WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085

POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NO: ML160602

OPENING DATE: JUNE 8, 2016 CLOSING DATE: JUNE 23, 2016

LOCATION: Department of Health and Human Resources (DHHR)
Center for Threat Preparedness
505 Capitol Street, Suite 200, Charleston, WV 25301

JOB TITLE: MA Administrative/Operations Specialist

WORKING TITLE: Assistant Healthcare Systems Program Manager

SALARY RANGE: **$40,188 - $60,024**

HOW TO APPLY: Anyone interested in applying for this position must submit a **completed WV Military Authority Application for Employment and resume** to West Virginia Military, 1703 Coonskin Drive, Charleston, WV 25311-1085.

Applications may be obtained from the West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311-1085 or at http://www.wv.ngb.army.mil/jobs/staffing/Vacancy%20Announcements/default.html.

NATURE AND SCOPE OF WORK

Under the general direction of the Healthcare System Preparedness Program (HSPP) Director, serves as an assistant to the HSPP Director by assisting with complex administrative and professional work as directed in managing the WV Healthcare System Preparedness Program. The mission of the HSP Program is to advance the capability of the WV health care system to respond to regional, statewide, or national emergencies/major disasters. Duties will include assisting the HSPP Director in areas such as program planning; grant development, monitoring, and reporting; and coordination and oversight of grant activities within the agency and via external healthcare system partners. The position will assist with providing liaison and collaboration with multiple task forces (regional and state level), supporting and engaging local, regional and State partners, and participation in advisory councils. *Under direction, at times the position will act in representation of the HSPP Director, and therefore must be familiar with all aspects of the HSP Program.* Assists the HSPP Director in complex programmatic troubleshooting and problem solving. Performs related work as required.

This position also generally assists the Center for Threat Preparedness Emergency Planner and other Public Health Emergency Preparedness (PHEP) staff by managing projects and assisting with PHEP activities as set forth by Center for Threat Preparedness leadership. Under general supervision participates/assists in development, implementation, coordination and evaluation of Center for Threat Preparedness public health plans and program needs.

Will assist in management of multiple program processes and activities, as well as strategic planning at the state level. Must assist with monitoring of technical systems to assure compliance with program requirements, federal grant benchmarks, applicable state code, rules and departmental policy. Will participate in preparation of fiscal year budget for the Center Threat Preparedness. Conducts analysis of process performance. Collaborates and networks with multiple organizations and personnel at state and regional levels. Assists the HSPP Director and the PHEP Program Emergency Planner and other Center for Threat Preparedness staff with specific public health and medical issue planning such as Ebola and Zika Virus response planning. Some travel is required.

Must be available to participate in Center for Threat Preparedness Health and Medical emergency incident coordination 24/7/365 as part of the Health Command Team and support/participate in agency response.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Assists CTP leadership to monitor processes for effectiveness and compliance with grant guidelines, agency policy and state and Federal code and regulations.
Participates with CTP staff in/with/by:

- Providing Technical Assistance to local agencies in subject matter areas, such as writing of facility and regional Healthcare System Preparedness and Response Plans
- Developing and writing of grant applications
- Monitoring the distribution of grant funding to appropriate organizations
- Developing training programs and objectives
- Coordinating and evaluating preparedness and response exercises
- Performing programmatic research, analysis, and development of scheduled organizational and financial reports and transmitting the same through the chain of command
- Facilitating ad hoc work teams tasked with providing input into program direction or accomplishing program tasks
- Attending meetings with federal, state and local stakeholders and providing liaison activities and technical consultation
- Representing DHHR in general and Bureau for Public Health in particular in various settings, including public speaking engagements and Federal meetings

- Traveling and attending meetings, conferences and seminars, both in and out of state.
- Assisting PHEP activities for the Center for Threat Preparedness at the state level by participating in planning and exercising with multiple partners such as Homeland Security and Emergency Management. Planning outputs may include such items as All-Hazard Plans, Risk Communication Plans and Continuity of Operations Plans
- Participating and/or facilitating Multi-Agency Planning and Advisory Committee meetings
- Using current Homeland Security Exercise Evaluation Program guidance to assist with items such as the Training and Exercise Planning Workshop, and updating multi-year training and exercise plans
- Performing other duties as prescribed by supervisor

Must be available to participate in Center for Threat Preparedness Health & Medical emergency incident coordination 24/7/365 as part of the Health Command Team and support/participate in agency response.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Exhibit strong leadership skills, including assisting in consensus development, communication, team building, mediation and collaboration activities.

Knowledge of Department of Homeland Security National Incident Management System (NIMS), Incident Command System (ICS), and Homeland Security Exercise Evaluation Program (HSEEP) processes and principles Knowledge of grants management procedures, protocols and techniques.

Knowledge of state and local organizations, resources and capabilities relating to the area of assignment.

Skill in the use of word processing, spreadsheets, presentation software, email and internet systems.

Ability to develop, implement, coordinate and evaluate threat preparedness and public emergency plans.

Ability to analyze complex data and programmatic issues and to develop appropriate solutions.

Ability to communicate effectively with a wide variety of officials in business, military, government and with the general public.

Ability to simultaneously oversee and monitor numerous program activities and processes.

Ability to work effectively for long periods in stressful situations.

Ability to exercise sound judgment and decision making.

MINIMUM QUALIFICATIONS

TRAINING: Bachelor's Degree from a regionally accredited four-year college or university.

SUBSTITUTION: Additional experience as described below may be substituted for the required training on a year-for-year basis.

EXPERIENCE: Four years of full-time or equivalent part-time paid or volunteer experience in healthcare, public health, emergency management, threat preparedness grant management or equivalent military experience.

SUBSTITUTION: Post-graduate education in a field related to the technical or program area may be substituted for the required experience on the basis of fifteen semester hours for one year of experience.

SPECIAL REQUIREMENTS

1. Position is contingent upon the continued receipt of federal funds.
2. This position falls under the WV Public Employees Retirement System.
3. CONSIDERATION WILL BE GIVEN TO ALL QUALIFIED APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, AGE, MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.
4. STATE POSITIONS ANNOUNCED BY THE ADJUTANT GENERAL ARE **AT-WILL EMPLOYMENT POSITONS**. THE TERM AT-WILL EMPLOYMENT MEANS THAT THE EMPLOYEE MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.
5. May require security clearance.

JAMES A. HOYER
Major General, WVARNG
The Adjutant General