

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

GENERAL INFORMATION

<input type="text"/>	<input type="text" value="D10"/>	<input type="text" value="SC Law Enforcement Division"/>
Position Number	Agency Code	Agency Name
<input type="text" value="Homeland Security Grants Administration"/>		<input type="text" value="Columbia/Richland"/>
Division / Section / Unit		City / County
<input type="text"/>	<input type="text" value="40"/>	<input type="text" value="Y"/> Y/N
Employee Name	County Code	Is Position in Central Office ?
<input type="text"/>	<input type="text"/>	<input type="text"/>
Current State Title	Alphanumeric Code	Slot
<input type="text" value="F"/>	<input type="text" value="AH45"/>	<input type="text" value="0001"/>
Full / Part Time Indicator	Supervisor State Title	Slot
<input type="text" value="03750"/>	<input type="text"/>	<input type="text"/>
Hours Per Week		
<input type="text"/>		
Base Hours		

OHR COPY AGENCY COPY

OFFICE OF HUMAN RESOURCES

<input type="text" value="D10"/>	<input type="text" value="AH40"/>	<input type="text"/>
Agency Code	Alphanumeric Code	Slot
<input type="text"/>	<input type="text" value="b"/>	<input type="text"/>
Authorized Date		
<input type="checkbox"/> Delegated	<input checked="" type="checkbox"/> New Position	<input type="checkbox"/> Prototype
<input type="checkbox"/> State Title Changes	<input type="checkbox"/> Update	

Approved State Title

Approval Signature

Date Approved

SOURCE OF FUNDING

<input type="text"/>	<input type="text" value="100"/>	<input type="text"/>
State %	Federal %	Other %

REQUESTED ACTION INFORMATION

<input type="text" value="Post and fill"/>	<input type="text" value="Homeland Security Planner (Prog Coord I)I"/>	<input type="text" value="AH40"/>	
Requested Action	Requested State Title	Alphanumeric Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Supervisor's Signature	Date	Other Required Signature	Date

FLSA Designation

THE FOLLOWING SECTION OF THE POSITION DESCRIPTION IS TO BE COMPLETED BY THE SUPERVISOR

1. What are the minimum requirements for the position (Minimum requirements must at least meet the state minimum requirements for classified classes but may include additional requirements.)?

A bachelor's degree and a minimum of three years specialized experience developing and interpreting policies and strategies regarding contingency planning and crisis management in response to the evaluation of threats/hazards (natural or technological) and critical infrastructure protection.

2. What knowledge, skills, and abilities are needed by an employee upon entry to this job including any special certification or license?

Strong analytical skills and ability to interpret laws, regulations, polices and procedures. Excellent communication skills, both written and oral, are essential. Ability to establish strong, positive working relationships with government officials is essential. Ability to identify and define problems and coordinate resolution with numerous organizational elements; provide expert technical analyses of infrastructure vulnerabilities; provide policy statements and expert counsel for the handling of classified, law enforcement sensitive and industry proprietary information supporting threat initiatives; and providing technical leadership on complex group projects.

3. Describe the guidelines and supervision an employee receives to do this job, including the employee's independence and discretion.

Employee should be able to perform all described responsibilities with general direction, followed by limited supervision and relatively independent work thereafter. This position requires that the employee be self-motivated, employ sound time management practices, and exercise a considerable degree of discretion.

4. Indicate additional comments regarding this position (e.g., work environment, physical requirements, overnight travel).

Position requires valid driver's license and a good driving record. Employee must be a United States citizen. This position involves critical duties and responsibilities that must continue to be performed during crisis situations and contingency operations. Necessary responsiveness may require certain special considerations, such as extended overnight travel and rotational hours of work.

MISCELLANEOUS DATA

Employee Number

Position Dept. Number

STATE OF SOUTH CAROLINA POSITION DESCRIPTION

1. Job Purpose:

Performs duties in support of State and Regional Counter Terrorism Coordinating Councils involving terrorist threat issues and infrastructure protection to include: conducting analyses and recommending solutions for issues affecting operational and situational awareness of threats and vulnerabilities; evaluating and recommending adoption of new or enhanced approaches to maintain awareness of threat; provide technical expert assistance with respect to evaluation of emergency response capability, analyze state and local response plans, procedures, and operational protocols. Guides implementation of State Homeland Security Strategy in their region and to a lesser extent statewide.

2. Job Functions:

	Essential/ Marginal (E or M)	Percentage of Time
Evaluates state and local government agencies functions, processes, principles, requirements, methods, and procedures used in the domestic preparedness prevention, response, and recovery functional areas through the conduct of onsite reviews and participation in drills and exercises.	E	25
Assists with the implementation of applicable Homeland Security Presidential Directives and the State Homeland Security Strategy within the State.	E	25
Develops required compliance/evaluation reports for U.S. Department of Homeland Security to document successful implementation of the State Homeland Security Strategy by various units of state and local government and facilitates capability assessment revisions within assigned region.	E	20
Conducts studies that identify ways to improve effectiveness of methods, procedures, organizations, system controls, and similar functions.	E	10
Maintains superior working knowledge of federal, state and local homeland security organizational structures, missions, programs, and relationships.	E	5
Analyzes procedures, organizations, techniques, etc. pertaining to homeland security that are wide in scope, composed of critical, complex tasks.	E	5
Represents SLED/Homeland Security and the State and Regional CTCCs to local governments and the private sector to communicate overall prevention, preparedness and emergency response policies, while diplomatically resolving different and sometimes entrenched viewpoints.	E	5
Additional duties, as required within Homeland Security program area.	M	5

3. Position's Supervisory Responsibilities:

If this position includes supervisory responsibilities, please indicate the state title and number of positions of the three highest subordinates.

	<u>STATE TITLE</u>	<u>NUMBER</u>	
(1) _____	_____	_____	Number of employees directly supervised: _____
(2) _____	_____	_____	
(3) _____	_____	_____	Total number supervised: <u>0</u>

4. Comments:

This is a sensitive position that requires a background investigation. Appointment is subject to the applicant successfully completing essential security investigation forms, the applicant cooperating with the investigator, the completion of the investigation, and the favorable adjudication of the investigation. Appointment may require employee to satisfy additional National Security Special Sensitive position federal requirements. Failure to satisfactorily comply with any aspect of this process is grounds for termination.

5. The above description is an accurate and complete description of this job.

_____ Employee's Signature

_____ Date