



STATE OF IDAHO
invites applications for the position of:

IOEM Hazardous Materials & Special Teams Program Manager

SALARY: \$28.29 - \$36.78 Hourly
DEPARTMENT: Division of Military
OPENING DATE: 12/29/21
CLOSING DATE: 01/12/22 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.

ANNOUNCEMENT NUMBER:	21-111-N
AREA OF CONSIDERATION:	Open to all applications
POSITION TITLE:	IOEM Hazardous Materials & Special Teams Program Manager
PAY GRADE:	NGA-10
POSITION CONTROL NUMBER:	4077
CLASS CODE:	20267
SALARY:	\$28.29 to \$36.78 hourly (\$58,842 to \$76,499 annually)
FLSA CODE:	Administrative Exempt
DUTY LOCATION:	Military Division, Idaho Office of Emergency Management (IOEM), Gowen Field, Boise, ID
TYPE OF POSITION:	Civilian Nonclassified; Limited Service Appointment (<i>This position is under a cooperative agreement or grant funded.</i>)
COMPATIBLE MILITARY FIELD:	Not Applicable

**JOB TITLE: IOEM HAZARDOUS MATERIALS AND
SPECIAL TEAMS PROGRAM MANAGER
POSITION CONTROL NUMBER: 4077
CLASS CODE NUMBER: 20267
SALARY GRADE: NGA-10**

INTRODUCTION: This position is assigned to the Grant Management Branch, Idaho Office of Emergency Management (IOEM), functioning within the State of Idaho – Military Division. The primary purpose of this position is to provide Hazardous Material (HAZMAT) and Idaho Special Teams technical expertise to IOEM, and to function as the principal liaison and coordinator for the HAZMAT and Weapons of Mass Destruction (WMD) first responder Regional Response Teams (RRTs), the Regional Bomb Squads (RBSs), the Idaho Technical Rescue Teams (ITRTs), and the Idaho Incident Management and Support Team (IIMAST – Type III All-Hazard Incident Management Team). Manages the HAZMAT Duty Officer volunteer program. Manages the Hazardous Materials Emergency Grant Program (HMEP).

EXAMPLE OF DUTIES:

DUTIES AND RESPONSIBILITIES:

1. Serves as the primary HAZMAT and Weapons of Mass Destruction (WMD) technical subject matter expert (SME) to management and staff of the IOEM.
2. Serves as coordinator for State of Idaho Special Teams to include the Regional Response Teams (RRTs), Regional Bomb Squads (RBSs) Teams, Idaho Technical Rescue Teams (ITRTs) and the IMAST - Type III All-Hazard Incident Management Team (AHIMT).
3. Coordinates State Special Team equipment requirements, training competency/certification requirements, and technical specifications. Advises State Special Teams and local responders on procedures, tactics, and mobilization/employment guidelines for the State of Idaho. Coordinates meetings, exercises, and training for State Special Teams. Provides course development in support of State Special Teams. Evaluates new procedures, equipment, and training competencies for State Special Teams. Keeps abreast of new technological advancements and procedures applicable to State Special Teams.
4. Serves as IOEM point of contact (POC) for all hazardous materials spills around the State. Manages the IOEM HAZMAT Duty Officer volunteer program. Coordinates conference calls for spills with incident command on sight, Department of Environmental Quality (DEQ), HAZMAT Response Teams and any federal responding agencies as needed based on level of incident, ensuring State and regulatory compliance. Provides HAZMAT Duty Officers scheduling, and trains new IOEM and State Communications Dispatch Center employees to become a HAZMAT Duty Officer. Serves as the IOEM instructor for training on Incident Command Courses (ICS) statewide. May instruct outside of the State of Idaho, as requested. Maintains and updates the State HAZMAT Plan. Trains State Special Teams, local emergency responders, DEQ and other stakeholders on the State HAZMAT Plan. Provides information and guidance to facilities around the State that are required to meet Hazardous Waste Operations and Emergency Response (HAZWOPER) Standards.
5. Manages the Hazardous Materials Emergency Grant Program (HMEP). Develops Geographic Response Plans (GRPs) requiring coordination with Local Emergency Planning Committees (LEPCs), local first responders, State Special Teams, DEQ and the Environmental Protection Agency (EPA). Promulgates GRPs with the signatures of approval from all stakeholders, works with IOEM Training and Exercise (T&E) Team to provide expertise to exercise plan once completed, prepares corrective action plan from exercise for updates to GRP. Plans and conducts an annual HAZMAT Week Conference, provides training course for local and State HAZMAT teams. Reviews federal requirements for HAZMAT Technician certification and ensures certification of responders. Provides contractual oversight of training course for HAZMAT Technician Certification maintenance. Writes quarterly federal grant programmatic reports.
6. Reviews and approves State Special Teams grant applications and provides feedback for eligibility of projects and equipment acquisitions. Conducts technical review of contract specifications and product purchase orders, ensuring compliance with all safety laws, rules, and regulations. Uses technical knowledge of equipment and training requirements for federal

National Qualification System (NQS) categorization typing of resources for State Special Teams. Works directly with State Special Teams for acquisition of equipment through the Homeland Security Grant Program, ensuring they meet National Institute for Occupational Safety and Health (NIOSH) standards. Works directly with State Special Teams to ensure they maintain current capabilities and assists the teams with gap analysis to identify what capabilities they may need to build. Identifies training needed for grant procured equipment. Manages the State Memorandums of Understanding (MOUs) with State Special Teams updates as needed.

Reviews State Special Team contracts and purchase orders providing technical assistance to ensure compliance with federal grant requirements.

7. Evaluates and prepares reports on equipment placement and responder preparedness, as requested. Evaluates courses for State Special Teams and recommends attendance, if appropriate. Coordinates, conducts and documents after-action reviews (AARs) for incidents involving State Special Teams, and develops corrective action recommendations.

8. Prepares and submits reports on safety and environmental compliance. Serves as a technical expert to the HAZMAT Teams to assure standards and compliance with National Fire Protection Agency (NFPA) guidance. Reviews on an annual basis, or as needed, NFPA Codes and Standards. Serves as a technical advisor to EPA, DEQ, State Special Teams and commercial facilities storing reportable chemicals around the State of Idaho related to the storage of hazardous materials. Upon request, may be required to assist with on-site inspections for compliance issues with storage of hazardous materials, Tier II reporting or HAZWOPER.

9. Serves as a liaison, developing and maintaining close working relationships between IOEM and fire, law enforcement and emergency medical first responders throughout Idaho. Works with non-traditional responders to assist in developing State strategies. Coordinates with federal agencies, when requested, to ensure continuing grant funding and development of Idaho's HAZMAT/WMD response strategies.

10. Serves as a Chemical Facility Anti-Terrorism Standards (CFATS) subject matter expert (SME). Provides support to signatories to the Idaho HAZMAT/WMD Incident Command and Response Support Plan. Conducts training for the Idaho emergency response community.

11. Reviews State Special Team incidents for continuing response improvement. When requested, assists in the review of cost recovery documentation submitted by emergency responders. Participates in Idaho HAZMAT/ WMD Incident Command and Response Plan update meetings. Assists in conducting threat and vulnerability assessments within the State.

12. Attends training and participates in exercises as identified in federal grant guidance and/or by the IOEM Training and Exercise Program and IOEM Senior Management.

13. Performs other related duties and projects as necessary or assigned. Deploys as directed to a designated Emergency Operations Center (EOC) 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 another supporting COOP role as required.

SUPERVISORY CONTROLS: Work is performed under the general supervision of the Operations Branch Chief. Work is primarily performed independently. The incumbent receives broadly defined strategic and tactical assignments that support overall IOEM mission goals and keeps the supervisor, or, in his/her absence, the IOEM Branch Chief or Director informed of progress and potentially controversial matters. The incumbent works independently to define programmatic budget, objectives, schedules and cost estimates to fulfill assignments. Sets program priorities within general guidelines. Has responsibility for planning, designing, and carrying out recovery programs and projects to include coordinating with others and conflict resolution at the lowest level. Completed work is evaluated for accuracy, adequacy, effectiveness and overall attainment of objectives. Work is carried out using applicable regulations, policies and procedures for guidance.

PERSONAL WORK CONTACTS: Daily contacts include the supervising Branch Chief and IOEM management and staff; Idaho National Guard/Idaho Military Division Command and staff. Frequent contacts include State Special Teams and local first responders. Maintains contact with national, state, city, tribal and local officials as necessary.

WORKING CONDITIONS / PHYSICAL EFFORT: The majority of work is performed in well-lit climate-controlled office environment. Periodic deployment to disaster impacted areas, with inherent natural and man-made hazards, is required. Field deployments will require travel and outdoor exposure in all types of weather. Field activities will require the 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.

Incumbent will be on-call after normal work hours, and may be required to deploy to the field as the State "On Scene" Coordinator (OSC). 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. The incumbent may be required to deal with citizens, government officials and organizations under extreme emotional distress.

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

EEOC: B06 (Paraprofessional)

WCC: 9410

NOVEMBER 2020

MINIMUM QUALIFICATIONS:

QUALIFICATION REQUIREMENTS

Mandatory Requirements (conditions of employment)

- 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.
- Preferred education/training (**not mandatory**) *(If applicable, please describe related education/training and **attach transcripts/certifications** to your application; unofficial transcript/certifications are acceptable.)*
 - Training as a Hazardous Materials (HAZMAT) Technician
 - National Incident Management System (NIMS)
 - Incident Command System (ICS)

Knowledge, Skills and Abilities (KSAs)

Applicants must have 36-months of specialized experience performing related duties as specified below.

- Knowledge of HAZMAT preparedness, planning and response with an emphasis on HAZMAT scene surveying, establishing response objectives, determination of incident appropriate personal protective equipment (PPE) for first responders, techniques for the identification of unknown suspected HAZMAT substance, HAZMAT container identification, decontamination procedures and incident command roles and responsibilities for large-scale HAZMAT incident.
- Knowledge of Incident Command System (ICS), National Incident Management System (NIMS) and All Hazards Incident Management Teams.
- Knowledge of federal regulations involving hazardous chemicals, including, but not limited to: HAZWOPER, EPCRA, CERCLA, RCRA, Clean Air Act, Clean Water Act and NFPA requirements.
- Knowledge of training assessment and evaluation (Homeland Security Exercise and Evaluation Program (HSEEP)).
- Knowledge of federal/state/local relationships (intergovernmental relations), effective interpersonal relations, emergency management and response to hazardous materials, suspicious packages/suspected explosive devices, collapsed structures, weapons of mass destruction, and incident management procedures and methodologies.
- Skills to operate a variety of automation/computer equipment, cameras, video equipment and two-way radios.
- Ability to communicate orally and in writing in a clear and concise manner to coordinate and accomplish work objectives and prepare reports.
- Ability to adapt to a variety of planning and response situations that may include conflict, strong emotions, and political overtones.

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 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 #21-111-N
IOEM HAZARDOUS MATERIALS & SPECIAL TEAMS
PROGRAM MANAGER
GD

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

IOEM Hazardous Materials & Special Teams Program Manager 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. Preferred education/training (**not mandatory**) (*If applicable, please describe related education/training and attach transcripts/certifications to your application; unofficial transcript/certifications are acceptable.*)

- Training as a Hazardous Materials (HAZMAT) Technician
- National Incident Management System (NIMS)
- Incident Command System (ICS)

- * 6. KSA: **Knowledge of HAZMAT preparedness, planning and response with an emphasis on HAZMAT scene surveying, establishing response objectives, determination of incident appropriate personal protective equipment (PPE) for first responders, techniques for the identification of unknown suspected HAZMAT substance, HAZMAT container identification, decontamination procedures and incident command roles and responsibilities for large-scale HAZMAT incident.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 7. KSA: **Knowledge of Incident Command System (ICS), National Incident Management System (NIMS) and All Hazards Incident Management Teams.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 8. KSA: **Knowledge of federal regulations involving hazardous chemicals, including, but not limited to: HAZWOPER, EPCRA, CERCLA, RCRA, Clean Air Act, Clean Water Act and NFPA requirements.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 9. KSA: **Knowledge of training assessment and evaluation (Homeland Security Exercise and Evaluation Program HSEEP).**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 10. KSA: **Knowledge of federal/state/local relationships (intergovernmental**

relations), effective interpersonal relations, emergency management and response to hazardous materials, suspicious packages/suspected explosive devices, collapsed structures, weapons of mass destruction, and incident management procedures and methodologies

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 11. KSA: **Skills to operate a variety of automation/computer equipment, cameras, video equipment and two-way radios.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 12. KSA: **Ability to communicate orally and in writing in a clear and concise manner to coordinate and accomplish work objectives and prepare reports.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 13. KSA: **Ability to adapt to a variety of planning and response situations that may include conflict, strong emotions, and political overtones.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **36-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 14. 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

- * 15. 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