



STATE OF WISCONSIN DEPARTMENT OF MILITARY AFFAIRS TRANSFER OPPORTUNITY



January 13, 2016

SCHEDULE AND PAY RANGE: 07-04

CLASSIFICATION: Emergency Government Specialist

TYPE OF VACANCY: Permanent Classified/Full-Time

LOCATION: Wisconsin Emergency Management, Madison, WI

SUPERVISOR: Teresa Engelhart

CONTACT: Allisa Brown, Allisa.Brown@Wisconsin.Gov or 608-242-3164

WHO MAY APPLY: Employees within the DMA who are in a pay range counterpart to 07-04, those who have reinstatement eligibility to this level, and those at a higher level for voluntary demotion.

JOB DUTIES: The Emergency Government Specialist, Radiological Emergency Preparedness (REP) Planner, provides key assistance with program development and research initiative; reviews and develops Wisconsin Emergency Management (WEM) responses to draft federal program guidance; reviews and assists with development of REP Plans and plan updates; participates in REP training programs; maintains assigned program records; develops responses to federal program requirements pertinent to areas of responsibility; and coordinates the exercising of state and county offsite radiological incident response plans for assigned nuclear power plants (NPP).

KNOWLEDGES: Qualified candidates will have the ability to understand and apply emergency management principles, research and analytical techniques in development, review and revision of state and local REP plans and exercises. They will also draft associated reports, guidance and correspondence utilizing state and federal emergency management reference and guidance documents. Candidates should have good written and verbal communication skills, be able to work independently on assigned projects, evaluate future program needs, suggest program improvements, and be familiar with GIS products such as ArcGIS, ArcView, ArcInfo, Spatial Analyst, 3D Analyst, Arc SDE, and ArcIMS.

SPECIAL REQUIREMENTS: Due to the emergency responsibilities of the division, all division employees may be required to work extra hours including evenings, and weekends with little or no advance notice in support of training, exercise, and/or emergency functions. These positions require a valid driver's license upon appointment.

HOW TO APPLY: If you are interested in being considered for this position, please submit a current resume and a letter of interest describing how your training, education and work experience has prepared you for the duties and responsibilities of this position. Submit these materials by way of email to the contact listed above.

To ensure consideration for this position, please submit materials by 11:59 pm on Thursday, January 21, 2016. Questions can be directed to the contact listed above.