

Job Posting



Important Recruitment Information for this vacancy

- **Posted until 1 vacancy filled**
- **Biological Planner II**

Agency Information:

Adjutant General's Department

Kansas Department of Emergency Management

2722 SW Topeka Blvd

Topeka, KS 66611

About the Position

- **Who can apply:** Qualified applicants over the age of 18
- **Classified/Unclassified Service:** Unclassified
- **Full-Time/Part-Time:** Full-Time
- **Regular/Temporary:** Regular
- **Work Schedule:** Monday - Friday
- **Eligible to Receive Benefits:** Yes
- **Veterans' Preference Eligible:** Yes

Compensation: \$25.68 - \$27.61

** Salary can vary depending upon education, experience, or qualifications.*

Employment Benefits

- Comprehensive medical, mental, dental, vision, and additional coverage
- Sick & Vacation leave
- Work-Life Balance programs: parental leave, military leave, jury leave, funeral leave
- Paid State Holidays (designated by the Governor annually)
- Fitness Centers in select locations
- Employee discounts with the [STAR Program](#)
- Retirement and deferred compensation programs

[Visit the Employee Benefits page for more information...](#)

Position Summary & Responsibilities

Job Responsibilities may include but are not limited to the following:

Program Management - Serves as the lead for biological emergency preparedness planning for state and county emergency operations plans.

- Assists local emergency management agencies development and update plans to ensure they meet Kansas Planning

Standard requirements. This includes assisting counties to enhance their local emergency operations plans and standard operating procedures to address planning considerations for the National Bio and Agro-defense Facility (NBAF).

- Reviews local and other state agency plans and standard operating procedures to ensure coordination among the agencies in a response to a biological event

- Assists with developing and updating the Kansas Response Plan, Annexes, and standard operating procedures for the Kansas Division of Emergency Management.

- Coordinate with federal , state, and local partners to address any concerns or issues with Program plans .
- Attends Emergency Support Functions (ESF) quarterly meetings .
- Carries out strategic planning mission of the division. This includes development and maintenance of the required strategic planning initiatives.
- Interpretation of guidelines, regulations and policies, as well as technical assistance to state and local partners for emergency management planning with primary focus on biological threats and hazards.
- Recommends changes to program policies and regulations with in area of responsibility .
- Allocates budgeted monies and approves expenditures. The amount of funds for which th is position is responsible varies based on existing grants and any other awarded grants which are written and submitted by this position.
- Addresses potential impact of changes to federal and state regulations through policy and procedural changes as well as entertaining appeals to specific projects.
- Perform reviews and grading of Emergency Operations Plans and Continuity of Operations Plans .

Exercise Development and Coordination - Serves as a lead, facilitator, and/or technical advisor on biological exercise design teams to ensure consistency in the application of national training and exercise standards (HSEEP principles) and requirements.

- Designs biological exercises to assure that exercise objectives are clearly defined and evaluation methodologies meet the needs of the participants.
- Serves as a technical advisor and administrative point of contact for biological exercise development processes .
- Analyzes capabilities and systems to identify performance gaps and skill development needs that will enhance biological response efforts.
- Works closely with and in support of stakeholders in facilitating efforts towards meeting corrective actions and improvement timelines.
- Responsible for conducting after action reviews and implementing an improvement plan based on exercise performance .
- Promotes planning and coordination of intergovernmental multidiscipline exercises in support of deployable assets concepts and public/private partnerships.
- Assists and/or serves as a lead in coordinating controller/simulator and evaluator support for biological exercises .
- Assists in the coordination of seminars, workshops, and trainings in support of the biological exercise program .
- Researches and incorporates new technologies that can enhance the exercise

Staff Support- Provides support to all programs with in the Planning and Mitigation Branch and other duties and tasks as assigned to support the overall mission of KDEM. This includes conducting public outreach activities; participating on statewide and/or federal committees; providing presentations to local emergency management, responders, or the Governor's Commission on Emergency Planning and Response; participation in activities related to Wolf Creek Generating Station to include training and exercises; and review of plans and procedures. These activities may involve an extensive amount of verbal and written communication with the public, other state and federal agencies, and private industry.

Disasters and Emergencies - When designated, serves in a principle role in the State Emergency Operations Center (SEOC) to disaster response and recovery efforts.

- Maintains a working knowledge of the Kansas Response Plan and related policies and procedures .
- Maintains a working knowledge of the National Incident Management System and related SEOC interfaces .
- Performs other related duties as assigned

Qualifications

- **Education:** Degree emergency management, biological and biomedical sciences, or closely related field.
- **Licensing & Certification:** Obtaining Emergency Manager Certification with 24 months of hire
- **Minimum Qualifications:** A degree in emergency management, public administration, business administration or closely related field may substitute for a maximum of 2 years of experience
- **Preferred Qualifications:** The position requires three years of experience in planning, implementation and monitoring activities relevant to emergency management and/or hazard mitigation programs.
- **Post-Offer, Pre-employment Requirements:** Must have a valid Driver's License and the ability to pass a background check