to maintain availability after normal duty hours.

FLSA Overtime Code: A (Administrative Exempt; straight time)

EEOC: B02 (Professional)

WCC: TBD

DECEMBER 2021

## **MINIMUM QUALIFICATIONS:**

## QUALIFICATION REQUIREMENTS

### Mandatory Requirements (conditions of employment)

Applicants must meet the following Mandatory Requirements (conditions of employment) to the highest NGA-level for which you fully qualify/meet all stated requirements.

#### Mandatory Requirements to qualify at the NGA-10 grade level:

- Must have and maintain a valid and unrestricted state issued driver's license (from any state).
- Must submit to and successfully pass a state background check, and must be eligible to obtain and maintain a "SECRET" security clearance through the U.S. Department of Homeland Security. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*
- Travel is required for training and job performance. Must be willing to travel by all modes of transportation and stay at destinations for moderate to extended periods of time.
- Must agree to attend/accomplish required training and participate in training exercises as identified in federal grant guidance, by the IOEM Training and Exercise Program, and by IOEM Senior Management; must agree to successfully complete online courses as determined by the same.
- Must have professional work experience demonstrating competence / knowledge in each of the following areas below:
  - Emergency management principles and practices.
  - Convening stakeholders and crafting plans with multiple perspectives represented.
  - FEMA's Public Assistance and Individual Assistance programs.
  - Idaho's Emergency Operations Center structure and operations
  - Successful implementation of a social vulnerability assessment relative to emergency housing.
- Preferred work experience related to housing planning (**not required**)

#### Mandatory Requirements to qualify at the NGA-9 (Trainee grade level):

- Must have and maintain a valid and unrestricted state issued driver's license (from any state).
- Must submit to and successfully pass a state background check, and must be eligible to obtain and maintain a "SECRET" security clearance through the U.S. Department of Homeland Security. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*
- Travel is required for training and job performance. Must be willing to travel by all modes of transportation and stay at destinations for moderate to extended periods of time.
- Must agree to attend/accomplish required training and participate in training exercises as identified in federal grant guidance, by the IOEM Training and Exercise Program, and by IOEM Senior Management; must agree to successfully complete online courses as determined by the same.
- Must agree to successfully complete any assigned training and demonstrate competence at the full-grade level (NGA-10) within 12-months of appointment. Competency will be determined by the supervisor.
- Preferred work experience related to housing planning (**not required**).

**Knowledge, Skills and Abilities (KSAs)**

**Applicants must have 24-months of specialized experience performing related duties as specified below.**

- Demonstrated knowledge and experience applying the following communication skills:
- Ability to interact effectively with a variety of federal, state, tribal, and local government agencies, non-governmental organizations, private-sector business and citizens; and the use of interpersonal skills to create collaborative/cooperative environments.
- Knowledge of planning principles and experience with organizing and preparing effective emergency operations plans (EOP) and/or continuity of operations (COOP) plans, conducting formal plan reviews, and providing recommendations for plan improvement.
- Working knowledge of emergency/disaster response mechanisms, laws, and policies applicable to federal, state, tribal, and local governmental agencies; and the ability to interpret and adapt said guidance to a directive plan.
- Knowledge of risk analysis and planning processes such as the Threat and Hazard Identification and Risk Assessment (THIRA).
- Knowledge of, or experience with, the National Incident Management System (NIMS) and Incident Command System (ICS) and/or similar business or military management systems.
- Thorough working knowledge of web-based collaborative planning tools, such as the Emergency Operations Planning Tool.
- Demonstrated working knowledge of Microsoft Office programs used to generate plans products and presentations (Microsoft Word, Excel, PowerPoint and Visio).

**CONDITIONS OF EMPLOYMENT:**

- a. Each person hired will be required to provide verification of eligibility to work in the United States and may be subject to a criminal background check.
- b. Refer to the position description for the Mandatory Requirements for this position.
- c. The State of Idaho, Military Division is an Equal Opportunity employer. Selection for this position will be made without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), genetic information, political affiliation, marital status, and disability or age (which does not interfere with job accomplishment or job eligibility based upon the position description Mandatory Requirements). Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

**PERSONNEL MANAGER CERTIFICATION:** The title, series, grade, duties and responsibilities are complete and accurate as written and a current or projected vacancy exists as advertised.

Gloria A. Duncan  
Supervisory Human Resource  
Specialist  
Military Division – State Personnel  
Branch

**The HRO State Personnel Branch will not forward incomplete application packets for consideration.**

**SUPPLEMENTAL INFORMATION:**

If you are unable to apply online, please contact the HRO office by phone 208-801-4273 or email [hrobypass@imd.idaho.gov](mailto:hrobypass@imd.idaho.gov) to discuss alternative options.

**Thank you for your interest in employment with the Idaho Military Division.**

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/idaho>

Position #21-108-N  
IOEM EMERGENCY HOUSING PLANNER  
GD

304 North 8th Street  
Boise, ID 83720

[idhr@dhr.idaho.gov](mailto:idhr@dhr.idaho.gov)

---

### **IOEM Emergency Housing Planner Supplemental Questionnaire**

- \* 1. **Mandatory Requirement (condition of employment)**: Must have and maintain a valid and unrestricted state issued driver's license (from any state).

*Provide written response regarding your willingness and ability to meet this condition of employment (have and maintain). DO NOT provide license info here.*

- \* 2. **Mandatory Requirement (condition of employment)**: Must submit to and successfully pass a state background check, and must be eligible to obtain and maintain a "SECRET" security clearance through the U.S. Department of Homeland Security. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

*Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.*

- \* 3. **Mandatory Requirement (condition of employment)**: Travel is required for training and job performance. Must be willing to travel by all modes of transportation and stay at destinations for moderate to extended periods of time.

*Provide written response regarding your willingness and ability to meet this condition of employment.*

- \* 4. **Mandatory Requirement (condition of employment)**: Must agree to attend/accomplish required training and participate in training exercises as identified in federal grant guidance, by the IOEM Training and Exercise Program, and by IOEM Senior Management; must agree to successfully complete online courses as determined by the same.

*Provide written response regarding your willingness and ability to meet this condition of employment.*

- \* 5. Identify if you are applying under the full grade (NGA-10) or Trainee grade (NGA-9) for the position.  
*To the highest NGA-level for which you fully qualify/meet all stated requirements.*

- \* 6. **Mandatory Requirement (condition of employment) to qualify for the NGA-10 grade level:** Must have professional work experience demonstrating competence / knowledge in each of the following areas below (*Provide detailed response to demonstrate how you meet requirements*):
  - Emergency management principles and practices.
  - Convening stakeholders and crafting plans with multiple perspectives represented.
  - FEMA's Public Assistance and Individual Assistance programs.
  - Idaho's Emergency Operations Center structure and operations
  - Successful implementation of a social vulnerability assessment relative to emergency housing.

**Mandatory Requirement (condition of employment) to qualify for the NGA-9 Trainee grade level:** Must agree to successfully complete any assigned training and demonstrate competence at the full-grade level (NGA-10) within 12-months of appointment. Competency will be determined by the supervisor.

*Provide individual responses based on your identified grade level you are applying for (which you fully qualify/meet all stated requirements).*

- 7. Preferred work experience related to housing planning (**not required**). *If applicable, describe qualifying experience to include type, duration and work performed.*

- \* 8. KSA: **Demonstrated knowledge and experience applying the following communication skills:**
  - **Communicating at the organizational level**
  - **Effective oral and written communication demonstrating logic, focus, critical thinking, and clarity**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- \* 9. KSA: **Ability to interact effectively with a variety of federal, state, tribal, and local government agencies, non-governmental organizations, private-sector business and citizens; and the use of interpersonal skills to create collaborative/cooperative environments.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- \* 10. **KSA: Knowledge of planning principles and experience with organizing and preparing effective emergency operations plans (EOP) and/or continuity of operations (COOP) plans, conducting formal plan reviews, and providing recommendations for plan improvement.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- \* 11. **KSA: Working knowledge of emergency/disaster response mechanisms, laws, and policies applicable to federal, state, tribal, and local governmental agencies; and the ability to interpret and adapt said guidance to a directive plan.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- \* 12. **KSA: Knowledge of risk analysis and planning processes such as the Threat and Hazard Identification and Risk Assessment (THIRA).**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- \* 13. **KSA: Knowledge of, or experience with, the National Incident Management System (NIMS) and Incident Command System (ICS) and/or similar business or military management systems.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- \* 14. **KSA: Thorough working knowledge of web-based collaborative planning tools, such as the Emergency Operations Planning Tool.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- \* 15. **KSA: Demonstrated working knowledge of Microsoft Office programs used to generate plans products and presentations (Microsoft Word, Excel, PowerPoint and Visio).**



Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- \* 16. Unqualified or incomplete applicant packets will not be forwarded.  
Do you certify you attached any supporting/required documentation and given detailed written responses with your application packet before submitting?  
 Yes    No
  
- \* 17. Do you certify that all of the information and attached documents to this application are true, correct, complete and made in good faith? (This will constitute your official signature.)  
 Yes    No
  
- \* Required Question