

# Market Range Detail - Emergency Services Planner

## Effective Date

January 20, 2014

## Market Range Title Description

The purpose of this position is to accomplish a wide variety of tasks and duties associated with the county's preparation for, and response to, major emergency situations. Special emphasis is placed on the development of the five Citizen Corps programs – Community Emergency Response Teams (CERT), Volunteers in Police Service (VIPS), Medical Reserve Corps (MRC), Fire Corps, and Neighborhood Watch throughout Maricopa County to assist emergency response personnel.

Develops, coordinates, and tests county emergency operations plans. Assists other government and non-government entities in the preparation of their emergency operations plans to ensure integration with county plans. Develops plans to effectively deal with emerging issues related to emergency management. Serves in the county emergency operation center (EOC) during emergencies and exercises. Acts as Duty Officer (assumes all department responsibilities) on a recurring basis after hours and on weekends. Prepares and presents briefings on disaster preparedness-related topics. Enters and maintains information in department's computer database. Reviews and analyzes applicable state/federal laws, regulations and policies governing disaster response and recovery activities. Allocates and administers U.S. Department of Homeland Security grant funds for Citizen Corps programs throughout the county. Develops, manages, and implements Citizen Corps programs. Develops partnerships with the private sector for Citizen Corps program support. Organizes training activities for Citizen Corps programs. Serves as an ad hoc representative lending technical support to the Central Region Citizen Corps Council and various local Citizens Corps councils.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$21.17	\$27.05	\$32.92

## Likely Minimum Qualifications

- Bachelor's degree in Emergency Management, Communications, or field related to area of specialization.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications
- Two (2) years of related professional experience in emergency, public safety, or public health planning.
- Additional years of related experience may substitute for education requirements on a year for year basis.

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.