



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

USAR STATE COORDINATOR

Job Number: 21004908

Job Code: 21510V241001

Job Group: 2100 - MILITARY & EMERGENCY PREPAREDNESS

Job Established: 10/01/2024

Job Revised:

Grade: 17 Salary (MIN - MID):

\$30.082-\$45.123 - Hourly

\$4,888.34-\$7,332.50 - 37.5 Hr. Monthly Salary

\$5,214.22-\$7,821.32 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Oversees the implementation of the Urban Search and Rescue Program (USAR) and provides direct supervision to staff. Coordinates and manages all aspects of rescue operations within the state including planning, resource allocation, and deployment of personnel and equipment; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree

EXPERIENCE, TRAINING, OR SKILLS:

Ten years of experience in law enforcement, fire, rescue, emergency medical services (EMS), emergency management or a related field. Four years of the required experience must include supervisory experience in law enforcement, fire, rescue, EMS, emergency management or a related field.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional administrative, management, or related experience will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess and maintain a valid driver's license to qualify for employment in this job classification. Must have completed the Federal Emergency Management Agency (FEMA) Emergency Management Institute Independent Study Program 100 and 700 level courses. Must pass the FEMA Task Force Leader Course within 6 months of employment. Must maintain any required

licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Oversees the supervision and implementation of all staff and programs within the USAR Program. Ensures effective and efficient response to disasters and emergencies by overseeing strategic planning, coordination, training, and resource management. Provides direction, guidance, and decision-making during emergency response operations. Coordinates and manages all aspects of rescue operations within the state, including planning, resource allocation, and deployment of personnel and equipment. Serves as a primary point of contact and provides support to incident commanders during search and rescue missions, ensuring effective communication, resource mobilization, and coordination of response efforts. Evaluates and makes recommendations concerning request for state and federal disaster assistance. Act as a liaison with other states' operations involving search and rescues. Coordinates requests for federal assistance with the Air Force Rescue Coordination Center. Coordinates assistance regarding search and rescues as the ESF 9 Lead. Responds to emergencies at any time, coordinating the deployment of USAR teams and resources as needed. Authorizes overtime and leave, recommends salary increases, sits on promotion panels, and evaluates the performance of subordinates. Prepares and delivers oral and written communication with stakeholders, including government officials, the media, and the public, providing updates on response efforts and ensuring transparency on all activities of operations as requested. Prepares, negotiates, and manages contracts with federal officials. Develops and presents training programs for state agency personnel and local officials.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job classification will perform duties in office setting, as well as, in all outdoor climate environments and in disaster situations that have hazardous conditions. Travel will be required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to drive a licensed vehicle. Applicants and employees in this job classification may be required to submit to a drug-screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.