



## CLASS SPECIFICATION

Class Title: Emergency Response Planner  
Department: Health – CD/EPI  
FLSA: Exempt

Class Code: 5558  
Eff. Date: 02/17/05  
Revised: 08/20/2021  
Grade: 22

### GENERAL PURPOSE

Under the general guidance and direction of the Division Director, Community Health, performs planning functions for Emergency Response for the Davis County Health Department (DCHD).

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.)

Performs administrative, technical, and planning duties to integrate DCHD All Hazards emergency response plans with response activities for other emergency management programs, volunteer organizations, businesses, and private industries.

Coordinates planning activities with other DCHD Division Directors and personnel. Coordinates with public health entities, various jurisdictions, police and fire agencies, governmental entities, private health agencies, and other private and public businesses.

Conducts a community assessment and vulnerability analysis of Davis County to identify specific and possible public health hazards and threats. Identifies unique planning considerations.

Develops and maintains an accurate and current Davis County Health Department Emergency Operations Plan (EOP). Specifically reviews DCHD All Hazards Plan to meet Centers for Disease Control (CDC) planning guidance and local standard operating guidelines. Identifies gaps in preparedness and response capacities and makes recommendation for improvement. Establishes written evaluation criteria for EOP. Utilizes CDC Operational Readiness Review (ORR) to evaluate and improve DCHD's ability to implement Medical Countermeasure (MCM) distribution and dispensing. Assures progress towards achieving critical and enhanced capacities and benchmarks by making corrections and recommending changes in interventions.

Evaluates technical requirements of EOP and recommends appropriate purchases, updates for enhancement and maintenance of communication network, and other response activities. Assures information technology security and critical infrastructure protection. Reviews existing laws and confirms legal authority to take actions during a public health emergency.

Assists public health community and other local officials in developing and maintaining jurisdictional emergency plans. Evaluates capacity in County to determine extent to which they are prepared to respond to a public health emergency or threat. Attends meetings, facilitates discussions, acts as a liaison, reviews concepts and procedures, and coordinates response efforts of various departments, agencies, jurisdictions, private industries, utility companies, etc.

Assesses and coordinates the development of written agreements, contracts, or other memos of understanding to describe roles and responsibilities, purposes, authority, liability, services, and

relationships among agencies to manage public health emergencies.

Reviews specialized studies and reports, formulates comments, and summarizes content to provide emergency planning recommendations. Communicates accurately with directors, supervisors, staff and other agencies. Develops and leads a health department wide planning committee. Prepares reports, plans of action, time lines, budgets, public presentations, and other written and oral communications. Assures timely and accurate submissions of all required State and Federal reports.

Serves as a liaison between the Davis County Health Department, Utah Department of Environmental Quality, and the Utah Department of Health concerning All Hazards response and preparation activities. Serves as an active member of the Utah Association of Local Health Emergency Response Coordinators.

Evaluates proposed contracts, grants, and amendments for fiscal and operational feasibility. Assists in the development of a budget and operational plan for resource expenditures. Monitors budget for compliance to spending plan. Pursues other grant opportunities specific to the area of bio-terrorism preparedness and response.

Develops a plan of action and works with other Emergency Response personnel, Public Information Officer, health promotion, and other staff to promote individual and family emergency planning and to increase public awareness of community emergency response plans and procedures. Assures that community classes, messages, and other information are culturally competent and that they address concerns of special populations in the community.

Assesses DCHD staff and other county personnel training needs in area of emergency preparedness. Develops written department and individual training plans, including core competencies. Makes recommendations for improvement and provides or arranges for appropriate training. Monitors, documents, and communicates progress toward completion.

Develops seminars, tabletop exercises, and operational drills designed to train, test, and evaluate emergency response concepts or standard operating guidelines in collaboration with DCHD staff and community partners. Adjusts emergency plans, procedures, and protocols to reflect changes and improve efficiency. Participates in related training programs, seminars, workshops, etc. as directed to keep abreast of emergency planning issues and concepts or as required by funding agencies.

Develops and implements the Medical Reserve Corp for Davis County. Coordinates the development and implementation of a plan for identifying and utilizing volunteer resources.

Investigates, analyzes and solves problems; organizes, plans and sets priorities.

Proficiently utilizes computer applications for data storage, management, communication and reporting.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs other related duties as assigned.

## MINIMUM QUALIFICATIONS

### 1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in public health, nursing, health education, environmental health, microbiology, emergency management or a closely related field plus four (4) years of paid full-time employment in

a related field, or an acceptable combination of education and experience. Preference for supervisory/management experience and/or emergency preparedness experience.

2. Special Qualifications:

Must complete training courses as required and made available through the Utah Department of Public Safety Division of Emergency Management and the Federal Emergency Management Agency (FEMA).

Must pass a criminal history background investigation.

Must furnish personal transportation for on-the-job travel.

Must possess a valid Utah Driver License.

Employees driving a personal vehicle while on County business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Thorough knowledge of: health care in a community setting public health epidemiology, communicable disease control, sanitation, environmental health, health education, safety, hazard management, and/or emergency management. Working knowledge of: principles and practices of governmental and public health agency structures and resources; building community partnerships and agency relationships, and effective coalition building; budget development and fiscal management.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: demonstrate knowledge and proficiency about bio-pathogens and proper handling of the same according to generally accepted biohazard practices, OSHA, and other Federal safety guidelines; effectively apply principles, practices and techniques used in emergency management; set public health performance goals and apply strategic and long term planning principles; make effective presentations to large groups; write plans and procedures, time-lines, action plans; work with diverse groups and occupations; supervise the work of others; operate all applicable computer hardware and software including spreadsheets, graphs, Internet, word processors, and other data programs; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with other government and public health officials, supervisors, employees, volunteers, and the public.