STATE OF COLORADO invites applications for the position of:

DHSEM
Emergency/Recovery Specialist

This position is open only to Colorado state residents.

CLASS TITLE: EMERGENCY PREPAREDNESS & COMMUNICATIONS SPECIALIST III

LOCATION: Centennial, Colorado

PRIMARY PHYSICAL WORK ADDRESS: Centennial, CO

SALARY: See Position Description

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

OPENING DATE: 07/20/21

CLOSING DATE: 08/03/21 05:00 PM

JOB TYPE: Full Time

DEPARTMENT INFORMATION:

This position is open only to Colorado state residents.

THIS POSITION IS A GRANT FUNDED POSITION WITH A HIGH PROBABILITY FOR RENEWAL ONCE IT EXPIRES. HOWEVER, EMPLOYEE WILL BE REQUIRED TO SIGN A WAIVER OF RETENTION RIGHTS AT THE TIME OF EMPLOYMENT

An eligible list established with this recruitment may be used to fill other similar positions within the Colorado Department of Public Safety in the next 12 months.

COLORADO
Department of Public Safety

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 – Unity, Honor, Service

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

### ABOUT THE DEPARTMENT

The Colorado Department of Public Safety (CDPS) 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), and the Division of Homeland Security and Emergency Management (DHSEM). The Executive Director's Office (EDO) provides administrative and management services to the operating divisions of the department.

### DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT

The Division of Homeland Security and Emergency Management is the coordinating agency for Colorado's response to emergencies and disasters, regardless of cause.

**Our Mission:** To lead and support Colorado's effort to prevent, protect, mitigate, respond to and recover from all-hazards events.

**Our Vision:** A prepared, safe and resilient Colorado!

**Our Core Values:** Service, Teamwork, Respect, Integrity, Vision and Excellence.

**Our Guiding Principles:** Results-Focused, Innovative, Service-Oriented and Employee-Centric.

Our mission is accomplished through a comprehensive and coordinated program of mitigating hazards, preparing for emergencies, preventing terrorist attacks and other criminal activity, coordinating resources for response to a disaster and supporting subsequent recovery efforts. The division also serves as the conduit for state and federal funding to prepare for and recover from all-hazard events. The division accomplishes its mission through the following offices:

- Director's Office
- Office of Emergency Management
- Office of Grants Management (Formerly Office of Preparedness)
- Office of Security and Prevention (CIAC)

To learn more about DHSEM, visit their website at [https://www.colorado.gov/dhsem](https://www.colorado.gov/dhsem).

### WHY JOIN US

- Our employees are proud of their work and believe their work is important and valued by the public.
- Our supervisors do a great job managing employees, providing clear expectations, treating employees with respect and providing timely feedback.
- We value a high work-life balance.
- CDPS is an equal opportunity employer. We welcome diversity of backgrounds and ideas.

In addition to rewarding meaningful work, we offer a competitive benefits package that includes:

- Excellent work-life programs, training, and professional development opportunities;
- Retirement benefits including PERA Defined Benefit Plan or PERA Defined Contribution Plan plus 401K and 457 plans;
- Medical and dental options (for permanent employees and their dependents).
- Short and optional long-term disability coverage
- 10 paid holidays per year plus vacation and sick leave.
- Employee Assistance Program (C-SEAP) available in every region of the state.
- Subsidized RTD FlexPass and free parking at most work locations.
- Reduced college tuition (CSU Global, DeVry University, University of the Rockies)
- CDPS Tuition Reimbursement Program.
- Life insurance that includes legal resources and discounts.

*For a complete review of the benefits we offer, please click on this link.*
DESCRIPTION OF JOB:

ABOUT THE WORK UNIT
The State Recovery Task Force is tasked with training, preparing and, as required, activating the State Recovery Task Force (SRTF).

The unit provides technical and programmatic emergency management assistance in support of state and local homeland security and emergency management goals. Pre-disaster, the positions engage in preparedness activities and assist with recovery elements in planning, training, and exercises in support of emergency management activities. These positions coordinate and integrate DHSEM recovery activities with other state agencies to ensure seamless recovery efforts across state government. Upon direction from the Colorado OEM Director these positions activate and lead the SRTF and, if required, integrate the SRTF into a Joint Recovery Task Force (JRTF) in coordination with FEMA. Responsibilities include, but are not limited to:

- When Directed, stand up and lead the State Recovery Task Force;
- When Directed, Integrate the State Recovery Task Force into a Joint Recovery Task Force;
- Train the State Recovery Task Force;
- In coordination with the Planning and Training and Exercise Sections, Integrate Recovery into Plans and Training Programs.

ABOUT THE POSITION
Although additional experience will be taken into consideration, the expected salary for this position is $4,479/month.

The Recovery Specialist works within the Office of Emergency Management (OEM) with the Recovery Task Force. This position is subject to recall for emergency management operations, which may require irregular work hours, work at locations other than the official duty station, and may include duties other than those specified in the employee's official position description. Travel requirements in support of emergency operations may be extensive in nature, lasting for 1-3 weeks, with little advance notice, and may require employees to work at emergency sites with physically austere and operationally challenging conditions.

WORK ENVIRONMENT
- Office usually operates between the hours of: 8:00 am – 5:00 pm, Monday-Friday
- Availability through multiple communication modes required - being responsive and sensitive to emails, phone calls, text messages, instant messaging, video conferencing, etc.
- On call/shift work may be required in emergency situations
- Extended hours of normal schedule may be required
- Travel required during work hours throughout the state of Colorado
- Travel throughout Colorado and overnight/extended travel should be expected
- Approximately 30% travel may be required
- Operation of a CDPS/State of Colorado Fleet vehicle will be required for extended travel and may be required for local travel
- A valid Colorado Driver's license will be required within 30 days of appointment

DUTIES (include but are not limited to):
Disaster Recovery Program Development and Support
- Provide programmatic support and coordination on a variety of state and federal recovery programs related to all-hazards events.
- Maintain a technical working knowledge on new and existing disaster recovery programs and coordinate among stakeholders at the state, tribal, federal, and local level to ensure successful delivery of State administered programs.
- Understand and maintain knowledge of federal recovery program guidelines from SBA, FEMA, USDA, HUD, HHS and other departments.
- Assess state-wide risks and make recommendations on areas of improvement and effective implementation.
- Assist in recovery program implementation while considering the needs of all community members, including children, individuals with disabilities and others with functional needs.
- Coordinate with other state agencies to clarify disaster responsibilities.
• Other duties as assigned.

**State Emergency Operations Center Support (as required)**

• Provide pre-disaster support to the State Emergency Operations Center training and exercise program.
• Provide pre- and post- disaster operational support to the State Emergency Operations Center recovery and damage assessment function.
• Report to the State Emergency Operations Center to receive information from a variety of sources regarding damages reported as a result of a disaster.
• Compiles, prepares, and formats reports, dashboards, and other reporting mechanisms to display comprehensive information to other SEOC positions, Division leadership, and the SRTF upon which decisions will be made to provide or seek additional disaster relief assistance.
• Receive, assess, organize, compile, and present information relating damage assessment and other recovery activities.
• Provide continued support to SRTF during activation to meet planning and logistics, coordination, and communications needs.
• Other duties as assigned.

**Facilitate meetings and compile and display information**

• Analyze information related to disaster activities and outcomes in a variety of software and computer programs and compile information from other sources into presentations, meeting agendas, meeting slides, and visual aids.
• Respond quickly to requests for information; provide slides and documents with results of information analysis to others and/or present on-line and in-person meetings.
• Facilitate meetings with attendees from a variety of local, state, federal, and private agencies.
• Co-facilitate meetings in a unified manner; create and maintain the agenda for the meetings with input from others; coordinate the display of reports, slide presentations, and documents during meetings; coordinate speakers and the order of presentations during meetings.
• Other duties as assigned.

**Participate in Division Leadership Activities**

• Participate in OEM and DHSEM training, meetings, and professional development activities as required and approved.
• Integrate recovery activities with appropriate OEM and DHSEM offices and sections to coordinate and synchronize work.
• Represent OEM and DHSEM to external stakeholders during professional activities as required.
• Other duties as assigned.

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

**(MINIMUM QUALIFICATIONS (EDUCATION AND EXPERIENCE))**

Option 1 (Minimum Qualifications):

**Bachelor's degree** from an accredited institution in any field of study*

AND

**Two (2) years** of full time, professional experience to equal the following:

• **One (1) year** of full time professional experience in areas such as: project management, program management, public policy, community outreach, training development, or other closely related occupational fields (general experience) **AND**

• **One (1) year** of full time professional experience in emergency management planning and response operations (specific experience).

OR

**Option 2 (Education Substitution):**
• **A Master's degree** from an accredited institution in any field of study* will substitute for the Bachelor's degree and one (1) year of the required professional experience (but not the specific experience).

**AND**

• **One (1) year** of full time professional experience in emergency management planning and response operations (specific experience).

*Note: A transcript as described under "Complete Applications" must be submitted at the time of application to verify the educational credentials used to meet the minimum qualifications or in the event of a preferred candidate compensation analysis.*

**OR**

**Option 3 (Work Experience Substitution):**

Six (6) years of full time, professional experience to equal the following:

• **Five (5) years** of full time professional experience in areas such as: project management, program management, public policy, community outreach, training development, or other closely related occupational fields (general experience) **AND**

• **One (1) year** of full time professional experience in emergency management planning and response operations (specific experience).

*Note: Work experience must clearly be detailed in the work history of your application. Incomplete entries or responses of "See Resume" will result in removal of your application from consideration.*

**PREFERRED QUALIFICATIONS AND/OR SPECIAL QUALIFICATIONS**

• Demonstrated success with the duties listed in the Description of the Job section
• Certification from Colorado Emergency Management Association or similar association.
• A Bachelor's or Master's degree in Emergency/Recovery Management, Political Science, Public Administration, Project/Program Management, Community Outreach, or related field.
• Excellent written and oral communication skills.
• Demonstrated experience in presentation, public speaking and facilitating.
• Experience providing training or coaching
• Ability to facilitate collaborative working partnerships
• Ability to positively interact with key constituents and stakeholders, the public at large, and a diverse community.
• Highest work/personal ethics and integrity.
• Good to excellent judgment and discretion.
• Great attention to detail/detail oriented
• Ability to think critically or analytically
• Creative and open to opportunities of process improvement, willing to implement change.
• Colorado Driver's License and Colorado registered and insured vehicle.

**CONDITIONS OF EMPLOYMENT**

• Successful completion of an extensive background investigation including fingerprinting and a polygraph examination is required (current employees may not be required to complete the background and polygraph component).
• Statewide Travel is required.
• Overnight travel is required.
• Must be available for in-state, over-night work and/or travel (duration of at least 10 days at a time).
• Must be able to independently travel around Colorado to complete the required daytime travel of the position.
• Must be able to operate a CDPS/State of Colorado Fleet vehicle to complete the required extended travel.
• A valid Colorado Driver’s License will be required within 30 days of appointment.
• Designated Critical; may be required to report outside of regular schedule hours (including on call and shift work).
• Position is Grant funded; selected incumbent will be required to sign a Waiver of Retention Rights.
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. Also, if you wish to challenge the selection and comparative analysis process, you may file an appeal with the State Personnel Board/State Personnel Director within 10 days from the receipt of notice or knowledge of the action you are challenging. 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, CO 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:

NOTIFICATIONS
All correspondence regarding your status in the selection/examination process will be via email. Include your current working email address on your application and check your email frequently as you could receive time sensitive correspondence regarding this position. We highly recommend that you set up your email to accept messages from "state.co.us" and "info@governmentjobs.com" addresses. It is your responsibility to ensure that your email will accept these notices and/or review your junk mail and spam filtered email.

EQUITY, DIVERSITY AND INCLUSION
The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

Colorado Department of Public Safety is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADAAA Coordinator, Monica Rameriz, 303.239.4544, monica.rameriz@state.co.us.

SELECTION NOTICE
The first stage of the comparative analysis will be an application review. Your application will be reviewed as a part of the selection process to establish a ranked order of all applicants who meet the minimum requirements. **It is imperative that your application and answers to supplemental questions provide as much information and detail as possible about your education, knowledge, skills, and experience as it relates to the requirements, duties, and preferred qualifications of this position as described within this announcement.** Resumes, Cover Letters, or other documents submitted will **Not** be reviewed, assessed, or used in the initial stages of the comparative analysis (transcripts submitted to verify that the applicant meets either the...
education requirement or minimum qualification substitution are exempt from this).

**Complete Applications must include the following documents:**
1) A complete CDPS Application for Announced Vacancy (please submit online using the link in this announcement)
2) A complete Supplemental Questionnaire (must submit online as part of your application)
3) A copy of your official or unofficial transcript from an NACES accredited college or university, or your NACES accredited equivalency evaluation.
   *Documents must show your name, the name of the school, dates of attendance, and titles of classes and grades obtained (to verify completion).
   *Documents missing any of the above are not sufficient to meet this requirement and will not be used to verify education.*
4) Detailed, Chronological Resume
5) A Cover Letter

**PLEASE READ CAREFULLY - RECRUITMENT TIMELINE INFORMATION**
- 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.
- All applications that are received by the closing of this announcement will be reviewed against the Minimum Qualifications in this announcement. Candidates who meet the minimum qualifications may proceed to the next step. Colorado Revised Statutes require that state employees are hired and promoted based on merit and fitness through a comparative analysis process.
- It is imperative that your application provide as much information and detail as possible about your education, knowledge, skills, and experience as it relates to this job.
- If you are a military veteran you must submit a copy of your DD-214, Member 4 Copy, and VA disability letter if available/applicable at the time of application so we can determine if you are eligible for veteran's preference points. Military personnel who are stationed outside of Colorado may be eligible for this position by submitting the completed DD-2058 "State of Legal Residence" form.
- For an overview of State of Colorado application process and application tips, please view this [video](#).

Maryum Pelot 10457 0721

**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:**
Online only. Contact listed HR Analyst before announcement close with questions.

**DEPARTMENT CONTACT INFORMATION:**
Maryum Pelot, Human Resources Business Partner, ph: 303-239-4428, maryumk.pelot@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.
DHSEM Emergency/Recovery Specialist Supplemental Questionnaire

* 1. To help ensure a process that limits access to personally identifiable information, only the application and supplemental questions will be reviewed in the initial stages of the comparative analysis. As a result, it is imperative that applicants complete the work history and supplemental questions with detailed responses. Failure to do so or entering in responses of "See resume" may result in your application being removed from consideration. Please indicate your understanding of this requirement.

* 2. This position requires a Bachelor's degree. Have you attached your official or unofficial transcript--that meets the requirements described under "Complete Applications"--with your application?
  - Yes, I have.
  - No, I am using work experience to substitute for the required education and I have detailed out the required year for year professional work experience on my application.
  - No, I have an Associate's or a Master's degree to substitute for the required education. I have attached that transcript and I have also detailed out the required year for year professional work experience on my application.

* 3. Did you upload your resume and cover letter into your on-line application as requested in the Supplemental Information section of the job announcement for this position?
  - Yes
  - No

* 4. Please tell us why you are interested in working for CDPS and in the position of Emergency Specialist within the Division of Homeland Security & Emergency Management.

* 5. Please provide a detailed description of how your education and/or experience meet the minimum qualifications for this position.

* 6. Please describe your experience in collaborating with key constituents and stakeholders (state or federal level) to prepare for an emergency operation or procedure including routine emergency work. Include the employer, length of employment, and a supervisor who can verify this experience.

* 7. Please describe your experience in presentation, public speaking and facilitation. Include the employer, length of employment, and a supervisor who can verify this experience.

* 8. The next question pertains to the "Preferred Qualifications" listed in the announcement. Please provide any additional information you would like to provide regarding any of the qualifications/items listed there. If you do not wish to include information or do not have the qualifications, you may enter in "Not Applicable" or "N/A". Responses of "See Resume" will be counted as a "N/A" response.

* 9. Are you aware that this position requires the availability for intra-state travel 30% of the
- Yes  - No

10. Please indicate your understanding that this position requires the incumbent to operate a CDPS or State of Colorado fleet vehicle and that a valid Colorado Driver's License is required within 30 days of appointment as a condition of employment.
   - Yes, I understand and I currently have a valid Colorado Driver's License.
   - Yes, I understand and I will obtain a Colorado Driver's license within 30 days of appointment if offered the position.
   - No, I do not have a Colorado Driver's License. If offered the position, I will provide details related to this to the Human Resource contact listed on the announcement.

11. Please acknowledge that you understand and accept that the anticipated salary for this position is $4,479/month.
   - Yes  - No

12. This position is a GRANT FUNDED position with a high probability for renewal once it expires. However, employee will be required to sign a Waiver of Retention Rights at the time of employment. Indicate your agreement of this requirement.
   - Yes  - No

13. Positions within the Colorado Department of Public Safety require a comprehensive background examination including a criminal history check and polygraph. Are you willing to participate in this process if offered a conditional position?
   - Yes  - No

* Required Question