



**FEMA**

OFFICE OF ENVIRONMENTAL PLANNING AND HISTORIC PRESERVATION  
PARTNERS IN SHAPING RESILIENT COMMUNITIES



## Assistant Reservist Program Manager (ARPM)

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<b>APPLICATION PERIOD:</b>	November 6 – November 13
<b>SERIES &amp; GRADE:</b>	GS-0340-11; Program Analyst
<b>POSITION INFORMATION:</b>	CORE
<b>LOCATION:</b>	400 C Street SW, Washington DC

The Office of Environmental Planning and Historic Preservation (OEHP) is soliciting candidates to apply for a Assistant Reservist Program Manager within OEHP's Readiness Branch.

### Description:

This is a GS 11 CORE Program Analyst Position.

This position serves as an Assistant Reservist Program Manager responsible for building and sustaining a robust, well-trained, and deployable intermittent reservist workforce within EHP cadre. The Assistant Reservist Program Manager provides analytical and coordination support to the Reservist Program Manager within the assigned cadre.

This is a 2 year term position with the potential for renewal.

### Key Requirements:

- Comprehensive knowledge of FEMA's mission, program objectives, organization and administration, and understanding of how applicable laws, regulations and policies affect FEMA's operations, in particular as they relate to operation of a directorate-wide Reservist Program.
- Ability to support a coordinated Reservist Program response effort in support of disaster and/or crisis operations.
- Detailed knowledge of relevant federal and FEMA policies and regulations relating to human capital process; including recruitment, hiring, onboarding, employee relations, leave and pay administration, and benefits.
- Sound knowledge of relevant FEMA policies and regulations relating to property management.
- Oral communication skills sufficient to support briefings on complex Reservist Program matters and to effectively interact with headquarters and field personnel in supporting response program activities.
- Written communication skills sufficient to write clear and concise reports and briefing papers.
- Ability to utilize FEMA's Deployment Tracking System in creating reports and in extracting



required data and information.

- This position requires a Public Trust background investigation.
- You must be a U.S. citizen to be considered for this position.
- In addition to the travel and relocation that may be required by emergency assignments, this position may require occasional non-emergency travel.
- You must be able to obtain and maintain a Government credit card.

## Duties

- Provides support and coordination to management and the assigned program area Reservist Program Manager (RPM) through the conducting of studies and tasks designed to ensure the alignment of the program with agency operational and administrative policies and procedures.
- Coordinates human resource, property issuance, and security clearance matters with program specialist in property management, human capital, and security offices. The incumbent has wide ranging analytical, evaluative, and operational assignments impacting recruitment, training, benefits, employee relations, deployment, equipping, work life programs and program evaluation of the Reservist Program.
- Ensures consistency in the delivery of all policy, procedural, and administrative communication with the assigned program area reservists. Recommends to the program area RPM and management communication methods and strategies appropriate to the respective issuance and personally prepares such issuances. Utilizes various approaches and technologies in frequent interaction with Reservist Program members to maintain awareness of issues and concerns and to identify program or administrative areas in need of increased or revised focus. Responsible for maintaining “state of the art” awareness of the use of technology in communicating with a decentralized workforce, and advises management on potential application of new or emerging technologies within the Reservist Program.
- Collects and conducts ongoing analysis of key program performance data and metrics, and develops recommendations and implementation approaches having widespread potential impact on the hiring, training, deployment, and effectiveness in supporting disaster management response programs. Studies conducted by the incumbent involve both program and administrative operations and require the analysis of current and emerging functional requirements, program standards, and measures of organizational and program effectiveness.
- As directed, examines and coordinates complex problems brought to the RPM’s attention through the Reservist Mailbox. Determines relevant background information, including as required relevant historical data or statistical samplings, and formulates and recommends the most effective means of addressing identified concerns.
- Accesses and creates reports from the Deployment Tracking System (DTS) and utilizes DTS in continuously tracing all specialty skill areas.
- Prepares written reports, briefing, program issuances, and other written communications dealing with a wide range of program issues. Utilizes sound oral communications skills in interacting with headquarters and regional personnel and in presenting recommendations and problem resolution



options.

- Responsible for ensuring effective documentation of all required personnel, security, training and equipment records and for coordinating activities in these areas with FEMA human capital security and property personnel, as well as with the Incident Workforce Management Division (IWMD). Serves as liaison to the IWMD and other directorates to coordinate actions.
- Every FEMA employee has regular and recurring emergency management responsibilities, though not every position requires routine deployment to disaster sites. All positions are subject to recall around the clock for emergency management operations, which may require irregular work hours, work at locations other than the official duty station, and may include duties other than those specified in the employee's official position description. Travel requirements in support of emergency operations may be extensive in nature (weeks to months), with little advance notice, and may require employees to relocate to emergency sites with physically austere and operationally challenging conditions.
- Performs other duties as assigned.

#### **How to Apply:**

- **Submit your resume and cover letter to [EHPCadre@fema.dhs.gov](mailto:EHPCadre@fema.dhs.gov) by November 13, 2017**
- **Response must include description of relevant knowledge and experience that supports the key requirements of the position as listed on page 1 of this announcement.**
- **All packages will be reviewed and a selected set of candidates will be interviewed.**
- **Selection into the position will be the result of both the resume/cover letter review as well as the interview process.**