

# Emergency Management Training and Exercise Specialist

Requisition Number: 39207

Location: Boulder, Colorado

Employment Type: University Staff

Schedule: Full-Time

Posting Close Date: 07-Jun-2022

Date Posted: 11-May-2022

## **Job Summary**

The CU Police Department welcomes applications for an Emergency Management Training and Exercise Specialist! This position will serve as the unit's lead for the development, delivery, support, oversight, and management of training through the Emergency Management Program. This position will be responsible for developing, conducting, and evaluating exercises related to emergency preparedness and response efforts, recommending improvements (policy, infrastructure, training and equipment) pursuant to lessons learned through drills and exercises, integrating exercises into university, local and statewide plans. This specialist will conduct, coordinate, and write all After Action Reports / Improvement Plans (AAR/IP). This position is also responsible for the maintenance of the multi-year training and exercise plan (MYTEP) and management of the Emergency Management Operations Group (EMOG).

The University of Colorado Boulder is committed to building a culturally diverse community of faculty, staff, and students dedicated to contributing to an inclusive campus environment. We are an Equal Opportunity employer, including veterans and individuals with disabilities.

## **Who We Are**

The members of the University of Colorado Boulder Police Department (CUPD) are dedicated to providing the highest quality police services in order to improve community safety, protect life and property, and reduce crime and the fear of crime. To do this, we pledge to develop a partnership with the community, to lead a community commitment to resolve problems, and to improve the quality of life for all CU affiliates. The CUPD is a full-service police agency with 46 sworn and 36 non-sworn employees providing community-based public safety services to a diverse community of 36,000 affiliates 24 hours a day, seven days a week, all year long. Every year the department responds to approximately 20,000 calls for service and ensures the safety and security for all of their PAC-12 Conference athletic events with attendance at football games exceeding 50,000 fans. Patrolling the university by foot, bicycle, motorcycle, and vehicle, the

CU Boulder Police work diligently with the University community and surrounding agencies to ensure a timely and coordinated law enforcement response.

### **What Your Key Responsibilities Will Be**

#### Multi-Year Training and Exercise Plan (MYTEP)

- Collaborating with university and external partners, establish and implement a plan that addresses the gaps identified in the capabilities assessment, builds upon already-established capabilities and utilizes existing local and regional training opportunities.

#### Emergency Management Training

- Using the MYTEP, coordinate and develop a training schedule that lays the foundation for building campus response and recovery capabilities.
- When possible, coordinate training with public and local partners and conduct multi-agency, multi-disciplinary training courses.
- Identify courses to host or attend, either locally or out-of-state.
- When necessary, develop new courses or tailor existing courses to apply to higher education emergency management.  
Ensure that there is someone trained for each emergency response role and/or function at all times.
- Emergency Management Exercises

#### Develop and manage the emergency management exercises program.

- Use the Homeland Security Exercise and Evaluation Program (HSEEP) model to design, conduct, and evaluate exercises with the purpose of building capabilities identified in the MYTEP.
- Exercises may span the HSEEP progressive approach and include seminars, workshops, tabletops, games, drills, functional exercises, and full-scale exercises.
- Work with the Emergency Management unit to develop tools, guides, procedures, etc. to equip EMOG members to optimally respond to and recover from campus emergencies.
- Schedule and facilitate nine EMOG meetings per year, coordinate EMOG training and exercises to prepare the group for campus emergency response roles.

#### Debriefs and After-Action Reviews

- Analyze exercise evaluations, after-action review notes, and participant feedback to develop after-action reports and improvement plans with recommendations for correction and development.

#### Capabilities Assessment

- Participate and maintain the University's Hazard, Threat, and Vulnerabilities Assessment.

- Conduct a periodic assessment of the university's abilities to effectively respond to major incidents and emergencies.
- Identify and plan for gaps in capabilities.

#### Event Support

- Support the Events Management Unit plan for special events, ready event safety and security systems, and implement plans during the event.
- Participate as a member of the University Emergency Operations Group (EMOG) during all exercises and actual emergencies.

#### What You Should Know

- All University of Colorado Boulder employees are required to comply with the campus COVID-19 vaccine requirement.
  - New employees must provide proof of vaccination or receive a medical or religious exemption within 30 days of employment.
- This position will require a background investigation including completion of a personal history questionnaire, criminal background check, motor vehicle records check, an Excluded Parties List System check, polygraph, job suitability evaluation, integrity interview, credit check, fingerprinting, and a reference check.
- This position may require irregular or extended work hours at times, including evenings, weekends, and holidays.

#### What We Can Offer

The salary range for this position is \$60,000 - \$75,000 annually.

#### Benefits

The University of Colorado offers excellent benefits, including medical, dental, retirement, paid time off, tuition benefit and ECO Pass. The University of Colorado Boulder is one of the largest employers in Boulder County and offers an inspiring higher education environment. Learn more about the University of Colorado Boulder.

#### Be Statements

Be empowered. Be impactful. Be Boulder.

## **What We Require**

- A Bachelor's degree from an accredited college or university in Emergency Management, Business Administration, Management, Public Administration, Political Science, or a related field; or year for year experience may be substituted for the degree.
- At least one year of relevant experience.
- A valid driver's license.

## **What You Will Need**

- Strong communication skills, ability to remain calm and professional during stressful circumstances, and the willingness to work as a team member.
- Ability to prepare and present professional reports, presentations, and program materials.
- The ability to collect, organize, retain, analyze and produce information related to emergency management.
- Demonstrated knowledge of the Incident Command System (ICS) and the National Incident Management System (NIMS).
- Ability to work independently, and prioritize work assignments and resources.
- Solid understanding of computer systems, database and spreadsheet management, and Microsoft Office products.
- The ability to use technology to work and communicate, and the ability to assist in developing strategies for the use of technologies such as: online collaboration tools, video conferencing, etc.
- Familiarity with, and experience working in an Emergency Operations Center and an Incident Command Post during real-world incidents.
- Proven skills and success in developing trainings and leading complex exercise designs.

## **What We Would Like You To Have**

- Certificates of training in HSEEP and AAR/IP development.
- Experience training using HSEEP.
- Experience working at a higher education institution with a campus-based population.
- Experience working as a full-time staff member of an emergency management agency.
- Experience in emergency management or Homeland Security Exercise and Evaluation Program (HSEEP) model.
- Experience in coordination with large organizations with multiple priorities.
- Experience interacting with representatives of government, volunteer organizations, public officials, and business and community organizations.

## **Special Instructions**

To apply, please submit the following materials:

- A current resume.
- A cover letter that specifically tells us how your background and experience align with the requirements, qualifications, and responsibilities of the position.
- We may request references at a later time.

**Please apply by June 7, 2022 for consideration.**

Note: Application materials will not be accepted via email. For consideration, please apply through CU Boulder Jobs.

### **Essential Services**

This position is designated “essential services.” The incumbent is required to respond to requests for work during campus emergencies (snow, wind, rain, flood and any other natural or man-made event) and report to work for his / her regularly assigned shift during emergency campus closures.

### **Posting Contact Information**

Posting Contact Name: Boulder Campus Human Resources

Posting Contact Email: [recruiting@colorado.edu](mailto:recruiting@colorado.edu)