UNIVERSITY OF CALIFORNIA, RIVERSIDE
INVITES APPLICATIONS FOR THE POSITION OF
CAMPUS EMERGENCY PLANNING MANAGER

About UC Riverside:
In the Heart of Inland Southern California, UC Riverside is located on nearly 1,200 acres near Box Springs Mountain in Southern California; the park-like campus provides convenient access to the vibrant and growing Inland region. The campus is a living laboratory for the exploration of issues critical to growing communities' air, water, energy, transportation, politics, the arts, history and culture. UCR gives every student the resources to explore, engage, imagine and excel.

At UC Riverside we celebrate diversity and are proud of our #8 ranking among the nation for most diverse universities (US News and World Report 2012-13). Become part of a place that fosters success for all its constituents, students, faculty, and staff, and where work/life balance and campus culture are integral to our way of life.

UCR is ranked 46th among top public universities (US News and World Report 2012-13) and is an Equal Opportunity and Affirmative Action Employer with a strong institutional commitment to the achievement of excellence and diversity among its faculty and staff.

About Business and Administrative Services:
The Business and Administrative Services (BAS) organization provides high quality business support and administrative services that are vital to ensure excellence in UCR's teaching, research, and public service; consistent with campus growth, enabling technology, and enhanced customer service. The BAS organization consists of operational and administrative campus service departments, which provide support services in the areas of accounting, payroll, human resources, employment & labor relations, information technology, risk management, architects & engineers, environmental health & safety, materiel management, facilities, transportation, and security/law enforcement.

Essential Functions:
We are currently searching for an experienced, highly motivated and resourceful Campus Emergency Planning Manager to lead, motivate, educate and engage our more than 21,000 students and 3,000 combined faculty and staff employees with the intent to improve understanding of emergency response plans and strategies. Operating as part of an enterprise risk management environment, this critical role will manage, engage and participate in effective emergency response planning to respond to and recover from disruptive/hazardous campus events in order to continue operations in support of the university's mission: teaching, research, community service, and patient care.

The Campus Emergency Planning Manager analyzes, organizes, implements and ensures compliance with the campus emergency management program involving the most complex and hazardous situations. Collaborates with UC Police Department, Environmental Health & Safety (EH&S), and other campus departments whose mission include promoting the welfare of the campus and surrounding community. Ensures that all emergency management programs are compliant and consistent with emergency management best practices and protocols, within the framework of the campus ISEM system and under the umbrella of the campus Emergency Operations plan.

The incumbent will work hand-in-hand with the campus Risk Management Officer and Continuity Planner, collaborate with campus leadership, actively engage community emergency leaders, and be seen as a resource by other UC campuses and the Office of the President.

As the seventh-largest employer and only public research university in the Inland Empire region of Southern California, UCR is on the leading edge of pioneering research that affects the challenges each of us face daily and is a living laboratory for the exploration of issues critical to growing communities - air, water, energy, transportation, politics, the arts, history, culture and healthcare. Located on nearly 1,200 acres with 300 buildings and plans to increase student enrollment and faculty over the next five years, UCR continues to be recognized as one of the most diverse research universities in the nation and is an employer of choice that values a supportive and collaborative work environment.

Key Responsibilities Include:
- Manages emergency response coordination, training and exercises. Collaborates with campus representatives to identify the building emergency staff (BES) and building supervisor for emergency conditions (BSEC) appropriate staffing levels. Collaborates with campus representatives to identify primary and alternate personnel to be trained in the roles needed in the Emergency Operations Center (EOC). Provides individual and group mentoring and training for designated emergency response personnel. Maintains current records on designated emergency personnel staffing, plan development, and exercise response goals; generates rosters and reports as requested.

- Provides instruction and guidance to exercise and event participants. Evaluates effectiveness and efficiency of exercises and event responses following up on identified deficiencies or gaps; generates summary reports on training effectiveness. Develops and facilities exercises for executive management personnel who could be called in to participate in the Emergency Management Policy Group in collaboration with key stakeholders. Organizes the preparation for, and regularly conducts emergency response training session for the EH&S staff.
Key Responsibilities Include Continued:

- Performs or directs outreach and communication to campus. Engages with campus units on preparedness and planning initiatives; guides, instructs, motivates, assists and facilitates the emergency management activities of all departments; assists departments with creating, reviewing, updating and fulfilling departmental planning efforts; tracks progress, creates reports and coordinates emergency management efforts throughout the campus.

- Coordinates planning, development and implementation of strategic initiatives that strengthen the campus' ability to respond and recover from and emergency. Ensures that the campus meets are regulatory requirements.

- Manages and participates in effective emergency response planning in order to continue operations in support of the university's mission: teaching, research, community service, and patient care.

- Develops emergency plans in collaboration with key stakeholders. Partners with departments to develop and coordinate their emergency management responsibilities. Provides guidance, training and assistance to departments in developing their Departmental Emergency Plans (DEP). Ensures compliance of plan with regulatory requirements. Coordinates and integrates plans with the specialized and integrated hazardous materials emergency response plans required by regulation. Maintains and periodically assesses the campus Emergency Operations Plan (EOP); this includes plans for various departments, colleges, laboratories, research areas, buildings and business units.

- Develops plans and procedures using a combination of original and emergency management professional standards approaches/techniques to solve complex emergency preparedness, response and recovery challenges. Plans, develops and maintains a comprehensive all-hazards emergency operations plan including hazard specific appendices and functional annexes for both natural and human-caused identified campus hazards; writes and updates manuals and procedures; drafts reports and other documentation.

- Coordinates the improvements for, and is primarily responsible for, maintaining the Emergency Operations Center (EOC) and alternate facilities, supplies and equipment. Identifies, maintains or oversees maintenance of, and replaces as required necessary: tools, supplies, communication, and other equipment to assist response personnel and EOC operations.

- Monitors, provides for and assures compliance with California's Standardized Emergency Management System (SEMS) provisions, adapted for use at the campus including monitoring ongoing related legislation. Develops and maintains documents and checklists to facilitate implementation of SEMS components, and develops emergency preparedness procedures for campus.

- Proposes strategies for mitigation of identified hazards in conjunction with existing measures implemented in program areas. Hazard Vulnerability Assessments (HVAs), Hazard Threat Assessments (HTAs), incident prioritization and risk analysis; develops schedules, provides technical support to all mitigation efforts and provides recurring review of campus preparedness levels.

- Plans, develops, and coordinates campus all-hazards response to emergency or disaster conditions. Researches, analyzes, and develops emergency preparedness procedures for campus. Coordinates and assists departments in emergency response planning and in identifying human and material resource needs, as well as coordinating plans for resource mobilization during an emergency.

- Participates in the emergency preparedness and preparations of large scale planned campus events.

- Responds to unplanned events involving UCR facilities or personnel as needed and directed. Responds to emergencies as needed and activates the EOC when necessary, recommends and evaluates initial response strategies and assists in documentation of incident response. Promotes the use of the Incident Command System during response activities whenever possible.

- Interacts with various public and private agencies and officials, as well as campus departments, for active emergency response and disaster preparedness planning. Facilitates the distribution of information to the campus community and outside agencies.

Minimum Requirements:

- Ability to lead, motivate, educate, engage and inspire a diverse population in order to improve understanding of emergency response plans and strategies, and influence change within the department, within the University, and among eternal business partners.

- Skill in working independently and effectively with minimal direction and a fluctuating workload. Ability to extract data, organize, and manipulate data, using appropriate analytical and statistical methods to identify problems and trends, recommend action to be taken, and implement necessary solutions. Knowledge of computer systems, databases, spreadsheets and web-based systems; advanced skills with Microsoft Office products.

- Excellent interpersonal skills, including tact, diplomacy, and flexibility to interact and maintain working relationships with University administration, faculty and departments and governmental agencies, including skills to clearly communicate information to a variety of people in written form, in person, and on the telephone. Proven ability to work collaboratively with individuals at all levels of the organization. Demonstrated skill in public speaking, conducting training and ability to represent the university and the department to the community and public.
Minimum Requirements Continued:

- Ability and willingness to support the mission of UCR and maximize customer service through excellence and continuous improvement. Proven ability and willingness to interact with and effectively communicate regulations and instructions to faculty, staff, students and the public. Skill in working as part of a team to achieve goals to achieve objectives and tasks in a timely manner. Ability to work independently or in a group setting as needed.

- Ability and willingness to respond to emergencies in hazardous environments on an on-call duty basis, effectively utilizing personal protective equipment (PPE), including self-contained breathing apparatus. Ability to coordinate and participate in Emergency Response Team activities. Ability to use hand-held two-way radios or other field communication devices.

- Ability to work on numerous projects within the same time frame and complete them within guidelines.

- Bachelor's degree in a related field plus a minimum of three (3) years of demonstrated recent experience in emergency management, planning, communication and coordination within a large organization; or an equivalent combination of education and/or experience.

- Demonstrated skill and experience in emergency plan composition, developing, implementing, and evaluating programs ranging in size, complexity and comprehensiveness, incorporating knowledge of institutional policies and/or federal, state and local regulations. Previous participation in disaster/emergency response, related community or public service experience with significant critical incident/crisis management situations such as hurricanes, wild fires, flash floods, earthquakes (Katrina, Hurricane, Witch Creek Fire, Northridge, Loma Prieta earthquakes and similar events). Familiarity with government methods for planning and implementing emergency services, including various mutual aid systems. Knowledge of mass and emergency communications.

- Knowledge of emergency management industry and Incident Command System (ICS) best practices and protocols. Working knowledge of hazardous assessment methodology, mitigation measures (including preservation of academic research), participation in damage assessments, and resource recovery. Ability to resolve issues quickly and tactfully; proven skill in listening, anticipating, and responding to needs to achieve effective services. Demonstrated ability to anticipate, analyze and evaluate potential disasters. Demonstrated knowledge and ability to apply state, federal and local rules, regulations and directives governing disaster/emergency preparedness. Ability to drive a light truck, electric cart, and use material handling equipment (e.g., forklift truck and pallet jacks).

Preferred Qualifications:

- Practical knowledge of emergency management best practices, regulations and codes; including California Code of Regulations (CCR) Titles 8 and 19, National Fire Protection Association Standards, as well as their interpretive and relative applicability. Demonstrated ability to provide comprehensive management of all emergency planning elements, long- and short-term objectives, and resource management. Knowledge of National Incident Managements System (NIMS) and Standardized Emergency management System (SEMS).

- Incident Command System training at the introductory (ICS 100, 200, 700, and 800) and Current 40 hr. HAZWOPER certification or ability to obtain if selected.

- Knowledge of higher education, research or university environments, including communicating with and engaging administrative leadership, faculty, staff and students.

Conditions of Employment:

This is a full-time, career position. The standard work schedule is Monday - Friday, 8:00 a.m. to 5:00 p.m. A valid driver’s license is required. The budgeted annual starting salary range for this position is Commensurate with Experience. All UCR employees are required, as a condition of employment, to successfully complete a background investigation through the U.S. Dept. of Justice.

Benefits of Belonging:

We offer a comprehensive compensation and benefits package. For information about our generous employee benefits package, please visit our website http://atyourservice.ucop.edu/employees/new_employee/orientation.html.

Application Instructions:

To apply for this position, please click the HR JOBS link at the bottom of this page if you are viewing this flier on the UCR Business and Administrative Services website. You may also apply for this position by visiting our UCR Jobs website http://jobs.ucr.edu and selecting the browse jobs link. The Campus Emergency Planning Manager position number is 201502253041.

Filing Date: Open until filled.