

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	Alphanumeric Code
<input type="text" value="03750"/>	<input type="text"/>	Slot
Hours Per Week	<input type="text"/>	
<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"/>		
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="Grant Program Manager (Program Coord. II)"/>	<input type="text" value="AH40"/>
Requested Action	Requested State Title	Alphanumeric Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Supervisor's Signature	Date	Other Required Signature

FLSA Designation

Date

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

