



STATE OF COLORADO
invites applications for the position of:

Director of the Office of Emergency Management

This announcement is not governed by the selection processes of the classified personnel system. Applications will be considered from residents and non-residents of Colorado.

CLASS TITLE: NON-CLASSIFIED

LOCATION: Centennial, Colorado

PRIMARY PHYSICAL WORK ADDRESS: Centennial, CO

SALARY: \$9,000.00 - \$11,000.00 Monthly

FLSA STATUS: Exempt; position is not eligible for overtime compensation.

OPENING DATE: 08/14/17

CLOSING DATE: 09/01/17 05:00 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:



Our Mission - Engaged employees working together to safeguard lives and to provide diverse public safety services to local communities.

Our Vision - Creating safer and more resilient communities across Colorado.

Our Core Values in Action - **Unity:** Reach Out **Honor:** Speak Up **Service:** Pitch In

Visit our website to learn more about the work we do to keep Colorado Safe!

<https://www.colorado.gov/publicsafety>

If your goal is to build a career that makes a difference, consider joining the dedicated employees of the Colorado Department of Public Safety. In addition to a rewarding and meaningful career, CDPS offers a competitive benefits package that includes:

- Two PERA retirement plan options plus optional 401k/457 plans
- State sponsored medical and dental plans. Paid basic life insurance and short term disability
- Optional additional life coverage and long-term disability coverage
- 10 paid holidays per year
- Paid vacation and sick leave
- Employee wellness programs and incentives
- Subsidized RTD FlexPass and free parking at most work locations

- Training options for continued professional development
- Reduced college tuition through CSU Global and DeVry University
- CDPS Tuition Reimbursement Program

The CDPS is a drug free workplace that values a diverse and inclusive workforce

Information about the Department

The Department consists of five Divisions: Colorado Bureau of Investigation (CBI), Colorado State Patrol (CSP), Division of Criminal Justice (DCJ), Division of Fire Prevention and Control (DFPC), Division of Homeland Security and Emergency Management (DHSEM).

This position resides within the DHSEM. DHSEM consists of three offices and multiple programs that support the Division in providing leadership to Colorado communities to prevent, protect, mitigate, respond, and recover from all-hazard events including natural disasters and human acts. The DHSEM was created in statute in 2012 to consolidate homeland security and emergency management functions that were previously located in multiple state agencies.

DESCRIPTION OF JOB:

Description of work unit

The Office of Emergency Management (OEM) is responsible for the State's comprehensive emergency management program which supports local and State agencies. Activities and services cover all phases of preparedness and emergency management: Prevention, Protection, Mitigation, Response, and Recovery for hazards that occur in the State. These hazards include natural, technological, and human-caused. OEM activities are primarily funneled through local emergency managers. This takes the form of technical assistance in such areas as developing pre-disaster mitigation plans, developing emergency operation plans, and providing liaison staff to local disasters in an effort to identify potential areas where State assistance can be requested. During a State declared disaster or emergency, OEM coordinates the State response and recovery program in support of local governments. OEM also maintains the State's Emergency Operations Center (SEOC) where representatives from a number of State agencies and external partners come together to support local government and ensure coordination across all levels of government (federal, tribal, state, and local) and the private sector (non-governmental, voluntary, and for profit agencies) during disasters and other critical incidents.

Position duties

Responsible for the management, direction and supervision of the Office of Emergency Management. Duties include the establishment of goals and measurable objectives for the Office, development and administration of the Office budget, supervision of staff, development of program policies and legislative initiatives. This position has signature authority for the Division. As senior member of the Department's overall leadership, this position is responsible for meeting the Department mission, vision and values under the direction of the Division Director.

The position directly reports to and supports the Division Director in all matters; provides oversight and guidance to projects of high importance, leading individual projects as required; demonstrates expertise in the Office's critical functions, practices, and procedures; relies on extensive experience and judgment to plan and accomplish goals; leads and directs the work of others; enable and fosters a culture of high organizational performance through internal and cross-group initiatives; leads to optimize organizational performance and morale; clearly defines and communicates clear outcomes and timelines, ensuring alignment across the Office; tracks progress against organizational priorities; collects input from staff members on major decisions; perform analysis and strategic consultation on major issues impacting the Office; monitors the workflow, efficiency and productivity of the Office; reviews complex and comprehensive analytical products for submission to leadership; and, provides policy information and guidance to agency executives on a variety of emergency management programs and legislation.

This position is responsible for the State's comprehensive emergency management program, which supports local and State agencies. Activities and services cover all phases of preparedness and emergency management: Prevention, Protection, Mitigation, Response, and Recovery for

hazards that occur in the State. This position ensures that state and local emergency management operations are effective and efficient. During a State declared disaster or emergency or other significant event, this position ensures appropriate state response activities and coordination across all levels of government (federal, tribal, state, and local) and the private sector (non-governmental, voluntary, and for profit agencies). This position serves as a member of the Governor's Expert Epidemiological Emergency Response Committee and the Colorado Emergency Response Commission. This position is the State Liaison to the Federal Emergency Management Agency (FEMA) and will serve as the Governor's Authorized Representative (GAR) or designated Alternate GAR and State Coordinating Officer (SCO) or designated Deputy SCO for disposition of federal disaster assistance.

This position ensures operational readiness of the State Emergency Operations Center and Field Services Staff. This includes ensuring appropriate training and exercising of Division personnel, and personnel in other state agencies, units of government and private sector partners.

This position actively works with all levels of government to mitigate known and future hazards.

This position manages organizational structures that expand during crisis and rapidly changing situations.

This position is responsible for large and highly complex recovery operations involving large sums of taxpayer funds (currently over \$500 million). This position ensures that recovery operations are adequately staffed and are meeting immediate and long-term recovery goals. Recovery operations involve a variety of very complex federal program with different program rules. This position ensures compliance with federal regulation and state laws and guidelines concerning recovery operations.

This position advocates for robust emergency management activities within the state, including risk mitigation, and emergency preparedness actions.

This position is responsible to provide a resource management system as provided by the Colorado Revised Statutes.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

Pursuant to Article XII, Section 13(2)(a)(XI) of the Colorado Constitution, this position is an at-will position and is not part of the classified personnel system.

Minimum Qualifications

Requires graduation from an accredited college or university with a Bachelor's degree. In addition, ten years full time professional experience in leadership position(s) within a state, federal or large local emergency management organization, or comparable experience; with proven examples of substantial management and project management experience including:

- Five years of experience successfully leading and supervising other senior- and/or mid-level managers; and
- Five years of professional experience managing projects; and
- Five years of professional experience building relationships with stakeholders with diverse needs.

Substitutions

Any combination of professional management, business administration, public administration, and/or public policy development and implementation experience, which provided the same kind, amount and level of knowledge acquired in the required education, may substitute on a year-for-year basis for the bachelor's degree. A master's or doctorate degree from an accredited college or university may be substituted for the bachelor's degree and or two years of experience, respectively.

Preferred Qualifications

- Graduate level degree emergency management, homeland security, public administration or other applicable area of study is desired.
- Successful record of promoting and ensuring accountability.
- Progressive experience managing emergency management programs.
- Experience in state government.
- History of building multidisciplinary teams.

Required Skills and Competencies

This position leads and manages the Office of Emergency Management and is responsible for the management, direction and supervision of the Office of Emergency Management. This position has signature authority for the Division Director as the Governor's Authorized Representative for the administrative funds approved by FEMA. As senior member of the Department's overall leadership, this position is responsible for meeting the Department mission, vision and values under the direction of the Division Director. In addition, this position requires the following skills and competencies:

- Ability to directly support the Division Director and Chief of Staff in all matters;
- Proven ability to provide strategic direction and ensure an effective work structure to maximize productivity, achieve goals, and provide oversight and guidance to projects of high importance;
- Demonstrates expertise in the Office's critical functions, practices, and procedures and relies on extensive experience and judgment to plan and accomplish goals;
- Leads and directs the work of others and enables and fosters a culture of high organizational performance through collaboration and internal and cross-group initiatives;
- Communicates outcomes and timelines, ensuring timely outcomes and alignment across the Office;
- Coordinates closely with the Division's other offices, actively looking for opportunities to collaborate and share resources;
- Monitors the workflow, efficiency and productivity of the Office;
- Reviews complex and comprehensive analytical products for submission to leadership; and,
- Demonstrates strong oral and written communication skills, utilizing tact and ability to provide policy information and guidance to the Director, Chief of Staff and agency executives on a variety of emergency management programs and legislation.
- Implements strong leadership and supervisory skills to build and manage teams to create a successful work environment.
- Ability to perform under stress and intense pressure.
- Ability to work effectively with key stakeholders, speak and write authoritatively and compellingly, resolve communication problems, negotiate, and manage competing interests.
- Ability to lead multiple high-profile projects that include diverse stakeholders to effectively leverage available resources and drive results in a collaborate manner both within the Division and with outside stakeholders.

Other requirements

- Requires the ability to provide on-call availability seven days a week, including holidays, and 24 hours a day (this position must report to the state emergency operations center for activations).
- Requires occasional overnight travel and out-of-state travel to conferences or other meetings.
- Requires successful completion of a background investigation and polygraph exam.

Notice of Appeal rights

If you receive notice that you have been eliminated from consideration for the position, you may protest the action by filing an appeal with the State Personnel Board/State Personnel Director within 10 days from the date you receive notice of the elimination.

Refer to Chapters 4 and 8 of the State Personnel Board Rules and Personnel Director's Administrative Procedures, 4 CCR 801, for more information about the appeals process. The State Personnel Board Rules and Personnel Director's Administrative Procedures are available at www.colorado.gov/spb.

A standard appeal form is available at: www.colorado.gov/spb. If you appeal, your appeal must be submitted in writing on the official appeal form, signed by you or your representative, and received at the following address within 10 days of your receipt of notice or knowledge of the action: Colorado State Personnel Board/State Personnel Director, Attn: Appeals Processing, 1525 Sherman Street, 4th Floor, Denver, Colorado 80203. Fax: 303-866-5038. Phone: 303-866-3300. The ten-day deadline and these appeal procedures also apply to all charges of discrimination.

SUPPLEMENTAL INFORMATION:

Anticipated timeline for comparative analysis for qualified applicants

Applications are considered complete and accurate at the time of submission. Therefore, additional information may not be solicited or accepted after your application has been received.

Please note: Your application materials and responses to the supplemental questions will be evaluated based on content, grammar and spelling as the first stage in the comparative analysis to determine a ranked order of applicants that will proceed in the selection process for this position. If you are a military veteran you must submit a copy of your DD214 at the time of application so we can determine if you are eligible for veteran's preference points.

- A written narrative exam is anticipated to be provided electronically to the top group of applicants between September 8th and 13th.
- Interviews are anticipated to be held between September 25th and October 2nd.
- The selection process for this position is expected to be completed within 90 days from the date of this announcement through the conclusion of the necessary background investigation for applicant who receives a job offer

The State of Colorado is an Equal Opportunity Employer.

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking the link below or submit a State of Colorado Application for Announced Vacancy and all supplemental questions according to the instructions provided below. Failure to submit a complete and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

CDPS Human Resources Office 700 Kipling Street Lakewood CO 80215

DEPARTMENT CONTACT INFORMATION:

Ruth Strauss, PHR (303) 239-4428 Ruth.Strauss@state.co.us

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position(s) may be filled by another method of appointment for a valid articulated business reason.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.colorado.gov/jobs>

Position #RAA 10036 8/2017
 DIRECTOR OF THE OFFICE OF EMERGENCY MANAGEMENT
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THE STATE OF COLORADO IS AN EQUAL OPPORTUNITY EMPLOYER.

Director of the Office of Emergency Management Supplemental Questionnaire

- * 1. Please provide the details of your professional experiences as a senior level leader in an emergency management agency.

- * 2. Describe the strategies you have utilized as a senior leader to build a high performance team and explain what you believe are the essential elements of a successful team.

- * 3. Please provide the details of your professional experience which included establishing organization structure, developing strategic work plans, budget development and control, setting goals and objectives to achieve program results while and fostering a team environment.

- * 4. What major projects or efforts have you undertaken that required the cooperation of multiple agencies or multiple teams from different areas of an organization? Pick one and describe how decisions were made and conflicts resolved.

- * 5. What specific strategies have you used to be successful in resolving personnel conflicts? Please provide an example of how you attempted to resolve a personnel conflict and what the outcome was. Also, explain if you learned anything from your approach.

- * 6. Are you aware this position requires successful completion of a background investigation and polygraph exam?
 Yes No

- * 7. Are you aware this position is an at-will position and is not part of the State of Colorado classified personnel system?
 Yes No

- * Required Question