

**HAZARD MITIGATION OFFICER**  
**(Civil Defense/Guam Emergency Services Office)**

**NATURE OF WORK IN THIS CLASS**

This is complex administrative and professional work involved in the development, implementation, and production of the Federal Emergency Management Agency's (FEMA) Guam State Hazard Mitigation Comprehensive Plan.

Employees in this class administer, manage, coordinate, and supervise Typhoon, Earthquake, and State and Local Assistance programs within the agency and the user community.

**ILLUSTRATIVE EXAMPLES OF WORK** (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Responsible for the establishment of an island-wide comprehensive plan and policy for the Guam State Hazard Mitigation Program.

Direct and prioritize the development and implementation of the Guam State Hazard Mitigation Program activities and functions to include enabling legislation.

Serves as the Hazard Mitigation Officer representative under Section 409 of the Stafford Act for the state government and is the primary point of contact with FEMA and other local and federal units.

Reports to the Administrator on all matters relating to mitigation planning and implementation.

Manages typhoon, earthquake, and local and federal emergency management programs; state and local assistance programs; hazardous materials emergency programs; and the Disaster Preparedness Improvement Grant.

Monitors and supervises mitigation program developments, activities, and strategies prior to, during and after disasters.

Reviews semi-annual reports for the programs.

Analyzes and evaluates other related and subordinate FEMA programs-mitigation, response, recovery and preparedness.

Designs, develops and coordinates island-wide catastrophic response planning.

Works directly with emergency managers and supports other local and federal, governmental departments and agencies, and businesses in the establishment and development of planning strategies, activities, plans for State Hazard Mitigation Programs and related FEMA programs.

Leads post-disaster hazard mitigation teams and reviews and analyzes hazard mitigation grants.

**ILLUSTRATIVE EXAMPLES OF WORK (Con't)**

Provides support services and activities to the Emergency Operating Center prior, during and after disasters throughout the year.

Coordinates all state and local responsibilities for hazard mitigation evaluation and planning.

Monitors progress of mitigation projects that require full scale construction expertise and planning.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of the principles and practices of federal emergency management as established by the Stafford Act.

Knowledge of hazard mitigation concepts relative to federal emergency management.

Knowledge of the principles and practices of physical, economic, social and urban planning.

Knowledge of the methods and approaches utilized in administering and implementing a state hazard mitigation program.

Knowledge of federal grants-in-aid programs as they relate to planning activities.

Ability to administer and develop a comprehensive island-wide hazard mitigation plan with enabling legislation and policies.

Ability to interpret and apply pertinent federal and local laws, regulations, and guidelines.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and implement changes for improvements.

Ability to administer and enforce FEMA programs and activities for an island-wide emergency management system.

Ability to solve problems in complex situations characterized by the absence of established methods or approaches.

Ability to work effectively with the public and employees.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

**MINIMUM EXPERIENCE AND TRAINING**

- A. Three (3) years of experience in state or federal emergency management planning work, three (3) years of supervisory experience, and graduation from a recognized college or university with a Master's degree in planning, public or business administration, social services, engineering, or closely related field; or
- B. Four (4) years of professional experience in state or federal emergency management planning with emphasis on mitigation, response and recovery, and disaster preparedness, three (3) years of supervisory experience and graduation from a recognized college or university with a Bachelor's degree in planning, public or business administration, social sciences, resource management, or related field; or
- C. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**ESTABLISHED:    OCTOBER 1998**

**AMENDED:        FEBRUARY 2000**

**PAY GRADE:      P**

<b>HAY EVALUATION:</b>	<b>KNOW HOW:</b>	<b>FI3</b>	<b>304</b>
	<b>PROBLEM SOLVING:</b>	<b>E3 (38%)</b>	<b>115</b>
	<b>ACCOUNTABILITY:</b>	<b>E1P</b>	<b><u>132</u></b>
			<b>551</b>



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**LUIS R. BAZA**  
**Executive Director**  
**Civil Service Commission**