



**FEMA**

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



## UFR Disaster Liaison

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**APPLICATION PERIOD:** Monday, November 6 – Monday, November 13, 2017  
**SERIES & GRADE:** IC-0028-12; Environmental Protection Specialist  
**POSITION INFORMATION:** CORE  
**LOCATION:** 400 C Street SW, Washington DC

The Office of Environmental Planning and Historic Preservation (OEHP) is soliciting candidates to apply for the UFR Team Disaster Liaison within OEHP's Policy Branch.

### Description:

This is a GS 12 CORE Environmental Protection Specialist Position.

This position serves as a member of the OEHP Policy Branch's UFR Team as the UFR Disaster Liaison. The incumbent is responsible for providing in-person support of Regional and Field EHP staff in the implementation of the UFR Process for interagency disaster recovery operations at the disaster field office.

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.

### Key Requirements:

- Knowledge of emergency management laws, executive orders, and regulations such as the National Disaster Recovery Framework (NDRF), Sandy Recovery Improvement Act of 2013 (SRIA), Unified Federal Environmental and Historic Preservation Review (UFR), and the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended.
- Comprehensive knowledge and application of EHP laws, executive orders, regulations, agreements, policies, and procedures.
- Ability to prepare well-organized, written reports and other documents that is audience appropriate.
- Ability to analyze data and make timely informed decisions that take into account the facts, objectives, constraints, and risks.
- Skill in interpersonal relations in order to interact effectively with internal and external parties at all levels of operations
- Ability to clearly articulate information to others to convey thoughts and ideas; to provide information concerning procedures and program requirements; and to facilitate open exchange of ideas 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:**

- The incumbent works with OEHP's National UFR Coordinator and will serve as the UFR Team's deployable field asset, spending potentially upwards of 300 days a year in the field serving as an onsite, subject matter expert in support of the implementation of the UFR Process at disaster field offices following major presidentially declared disaster events.
- Provide surge support and forward deploy to cover initial activation, rotations, and/or fill short-term staffing gaps of the UFR Advisor position.
- Provide technical assistance to other federal, state, tribal or local agencies, the FDRC, Recovery Support Functions, Sustainability Advisor, and the Mitigation Advisor at the disaster field office under direction of the UFR Advisor.
- Prepares, reviews, and comments on drafts or final EHP agreement documents, tools, or protocols to streamline EHP compliance and project delivery for disaster survivors.
- Identifying and integrating FEMA activities to comply with laws, regulations, policies, procedures, practices, and systems related to Environmental Planning and Historic Preservation (EHP).
- Assist the UFR Advisor in development of UFR inputs for the disaster's Recovery Mission Scoping Assessment, and in strategic planning and implementation of inputs for the disaster Recovery Support Strategy, and in completion of UFR disaster-specific annual reporting measures.
- Emergency Assignment - 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 [ryan.potosnak@fema.dhs.gov](mailto:ryan.potosnak@fema.dhs.gov) by 11:59pm, Nov. 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.