

Iowa Department of Administrative Services – Human Resources Enterprise  
Job Classification Description

## Emergency Management Specialist 1

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### Definition

In a training capacity, learns and performs entry-level emergency management and disaster project and grant administration, compliance and financial review, and operational execution work for the Iowa Department of Homeland Security and Emergency Management; performs related work as required.

*The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.*

### Work Examples

Assists federal, state, and local government partners in the delivery/management of programs administered by the Iowa Department of Homeland Security and Emergency Management.

Learns to provide technical assistance to local/state officials to support compliance with the Code of Federal Regulations, federal program guidance, state program guidance, and Office of Management and Budget (OMB) Circulars.

Learns to conduct the state-level review and analysis of project applications to determine eligibility and provide recommendations for approval; learns to prepare award letters and grant agreements.

Assists with developing grant plans and scopes of work, grant project budgeting, developing grant requirements for economic and/or benefit cost analysis, writing grant applications, and grant cash management/accounting systems.

Assists with monitoring grant subrecipient performance by reviewing budgeted grant activities and the details of grant expenditures. Ensures eligibility and compliance in accordance with federal and state statutes, rules, and regulations.

Assists program manager in the review of pay requests and appropriate support documentation from subrecipients, other agencies, and officials. Assists in the preparation of appropriate financial documentation to process pay requests through the grant management and financial management systems.

Drafts correspondence in response to verbal and written inquiries concerning grant programs and develops grant-specific and subrecipient-specific reports.

### Competencies Required

Knowledge:

- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Basic Arithmetic – Addition, subtraction, multiplication, and division.

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- Customer and Personal Service – Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
  - Economics and Accounting – Economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.

**Abilities:**

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Clerical – Maintain complex clerical records.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Mathematical Reasoning – Choose the right mathematical methods or formulas to solve a problem.

**Skills:**

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Speaking – Talking to others to convey information effectively.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Management of Financial Resources – Determining how money will be spent to get the work done, and accounting for these expenditures.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Mathematics – Using mathematics to solve problems.
- Service Orientation – Actively looking for ways to help people.

**Minimum Qualification Requirements**

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Four years of full-time professional-level experience in grant program planning, analysis, or administration work; professional accounting; civil or construction engineering; or professional administrative work.
- 2) Graduation from an accredited four-year college or university with a degree in any field.
- 3) A total of four years of education and/or full-time experience (as described in number one), where thirty semester hours of accredited college or university coursework in any field equals one year of full-time experience.

**Notes**

Positions require extended work hours and extensive travel.

*Effective date: 04/26 SA*