



# FEMA

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



## FEMA OEHP Planning Support Specialist

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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 Planning Support Specialist within OEHP's Readiness Branch.

### Description:


This is a **GS 11 CORE** Program Analyst Position.

The Planning Support Specialist provides analytical, planning, and reports support to the OEHP Readiness Branch.

This position is being announced under FEMA's Cadre of On-call Response/Recovery Employee (CORE) Program. This is a temporary appointment in the Excepted Service, not to exceed 2 years, with the option to extend based on workload and funding availability.

### 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 incident management and support workforce.
- Highly developed ability to conduct detailed studies and analyses of incident management and support workforce, to identify issues impacting operational performance and effectiveness, and to identify appropriate resolution to complex operational problems.
- Oral communication skills sufficient to skillfully conduct briefings on complex incident management and support matters and to effectively interact with a wide range of headquarters and field personnel in supporting response program activities.
- Written communication skills sufficient to write clear and concise reports and briefing papers.
- This skill is also used in documenting the results of analytical studies addressing program operations, in preparing documents presenting analysis, or in addressing other matters in various written issuances.
- Knowledge and skill in utilizing MS Office Suite in conducting and presenting analyses using spreadsheet, graphics and database programs.

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- 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 through the conducting of studies and tasks designed to ensure the alignment of the program with agency operational and administrative policies and procedures.
- Plays a key role in the development, review, updating and assignment of Position Task Books for each reservist based on force structure requirements, and conducts analyses to determine prevent Federal Surge Capacity position training. Conducts task and job analysis activities in order to ensure accurate documentation of the skill sets reservist members must possess and maintain in order to effectively support response operations.
- 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.
- Accesses and creates reports from the Deployment Tracking System (DTS) and utilizes the DTS in continuously tracing all specialty skill areas.
- Prepares written reports, briefing, presentations, 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.
- 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.