

## **UNIFIED FIRE AUTHORITY JOB DESCRIPTION**

**JOB TITLE:** Emergency Management Intelligence Specialist (Non-Exempt)  
(Grade 27 on Civilian Pay Plan or if filled with a sworn Firefighter, paid on the Firefighter Pay Plan as a Firefighter Specialist)

**SECTION:** Support Services

**DIVISION:** Emergency Management

**DATE:** 2024

### **BASIC FUNCTION OF POSITION:**

Performs a full range of professional Emergency Management, Planning, and Homeland Security functions of moderate to complex difficulty with minimal supervision. Emphasis is placed on the pre-and post-incident intelligence and liaison functions. Has primary responsibility for training of Salt Lake County personnel, Policy Group personnel, various teacher/educator personnel, and those others identified in the critical functions and support of the intelligence information gathering and sharing within the Salt Lake County Emergency Management Division. Oversight of Suspicious Activity Reporting (SAR) programs, vetting of SARs, and training of fire entities and SLCo entities in SAR responsibilities and reporting. Assist in pre-and post-incident planning, development and maintenance of Salt Lake County Threat and Hazard Identification and Risk Analysis (THIRA), Hazard Identification and Risk Analysis (HIRA), Critical Infrastructure and Key Resources (CIKR), and the Regional Resiliency Assessment Program (RRAP). Also responsible for municipal liaison support services, policy development and implementation, and special projects.

### **SUPERVISION RECEIVED:**

Works under the direct supervision of the Emergency Management Plans Officer with minimal supervision. Work is reviewed at key stages or when unusual circumstances arise to ensure compliance and consistency with policies, procedures, and formal emergency response plans. Expected to function independently by using initiative to plan and carry out assignments.

### **SUPERVISION EXERCISED:**

Assists in the review of other planning staff's work for purposes of compliance and continuity as requested, or as considered necessary.

### **PRINCIPAL RESPONSIBILITIES:**

#### **GENERAL EMERGENCY MANAGEMENT RESPONSIBILITIES:**

- Supports the development of emergency management and homeland security policies, programs, and plans.
- Prevents and mitigates injury and damage caused by emergencies and/or disasters through knowledge and application of established emergency preparedness planning and written action plans.

- Identifies areas particularly vulnerable to a disaster or terrorist event through the preparation of disaster plans and professional observation.
- Stays informed on activities or changes that could affect the likelihood of an emergency, as well as those that could affect response efforts and details of plan implementation.
- Works collaboratively within the SLCo EM Planning Section, integrating specifically with the Planning Specialist and GIS Specialist, coordinating with SLCo EM Division staff, and serving as an emergency management team member during exercises, emergencies, crisis situations, and planned events.
- Under the direction of the Emergency Management Plans Officer, responds to emergency situations to provide the necessary coordination of emergency management needs using established emergency protocols and County/UFA policies.
- In coordination with the Emergency Management Plans Officer, Operations Officer and/or Division Director and Deputy Director, supports the Integrated Preparedness Plan (IPP) through training and exercise support, i.e., course instruction and coordination.

#### SPECIFIC INTELLIGENCE SPECIALIST RESPONSIBILITIES:

- Functions as the Emergency Management Intelligence Specialist. Interprets agency development-related ordinances and procedures in association with the review of target-hazard development applications and in response to inquiries from the general public, specifically related to intelligence activities.
- Provides support to elected and appointed officials, e.g., County Mayor and Council, City Mayors and Councils, Planning Commissions, Boards of Adjustment, and others in matters relating to intelligence and related fields.
- Coordinate valley-wide special event reporting and tracking in coordination with Planning and GIS Specialists
- Facilitate Special Event Assessment Reporting (SEAR) for SLCo jurisdictions in support of the Statewide Intelligence Analysis Center (SIAC)
- Assists in applying for federal funding for emergency management-related needs specific to intelligence; administers such grants and reports on their progress.
- Acts as the liaison between the Salt Lake Intelligence Center (SLIC), Unified Police Intelligence Center (UPIC), the Statewide Intelligence Analysis Center (SIAC), the Joint Terrorism Task Force (JTTF), Federal Bureau of Investigation (FBI) and all necessary stakeholders regarding intelligence collection and dissemination. Represents Salt Lake County Emergency Management at other appropriate task forces, committees, work groups, and other meetings. Attends and participates in collaborative meetings and works with relevant task forces to provide technical assistance and situation awareness/information sharing.
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- Provides intelligence briefings, trainings, and presentations. Makes recommendations regarding the dissemination of intelligence information to local public safety agencies.

- Acts as a point of collection and dissemination for information and intelligence through the SIAC and other intelligence agencies that needs to be shared to various entities within Salt Lake County.
- Performs statistical and/or actuarial analysis by applying appropriate protocols in analyzing data and reaching accurate conclusions.
- Coordinates and facilitates training and educational programs for Salt Lake County Emergency Management, Salt Lake County personnel, hospital employees, fire entities within SLCo, EMS personnel within SLCo, and teachers/educators or other individuals identified as critical to the Mission Essential Functions (MEFs) of the Emergency Management Division—to include promoting training opportunities and scheduling of classes, facilitating sessions, and coordinating instructors, including Suspicious Activity Reporting (SAR)/See Something, Say Something.
- Project manager and lead instructor of course delivery on Complex Coordinated Terrorist Attack (CCTA) concept courses to valley-wide partners
- Researches current industry standards and technology and evaluates organizational needs. Recommends improvements and develops strategies for implementation.
- Coordinates investigative and intelligence information with Local, State and Federal law enforcement and criminal justice agencies.
- If an internal Sworn employee is selected for this position, they will be subject to mandatory staffing as outlined in the policy.
- Performs other duties of a similar nature or level as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### Knowledge of:

- Intelligence cycle – method of collection and dissemination of intelligence
- Cybersecurity best practices
- Grant administration principles and practices
- Objectives, principles, and practices of emergency planning, emergency management, and homeland security concepts
- Local government agency obligations under the National Response Plan, NIMS, ICS, HSEEP, CSEPP, and the National Contingency Plan
- Laws, regulations and policies of the State of Utah and the U.S. Department of Homeland Security
- Word processing, database management, geographical, and other personal and main-frame computer-based applications, including WebEOC
- Research methods, data analysis, and report-writing techniques
- Intergovernmental issues

#### Skills in:

- Strong written and oral communication skills
- Strong organizational and planning skills
- Public speaking and making presentations.

#### Ability to:

- Serve as the inter-/intra-agency coordinator for assigned programs and projects.

- Create and disseminate intel reports, summaries and products.
- Act as spokesperson for all facets of assigned programs and projects.
- Use logic to analyze or identify underlying principles, reasons, or facts associated with information or data to draw conclusions.
- Analyze situations quickly and objectively while determining the proper course of action, under emergency conditions.
- Implement and support cybersecurity best practices in coordination with UFA and SLCo IT
- Cope with emergency situations firmly, courteously, and tactfully
- Make decisions under extreme pressure, adverse conditions, and weather
- Learn and consistently interpret complex regulations
- Collect, organize, and analyze information and convert it into clear and concise technical reports and/or emergency response pre-plans
- Work effectively with UFA, County, and City agency staff as well as representatives of other related organizations to accomplish shared and multi-disciplinary tasks
- Work effectively in a sometimes-stressful environment, including long shift work during a disaster or major public emergency
- Coordinate multiple priorities and programs
- Meet expected deadlines and attain measurable results as defined by the Emergency Management Director

**MINIMUM EXPERIENCE AND QUALIFICATIONS IF FILLED BY CIVILIAN:**

- Valid Driver's License
- Graduation from an accredited college or university with a minimum of a Bachelor's degree in a related field (e.g. Criminal Justice, Criminology, Statistics, Planning, Urban Design, Environmental Science, Public Health, Geography, Emergency Management, Public Administration, Political Science) OR four years of related experience OR an equivalent combination of education and experience

**MINIMUM EXPERIENCE AND QUALIFICATIONS IF FILLED BY SWORN FIREFIGHTER:**

- Valid Driver License and valid EMT, AEMT, or Paramedic Licensure
- Successful completion of two (2) years of full-time UFA employment in a sworn Firefighter position.
- Currently serving as a UFA Firefighter or UFA Firefighter Specialist (any specialty) and have completed all requirements of a Firefighter.

**MINIMUM EXPERIENCE AND QUALIFICATIONS IF FILLED BY A CIVILIAN OR A SWORN FIREFIGHTER:**

The following are required to be completed within one year of selection:

- Experience as an Intelligence or Criminal analyst for a government agency

- FBI/DHS Secret (minimum) clearance
- TCCC (Tactical Combat Casualty Care) Instructor Certification
- FEMA IS-100, IS-200, IS-700 and IS-800 (within three months of selection) and ICS-300 and ICS-400 within one year (based on course availability)

**DESIRABLE QUALIFICATIONS AND EXPERIENCE IF FILLED BY A CIVILIAN OR A SWORN FIREFIGHTER:**

- FEMA Mitigation courses
- FEMA Recovery Operations courses
- Utah Certified Emergency Manager (UCEM) or Associate Emergency Manager (UAEM) certification
- Graduate degree in a related field

**WORKING ENVIRONMENT**

Generally, work is performed in a general office environment during routine office hours, Monday through Friday, however after hours and weekend work is likely when responding to emergencies or attending training events or meetings. Work activities vary widely including attendance at meetings, field and classroom training, and driving. Work may include infrequent response to emergencies to assist with logistical and/or administrative duties. If such a response is required, individuals are expected to respond 24 hours/day, 7days/week, with a minimal response time.

**PHYSICAL AND MENTAL JOB REQUIREMENTS**

To perform the job successfully, an individual must be able to perform each of the essential job functions satisfactorily. This position involves periods of prolonged sitting and use of computer equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires the physical and mental capabilities to read information printed on paper and displayed on computer monitors; hear, speak, and communicate verbally using the English language; cognitive thinking and mathematical calculation capabilities; manual dexterity to manipulate standard office equipment, papers, files, and records. This position requires occasional driving and ability to lift up to twenty-five (25) pounds. This position may require the occasional use of personal protective equipment (PPE) such as eye protection, hearing protection, wildland firefighting clothing, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**IMPORTANT INFORMATION ABOUT THIS POSITION**

Classified as FLSA Non-exempt and eligible for overtime

Position is considered a Category B under Policy 100-240 UFA Cell Phone Policy and Category C under Policy 1100-020 Staff Vehicle Assignment, Use and Reimbursement