

VII. POSITION DESCRIPTIONS

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VII. POSITION DESCRIPTIONS

A. COMMAND STAFF

Position descriptions have been developed for the following Command and Command Staff positions on a MST:

- Chief of Field Operations;
- MST Leader;
- MST Deputy Leader;
- Safety Officer;
- Medical Officer; and
- Liaison Officer.

CHIEF OF FIELD OPERATIONS
POSITION DESCRIPTION

Functional Description

Reports to the RHA and provides overall management and coordination of HHS health and medical response resources in the field and other locations. Coordinates all activities necessary to provide promptly, the wide range of HHS health and medical response resources to State and local governments.

Description of Duties

Responsible for assuring that HHS health and medical response resources meet objectives established by the RHA and disaster leadership;
Provides supervision and performance evaluation to the MST Leader;
Coordinates with the RHA to expedite requests for all health and medical response resources;
Makes recommendations to the RHA for requests for all HHS health and medical resource mobilization and demobilization activities;
Briefs Federal, State, and local officials on the capabilities and limitations of HHS health and medical response resources;
Ensures that all safety practices and procedures are in place and are being observed;
Sets standards for, reviews, and approves SITREPs received from the MST Leader;
Approves or recommends procurement thresholds and delegations of authority for the MST;
Reviews and approves SITREPs from the MST;
Reviews for RHA approval all media releases pertaining to MST activities;
Is responsible for the leadership, follow-up, and reporting of AARs and follow-up actions for the MST;
Ensures that the MST meets schedules established by management teams for planning, briefing, and reporting requirements;
Participates in MST planning meetings and briefings to assure Federal and State objectives are met;
Ensures that performance ratings are prepared for each employee;
Reviews ratings of outstanding or poor performance of Command and General Staff team members;
Receives performance rating from the RHA; and
Participates in AAR, Phase I and II.

CHIEF OF FIELD OPERATIONS
POSITION DESCRIPTION (CONTINUED)

Knowledge

Working knowledge of the practical application of available technology used to support the HHS health and medical response resources;
Working knowledge of Federal procurement regulations and government financial practices, procedures, mission assignment tracking, monitoring, and billing;
Comprehensive knowledge of Federal, State and local emergency management during response activities;
Extensive knowledge of the ICS;
Comprehensive knowledge of the HHS Health and Medical Response System, its organizational structure, operating procedures, safety practices terminology and communicating protocols and MST procedures;
Comprehensive knowledge of the mission, organization, and management of HHS health and medical response resources; and
Extensive knowledge of the Federal and State response systems.

Skills

Experience with Federal, State and local emergency management structure during response activities;
Expert at interagency coordination and working with various technical specialists;
Experience in emergency management incident command and coordination;
Experience working as a member of an HHS specialty team;
Expert at communicating health and medical priorities in a changing disaster situation for the RHA to the MST Leader; and
Expert at organizing, planning and directing field activities.

Ability

Must meet moderate physical fitness requirement.

Training Requirements

Completion of ICS Courses, I-100 through I-400;
Completion of position training for managing complex incidents and events;
Completion of management and team building course; and
Completion OEP MST training course.

MST LEADER
POSITION DESCRIPTION

Functional Description

Reports to the CFO and manages the MST. Directs all MST activities to provide a wide range of HHS health and medical support to State and local governments.

Description of Duties

Manages all MST activities, in coordination and support of HHS health and medical response resources in field locations;
Coordinates with the CFO, MST relationship with Federal, State and local officials such as the State Coordinating Officer, IC, Federal Coordinating Officer (FCO), Defense Coordinating Officer, OEP/EOC, etc., to expedite the effective request for assignment and use of on-scene and incoming HHS health and medical response resources;
Briefs officials on capabilities and limitations of MST HHS health and medical response resources;
Ensures that all MST functions are carried out in a professional manner and according to established MST guidelines;
Leads planning meeting to develop the action plan for the next operational period;
Reviews MST Action Plan for CFO approval;
Presides at operational period briefings and ensures that participants understand strategic and tactical objectives;
Ensures that performance ratings are prepared for each employee;
Ensures that Federal financial procedures and practices are followed by the MST;
Reviews all documents committing Federal funds with the CFO;
Coordinates with the CFO the Phase I and II AAR and meeting;
Screens requests for all resources, including mobilization and demobilization activities in accordance with standards provided by the CFO;
Ensures that all safety practices and procedures are followed; and
Participates in AAR, Phase I and II and II.

MST LEADER
POSITION DESCRIPTION (CONTINUED)

Knowledge

Working knowledge of the practical application of available technology used to support HHS missions and objectives;
Comprehensive knowledge in Federal, State and local emergency management procedures during response activities;
Comprehensive knowledge of the HHS Health and Medical Response System, its organizational structure, operating procedures, safety practices terminology and communicating protocols and MST procedures; and
Comprehensive knowledge of the Federal and State response systems.

Skills

Expert in handling sensitive issues, developing strategic and tactical plans, and problem solving;
Expert in emergency management incident command and coordination using various incident management systems including ICS;
Expert in managing planning and briefing meetings;
Sufficient expertise in interagency response to anticipate (resource) problems and take appropriate preventative action;
Motivate personnel and form effective teams; and
Communicate effectively and understand CFO direction to manage MST activities to meet disaster objectives.

Ability

Must meet moderate physical fitness requirement.

Training Requirements

Completion of ICS basic, intermediate and advanced courses;
Completion of position training for managing complex incidents and events;
Completion of Supervision Course;
Completion of management and team building course; and
Completion of ICS specific position course.

DEPUTY MST LEADER
POSITION DESCRIPTION

Functional Description

Reports to the MST Leader and may fulfill the role of MST Leader when directed to provide 24-hour operations. Directs all MST activities necessary to provide promptly the wide range of HHS health and medical support to State and local governments. May also be assigned to work in special areas, operations, or situations as assigned by the MST Leader.

Description of Duties

- Under MST Leader manages all MST activities, in coordination and support of HHS health and medical response resources at the Disaster Field Office (DFO) and in field locations;
- Coordinates with the MST Leader, MST relationship with Federal, State and local officials such as the State Coordinating Officer, Incident Commander, FCO and assistants, Defense Coordinating Officer, etc., to expedite the effective request for assignment and use of on-scene and incoming HHS health and medical response resources;
- Briefs officials on capabilities and limitations of HHS health and medical response resources;
- Ensures that all MST functions are carried out in a professional manner and according to established MST guidelines;
- Recommends approval of MST Action Plan;
- May approve requests for all resources including mobilization and demobilization activities in accordance with the CFO;
- Ensures that all safety practices and procedures are followed by the MST;
- Ensures that performance ratings are prepared for each employee;
- Ensures that Federal financial procedures and practices are followed;
- Reviews all documents committing Federal funds with the CFO;
- Ensures that Federal financial procedures and practices are followed;
- Participates in planning, briefing and after action meetings; and
- Participates in AAR, Phase I and II and III.

DEPUTY MST LEADER
POSITION DESCRIPTION (CONTINUED)

Knowledge

Working knowledge of the practical application of available technology used to support HHS missions and objectives;
Comprehensive knowledge in Federal, State and local emergency management procedures during response activities;
Extensive knowledge of the HHS Health and Medical Response System, its organizational structure, operating procedures, safety practices terminology and communicating protocols and MST procedures; and
Comprehensive knowledge of the Federal and State response systems.

Skills

Expert in handling sensitive issues, developing strategic and tactical plans, and problem solving;
Expert in emergency management incident command and coordination using various incident management systems including ICS;
Expert in managing planning and briefing meetings;
Sufficient Expertise in interagency response to anticipate (resource) problems and take appropriate preventative action;
Motivate personnel and form effective teams; and
Communicate effectively and understand CFO direction to manage MST activities to meet disaster objectives.

Ability

Must meet moderate physical fitness requirement.

Training Requirements

Completion of ICS basic, intermediate and advanced courses;
Completion of position training for managing complex incidents and events;
Completion of Supervision Course;
Completion of management and team building course; and
Completion of ICS specific position course.

MST SAFETY OFFICER

POSITION DESCRIPTION

Functional Description

This is a Command Staff position and reports to the MST Leader and is responsible for the anticipation, identification, and assessment of hazardous and unsafe conditions. Develops measures to reduce risk in order to enhance personnel safety and accountability. Ensures that the health needs of the MST personnel are met.

Description of Duties

- Develops safety information supporting field operations, for the Action Plan;
- Works with other Safety Officers to identify safety hazards and determines if work area risks warrant restricting or modifying activities;
- Establishes rest and rehabilitation area for personnel as required;
- Immediately halts unsafe activities or work in unsafe conditions and coordinates such actions with the Section Chief and/or MST Leader;
- Provides safety briefings to the MST and specialty teams;
- Prepares or assists with developing emergency notification and evacuation plans;
- Ensures that personnel use necessary protective equipment;
- Ensures that safety is considered in all investigations;
- Provides information on hazards indigenous to the area such as poisonous insects and animals;
- Assists in providing information/reference/local protocols for identification and handling of deceased;
- Reviews all documents committing Federal funds with the MST Leader;
- Participates in planning meetings and briefings; and
- Participates in AAR, Phase I and II.

Knowledge

- Extensive knowledge in subjects relating to the public health care system;
- Comprehensive understanding of Occupational Safety and Health Administration (OSHA) work practice requirements for HHS health and medical activities;
- Extensive knowledge of the role of HHS and the MST;
- Extensive knowledge of the Federal and State response systems; and
- Extensive knowledge and an awareness of the signs, symptoms and corrective measures of extended critical stress.

MST SAFETY OFFICER
POSITION DESCRIPTION (CONTINUED)

Skills

Expert in handling and resolving sensitive issues.
Expert at identifying critical issues and developing plans, procedures or activities to resolve them;
Has worked as an Operations Section Chief on an MST during a disaster; and
Works well with other MST members and technical specialists to achieve desired outcome.

Ability

Must meet arduous physical fitness requirements.

Training Requirements

Completion of ICS specific position course;
Completion of ICS basic, intermediate and advanced courses;
Completion of management and team building course; and
Complete OSHA HazMat First Responder Awareness training.

MST MEDICAL OFFICER

POSITION DESCRIPTION

Functional Description

Reports to the MST Leader, provides medical care to the MST and serves as the subject matter Expert for all health and medical issues within the MST and specialty teams.

Description of Duties

- Develops the MST Medical Plan portion of the Action Plan, the Medical Strategic Plan and Medical Section of the After-Action Report;
- Directs medical care delivery to MST;
- Checks medical licensure for currency and qualifications to fit assignment for all HHS medical personnel;
- Assures that the pharmaceuticals cache is managed according to required laws and procedures;
- Ensures that that all responder information sheets are available for the MST;
- Oversees medical care by medical specialty teams;
- Oversees the collection, evaluation and dissemination of medical information within the MST;
- Reviews medical forms for completeness and accuracy;
- Assists specialty teams in processing medical resupply requests;
- Acts as liaison with specialty medical teams and MST Safety Officer to resolve any special operational problems, such as assessing and reducing health risks for personnel in the disaster area;
- Serves as liaison between the MST and other agencies, local EMS, and the medical community;
- Ensures that pre-hospital service is available for the MST;
- Monitors personnel for extended incident stress and arranges for mental health professional assistance, if needed;
- Develops and maintains MST and specialty team injury and fatality information;
- Reviews all documents committing Federal funds with the MST Leader;
- Provides on-line medical control for all non-physicians providers according to pre-established protocols;
- Participates in panning meetings and briefings; and
- Participates in AAR, Phase I and II.

MST MEDICAL OFFICER
POSITION DESCRIPTION (CONTINUED)

Knowledge

Comprehensive knowledge in emergency medicine and/or Board-certified clinical medicine in a primary care specialty, including significant experience with pre-hospital medical care;
Comprehensive knowledge in subjects relating to industrial hygiene, preventive medicine, environmental issues, and public health; and
Working level of knowledge of the FRP, and the ERT.

Skills

Possesses the required certificates and licenses required in the profession;
Maintains current clinical skills in Board Specialty;
Has NDMS disaster experience in a medical capacity; and
Demonstrated ability to supervise and communicate with medical personnel effectively.

Ability

Must meet arduous physical fitness requirement.

Training Requirements

Completion of ICS basic, intermediate and advanced courses; and
Completion of management and team building course.

MST LIAISON OFFICER

POSITION DESCRIPTION

Functional Description

The MST Liaison Officer reports to the MST Leader and is the point of contact for assisting and cooperating agency representatives.

Description of Duties

- Serves as the primary contact for assisting and cooperating agencies who are assisting with MST operations;
- Responds to requests from HHS health and medical personnel for inter-organizational contacts;
- Participates in planning meetings and briefings;
- Ensures that assisting and cooperating agency representatives are part of planning meetings and briefings;
- Identifies other cooperating and assisting agency representatives, including communications link and location;
- Monitors MST operations to identify current and potential inter-organizational problems;
- Maintains a current list of assisting and cooperating agencies, cooperating with the MST Resource Unit Leader and the Operations Section;
- Ensures that performance ratings are prepared for assisting and cooperating agency employees; and
- Participates in AAR, Phase I and II.

Knowledge

- Extensive knowledge of the FRP, and the ERT; and
- Extensive knowledge of the HHS Health and Medical Response System, organizational structure, operating procedures, safety practices, terminology, communications procedures, and MST operations.

Skills

- Has filled at least one Operations Section position on a disaster;
- Experienced in successfully handling and resolving sensitive issues related to the MST and cooperating agencies; and
- Intermediate level of interagency coordination skills.

MST LIAISON OFFICER
POSITION DESCRIPTION (CONTINUED)

Ability

Must meet light physical fitness requirement.

Training Requirements

Completion of ICS specific position course;
Completion of management and team building course; and
Completion of basic, intermediate and advanced courses.

VII. POSITION DESCRIPTIONS

B. OPERATIONS

Position descriptions have been developed for the following Operations positions on a MST:

- Operations Section Chief;
- Branch Director; and
- Division Supervisor.

MST OPERATIONS SECTION CHIEF
POSITION DESCRIPTION

Functional Description

Reports to the MST Leader and manages all field operations directly applicable to the primary HHS health and medical mission under the MST. Activates and supervises organizational elements and directs their activities in accordance with the action plan.

Description of Duties

- Supervises the Operations Section of the MST;
- Develops and implements the operational portion of the Action Plan;
- Briefs and assigns Operations Section personnel;
- Receives, evaluates and assigns priorities to requests for HHS health and medical response resources;
- Reviews tactical alternatives and modifies the Action Plan with MST Leader's approval;
- Ensures that safety standards are followed by all operations personnel;
- Coordinates specialty teams' tactical operations;
- Determines need and requests additional resources;
- In consultation with the MST Leader, assembles and disassembles specialized teams to support HHS health and medical operations;
- Recommends demobilization of excess HHS health and medical operational resources;
- Coordinates record keeping of victim locations;
- Ensures that performance ratings are prepared for each employee;
- Ensures that Federal financial procedures and practices are followed;
- Reviews all documents committing Federal funds with the MST Leader;
- Prepares performance ratings for Branch Directors and Division Supervisors and reviews and initials ratings for outstanding or poor performance;
- Participates in planning meetings and briefings; and
- Participates in AAR, Phase I and II.

MST OPERATIONS SECTION CHIEF
POSITION DESCRIPTION (CONTINUED)

Knowledge

Comprehensive knowledge in MST operations and one other functional section at least at the Branch Director level;
Extensive in the use and application of the action planning process;
Extensive knowledge in the broad range of HHS health and medical disaster response organizations;
Extensive knowledge of the Federal and State response systems; and
Comprehensive knowledge in the use of disaster facilities EOCs, DFOs, Mobilization Centers, Command Posts, Staging Areas and BoOs.

Skills

Expert in emergency management and incident command and coordination during MST operations;
Intermediate level of skill in problem solving and resolving conflicts;
Trained and qualified in at least one area of DMAT operations; and
Communicate effectively and to understand MST Leader direction related to the management of MST Operations activities to meet disaster objectives.

Ability

Must meet moderate physical fitness requirement.

Training Requirements

Completion of ICS basic, intermediate and advanced courses;
Completion of position training for managing complex incidents and events;
Completion of Supervision Course;
Completion of ICS specific position course;
Completion of management and team building course; and
Complete OSHA HazMat First Responder Awareness training.

MST BRANCH DIRECTOR
POSITION DESCRIPTION

Functional Description

Reports to the Operations Section Chief and is responsible for the implementation of a functional portion of the Operations Section assignment in the Action Plan.

Description of Duties

Supervises Division Supervisor(s) on a geographic or functional portion of the Operations Section's incident activities;
Develops, with subordinates, alternative branch tactical objectives and presents them to the Operations Section Chief for review and approval;
Assigns and briefs Division Supervisors and specialty Team Leaders on planned work assignments, and reviews accomplishments;
Resolves logistics problems in the branch;
Provides the Operations Section Chief with current updates on accomplishment and needs for next operational period;
Prepares performance ratings for Division Supervisors, reviews ratings for health and medical team leaders, and receives rating from Operations Section Chief; and
Reviews all documents committing Federal funds with the Operations Section Chief.

Knowledge

Working knowledge of the broad range of disaster response organizations at the Federal, State, and local level;
Comprehensive level of understanding of the Operations Section in various lead agency disaster field management teams; and
Comprehensive level of understanding of the MST organization and operations.

Skills

Intermediate level of skill as a Division Supervisor in a MST; and
Has experience as a member of a HHS health and medical specialty team.

MST BRANCH DIRECTOR
POSITION DESCRIPTION (CONTINUED)

Ability

Must meet arduous physical fitness requirements.

Training Requirements

Complete OSHA HazMat First Responder Awareness training.
Completion of the ICS basic and intermediate courses; and
Completion of ICS specific position course.

MST DIVISION SUPERVISOR
POSITION DESCRIPTION

Functional Description

Reports to the Branch Director and is responsible for the implementation of a functional or geographic portion of the Operations Section assignment in the Action Plan.

Description of Duties

- Supervises specialty Team Leader(s) on a functional or geographic portion of the operations section's incident activities;
- Provides technical assistance to specialty Team Leader(s) in the completion of assigned tactical objectives;
- Arranges and ensures logistical support for teams;
- Assists Safety Officers in identifying and mitigating safety hazards;
- Periodically reports accomplishments of teams to the Branch Director;
- Participates in briefing team(s) on changes in assignments, and tactical operations in the planning stage;
- Performs initial assessment of resource needs to effectively meet mission objectives;
- Continually assesses and evaluates progress towards accomplishment of mission objectives and makes modifications as appropriate;
- Prepares performance ratings for Team Leaders and receives rating from Branch Director; and
- Reviews all documents committing Federal funds with the Branch Director;

Knowledge

- Working knowledge of the broad range of disaster response organizations at the Federal, State and local level; and
- Extensive knowledge of MST disaster operations.

Skill

- Has experience as a member of a HHS health and medical specialty team.

MST DIVISION SUPERVISOR
POSITION DESCRIPTION (CONTINUED)

Ability

Must meet arduous physical fitness requirements.

Training Requirements

Completion of the ICS basic and intermediate courses;
Completion of ICS specific position course; and
Complete OSHA HazMat First Responder Awareness training.

VII. POSITION DESCRIPTIONS

C. PLANNING

Position descriptions have been developed for the following Planning positions on a MST:

- Planning Section Chief;
- Situation Unit Leader;
- Resource Unit Leader;
- Documentation Unit Leader;
- Demobilization Unit Leader; and
- Technical Specialist.

MST PLANNING SECTION CHIEF
POSITION DESCRIPTION

Functional Description

Reports to the MST Leader. Collects, documents, disseminates incident information, develops all plans and required reports.

Description of Duties

Supervises the Planning Section of the MST;
Develops the Action Plan, Strategic, Tactical, and Demobilization Plans;
Oversees the collection, evaluation and dissemination of information in MST activities;
Prepares current SITREPs for MST Leader approval;
Develops incident records and reports;
Maintains and reports status of assigned resources;
Collects information and develops initial MST After-Action Report;
Maintains all appropriate resource and situation displays;
Conducts MST planning meetings;
Plans, coordinates, and conducts briefings;
Ensures that performance ratings are prepared for each employee;
Ensures that Federal financial procedures and practices are followed in the Planning Section;
Reviews all documents committing Federal funds with the MST Leader in advance of need;
Participates in AAR, Phase I and II; and
Recommends the demobilization of excess resources in the Planning Section.

Knowledge

Comprehensive level of knowledge of the use of computers for preparing SITREPs, developing plans, tracking resources and other section uses;
Comprehensive knowledge in MST operations and one other functional section at least at the Branch Director level;
Comprehensive knowledge in the use and application of the action planning process;
Extensive in the broad range of HHS health and medical disaster response organizations;
Extensive knowledge of the Federal and State response systems; and
Extensive knowledge in the use of disaster facilities EOCs, DFOs, Mobilization Centers, Command Posts, Staging Areas and BoOs.

MST PLANNING SECTION CHIEF
POSITION DESCRIPTION (CONTINUED)

Skills

Previous experience in at least one other section of the MST at the Branch Director level;
Expert in briefing and presentation;
Expert in emergency management planning during MST operations; and
Expert in problem solving and resolving conflicts.

Ability

Must meet light physical fitness requirement.

Training Requirements

Completion of ICS basic, intermediate and advanced courses;
Completion of position training for managing complex incidents and events;
Completion of Supervision Course;
Completion of ICS specific position course; and
Completion of management and team building course.

MST SITUATION UNIT LEADER
POSITION DESCRIPTION

Functional Description

Reports to the MST Planning Section Chief, compiles incident information and displays current incident status of disaster health and medical situation for use by HHS health and medical managers, other interested organizations and agencies.

Description of Duties

- Collects and analyzes information pertaining to present and future MST incident activities;
- Sets up and maintains situation status displays;
- Prepares situation status reports;
- Assists Planning Section Chief in preparing after-action reports;
- Prepares MST Action and Strategic Plans;
- Coordinates with disaster planning section on all MST information requests;
- Receives performance rating from Planning Section Chief; and
- Reviews all documents committing Federal funds with the Planning Section Chief.

Knowledge

- Extensive knowledge of the use of computers for preparing SITREPs, developing plans, tracking resources and other Section uses;
- Extensive knowledge in MST operations and one other functional section at least at the Branch Director level;
- Comprehensive knowledge in the use and application of the action planning process;
- Extensive knowledge of the broad range of HHS health and medical disaster response organizations; and
- Extensive knowledge of the Federal and State response systems.

Skills

- Has worked as a member of a MST or has incident experience in any capacity;
- Intermediate level of skill in gathering and processing information within established time frames.

MST SITUATION UNIT LEADER
POSITION DESCRIPTION (CONTINUED)

Ability

Must meet light physical requirement.

Training Requirements

Completion of ICS basic courses; and
Complete OSHA HazMat First Responder Awareness training.

MST RESOURCE UNIT LEADER POSITION DESCRIPTION

Functional Description

Reports to the MST Planning Section Chief and is responsible for processing resource status change information, preparation and maintenance of displays, charts, and lists that reflect the current status of all MST resources assigned to the incident.

Description of Duties

- Collects and displays information on all MST resources assigned to the incident;
- Implements an action tracking system that will indicate current location and status of all resources assigned;
- Provides required data on all assigned MST resources;
- Establishes and maintains resource status displays;
- Works with the Demobilization Unit Leader to prepare the Demobilization Plan;
- Maintains records and reports;
- Receives performance ratings from Planning Section Chief; and
- Reviews all documents committing Federal funds with the Planning Section Chief.

Knowledge

- Comprehensive level of understanding of various techniques to maintain status and location of resources; and
- Extensive knowledge of the Federal and State response systems.

Skills

- Has planning experience during emergency response operation; and
- Has had on the job training in Situation Status and Documentation Unit Leader positions.

Ability

- Must meet light physical fitness requirement.

Training Requirement

- Completion of ICS basic courses.

MST DOCUMENTATION UNIT LEADER

POSITION DESCRIPTION

Functional Description

Reports to the MST Planning Section Chief and is responsible for maintaining accurate and complete documentation of MST response operations.

Description of Duties

- Organizes and maintains all MST response operations records and reports;
- Responsible for assembly and duplication of Action Plans and other documents;
- Establishes expert files for historical purposes;
- Coordinates and provides duplication services for the MST;
- Checks reports and documents for completeness and accuracy;
- Receives performance rating from Planning Section Chief; and
- Reviews all documents committing Federal funds with the Planning Section Chief.

Knowledge

- Working knowledge of emergency response information management processes;
- Extensive understanding of the available technology to support MST operations in the Planning Section; and
- Working knowledge of the Federal and State response systems.

Skills

- Has received on the job training in Situation and Documentation Unit Leaders duties; and
- Has previous experience working as a member of a MST or incident experience in any capacity.

Ability

- Must meet light physical fitness requirement.

Training Requirement

- Completion of ICS basic courses.

MST DEMOBILIZATION UNIT LEADER

POSITION DESCRIPTION

Functional Description

Reports to the MST Planning Section Chief and is responsible for the development and implementation of the Demobilization Plan for the MST and health and medical teams.

Description of Duties

Obtains demobilization priorities, objectives and tentative dates from the Planning Section Chief;
Meets with Liaison Officer to obtain assisting and cooperating agency needs and priorities;
Drafts and presents initial Demobilization Plan for staff review;
Modifies plan as needed to meet changing conditions; and
Monitors demobilization progress, resolves problems and makes periodic reports on accomplishments to MST Planning Section Chief.

Knowledge

Extensive knowledge of the demobilization process for HHS health and medical operations during a disaster; and
Working knowledge of the Federal and State response systems.

Skills

Intermediate level of skill working with MST Command and General Staff, making presentations and reports;
Has performed in at least one unit position in Planning; and
Intermediate level of skill in following instructions, improvising to meet objectives and maintaining composure under disaster situations.

Ability

Must meet light physical fitness requirement.

Training Requirement

Completion of ICS basic courses.

MST TECHNICAL SPECIALIST

POSITION DESCRIPTION

Functional Description

Reports to the MST Planning Section Chief or to the MST position assigned. Provides technical support within the area of professional training and experience.

Description of Duties

- Provides objective information to MST related to area of expertise;
- Provides briefings about area of expertise;
- Provides second opinion and peer review;
- Inspects and approves activity in area interfacing with professional discipline;
- Provides professional advice on practical alternatives for the development of Action Plans;
- Supervises assigned staff;
- Works closely with the Safety Officer to identify, evaluate, and document hazardous situations for the Action Plan and safety briefings; and
- Reviews all documents committing Federal funds with the assigned Section Chief.

Knowledge

Must be board certified or meet State of residence licensing requirements; and Extensive knowledge in the identification of unsafe situations within area of expertise.

Skills

Expert in the communication and interpretation of technical information in clear and understandable terms; and
Work with other specialist to develop a consensus, provide peer review, and resolve disputes.

Ability

Must meet light physical fitness requirement.

Training Requirements

Completion of ICS basic courses.

VII. POSITION DESCRIPTIONS

D. LOGISTICS

Position descriptions have been developed for the following Logistics positions on a MST:

- Logistics Section Chief;
- Communications Unit Leader;
- Transportation Unit Leader;
- Medical Supply Unit Leader;
- Facilities Unit Leader;
- Housing Unit Leader; and
- Point of Arrival/Mobilization Center Specialist.

MST LOGISTICS SECTION CHIEF
POSITION DESCRIPTION

Functional Description

Reports to the MST Leader and provides facilities, services, equipment, and supplies to MST and other HHS health and medical response resources.

Description of Duties

Supervises the Logistics Section;
Participates in the preparation of the Action Plan;
Identifies services, support, and transportation requirements for current and expected health and safety operations;
Ensures that logistical support functional plans are in place including Communications, Medical, Transportation, Facilities, Supply, and Demobilization;
Ensures that security is provided for all HHS health and medical personnel and equipment;
Ensures that current service and support information is provided to the MST Planning Section;
Estimates future service and support requirements of the MST;
Ensures that the general welfare and safety of all MST Logistics personnel;
Ensures the implementation of the Demobilization Plan;
Coordinates all documents committing Federal funds with the MST Administrative/Finance Section;
Ensures that sufficient food and potable water are provided for all personnel;
Ensures that performance ratings are prepared for each employee of the Logistics Section;
Ensures that Federal financial procedures and practices are followed;
Reviews all documents committing Federal funds with the MST Leader;
Recommends demobilization of excess resources of the Logistics Section;
Participates in planning meetings and briefings; and
Participates in the after-action planning process, Phase I and II.

Knowledge

Extensive knowledge in communications systems including portable radios, cellular telephones, satellite communication systems and paging systems;
Extensive knowledge of the FRP, ERT, SIOC and other response organizations;
Extensive knowledge of Federal financial policies, practices and procedures, including acquisition practices; and
Working knowledge of the Federal and State response systems.

MST LOGISTICS SECTION CHIEF
POSITION DESCRIPTION (CONTINUED)

Skills

Expert in interpersonal relations, interagency coordination, and conflict resolution;
Expert in the use of the action planning process;
Expert in managing resources, equipment cache, transportation, billeting, communications, and property management; and
Has worked in logistics support during disaster.

Ability

Must meet light physical fitness requirement.

Training Requirements

Completion of ICS basic, intermediate and advanced courses;
Completion of position training for managing complex incidents and events;
Completion of Supervision Course;
Completion of management and team building course; and
Completion of ICS specific position course.

MST COMMUNICATIONS UNIT LEADER

POSITION DESCRIPTION

Functional Description

Reports to the Logistics Section Chief and is responsible for providing communications support for the MST and other HHS health and medical response resources.

Description of Duties

- Develops communications plan for the MST;
- Supervise the installation and maintenance of communications system to support the MST and field operations;
- Issues and tracks cache communications equipment provided to MST and field unit members;
- Provides radio operations to meet existing and future needs;
- Acts as liaison with other agency communications specialists for resupply items, ordering additional equipment, and repair of assigned equipment;
- Gathers information on existing Federal, State and local communication systems and amateur radio operators in the disaster area;
- Establishes and posts contact information for MST members (telephone, pager, cellular phone, radio, etc.);
- Receive performance rating from the Logistics Section Chief; and
- Reviews all documents committing Federal funds with the Logistics Section Chief.

Knowledge

- Comprehensive knowledge in specialized communications hardware for HHS health and medical operations, ICS, Emergency Support Function #2 - Communications, MERS, Radio Amateur Civil Emergency Service (RACES), and PACIT; and
- Working knowledge of the Federal and State response systems.

Skills

- Intermediate level of skill in providing instruction in voice communication systems;
- Intermediate level of skill in the use and maintenance of radio telecommunications equipment as provided in the MST cache;
- Experience working in the MST Logistics section on a disaster; and
- Experience working in disaster communications providing and maintaining communications during response activities.

MST COMMUNICATIONS UNIT LEADER
POSITION DESCRIPTION (CONTINUED)

Ability

Must meet moderate physical fitness requirements.

Training Requirement

Completion of ICS basic courses.

MST MEDICAL SUPPLY UNIT LEADER
POSITION DESCRIPTION

Functional Description

Reports to the Logistics Section Chief and is responsible for ordering personnel, equipment and supplies, including medical needs. Responsible for receiving, issuing, storing, and maintaining inventory of supplies to meet anticipated needs.

Description of Duties

- Establishes ordering procedures;
- Determines the type and amount of supplies needed;
- Supervises the storage, security, accountability, and transfer of controlled and uncontrolled pharmaceuticals;
- Works with the Medical Officer on issues related to Drug Enforcement Agency (DEA) controlled substances numbers, and their inventory and distribution;
- Arranges for receiving ordered equipment, supplies, and personnel to meet anticipated needs;
- Distributes supplies, equipment, and personnel as requested;
- Develops and maintains an inventory and accountability system;
- Services reusable equipment;
- Identifies times and locations of delivery of supplies and equipment;
- Coordinates equipment and security needs with the Facilities Unit Leader;
- Coordinates all procurement activities with the Administrative/Finance Section;
- Prepares and implements a packing and shipping plan for demobilization and ensures that all packaging is labeled to facilitate delivery;
- Receives performance rating from the Logistics Section Chief;
- Ensures that Federal financial procedures and practices are followed; and
- Reviews all documents committing Federal funds with the Logistics Section Chief.

Knowledge

- Comprehensive knowledge of Federal practices for ordering, receiving, distributing and inventorying supplies, equipment, and personnel; and
- Working knowledge of the Federal and State response systems

MST MEDICAL SUPPLY UNIT LEADER
POSITION DESCRIPTION (CONTINUED)

Skill

Has experience working in the Logistics Section during the response phase of a disaster.

Ability

Must meet light physical fitness requirement.

Training Requirements

Completion of ICS basic courses.

MST TRANSPORTATION UNIT LEADER POSITION DESCRIPTION

Functional Description

Reports to the Logistics Section Chief and coordinates the disaster area transportation of MST supplies, equipment, and personnel.

Description of Duties

Provides safe and reliable transportation for MST operations;
Maintains inventory of all modes of transportation being used by MST and other health and medical personnel;
Prepares time records on rental equipment and contract drivers;
Prepares transportation plan for approval by the Logistics Section Chief;
Maintains liaison with providing agencies relative to transportation matters;
Receives performance rating from the Logistics Section Chief; and
Reviews all documents committing Federal funds with the Logistics and Administrative/Finance Section Chiefs.

Knowledge

Comprehensive level of understanding of transportation needs for HHS health and medical operations in a disaster; and
Working knowledge of the Federal and State response systems.

Skill

Intermediate level of skill in managing transportation resources.

Ability

Must meet light physical fitness requirement.

Training Requirements

Completion of ICS basic courses.

MST FACILITIES UNIT LEADER POSITION DESCRIPTION

Functional Description

Reports to the Logistics Section Chief and provides facility management services for MST and other HHS health and medical response resources.

Description of Duties

- Obtains space needed for MST operations at all working locations;
- Provides facility maintenance services as needed;
- Determines special requirements or restriction on facility use;
- Coordinates facility use with participating agencies and makes recommendations to the Logistics Section Chief and Safety Officer for security at all facilities and work sites;
- Assure facilities meet local fire codes and ordinances;
- Ensures that all facilities, services, and equipment are set up and properly functioning;
- Obtains necessary equipment and supplies;
- Maintains and submits required records and reports;
- Arranges for food and potable water for the MST;
- Receives performance rating from the Logistics Section Chief; and
- Reviews all documents committing Federal funds with the Logistics Section Chief.

Knowledge

- Comprehensive level of understanding of facility needs such as cabling, phone, sanitation, spacing, and fire safety for HHS health and medical operations in a disaster; and
- Working knowledge of the Federal and State response systems.

Skill

- Field experience in facility management during disaster situations.

Ability

- Must meet light physical fitness requirement.

Training Requirement

- Completion of ICS basic courses.

MST HOUSING UNIT LEADER
POSITION DESCRIPTION

Functional Description

Reports to the Logistics Section Chief and arranges for commercial housing for the MST and other assigned HHS health and medical response resources.

Description of Duties

Obtains commercial lodging space for MST and other health and medical personnel;
Determines anticipated housing needs and arranges required rooms in advance to assure accommodations;
Assure all facilities provided meet local fire codes;
Coordinates with the Procurement/Contract Unit Leader in Logistics for assistance with obtaining lodging and to assure prompt payment for vendors;
Maintains a log and check in and check out record to avoid room shortages and rooms paid for but not used;
Arranges storage facilities for specialized tools and equipment;
Works with the local Police Department to make sure security issues are addressed at lodging facilities;
Provides wake up services to assure personnel meet schedules;
Arranges transportation with the Transportation Unit Leader; and
Receives performance rating from the Logistics Section Chief.

Knowledge

Extensive understanding of housing needs for HHS health and medical operations during a disaster; and
Working knowledge of the Federal and State response systems.

Skills

Experience working with vendors and obtaining services in stressful situations; and
Follow instructions, improvise to meet objectives, and maintain composure under disaster situations.

MST HOUSING UNIT LEADER
POSITION DESCRIPTION (CONTINUED)

Ability

Must meet light physical fitness requirement.

Training Requirement

Completion of ICS basic courses.

MST POINT OF ARRIVAL/MOBILIZATION CENTER SPECIALIST POSITION DESCRIPTION

Functional Description

Reports to the Logistics Section Chief and assists Mobilization Center officials resolving coordination and logistics problems relating to HHS health and medical response resources and operations.

Description of Duties

Provides technical support to inbound and outbound resources;
Coordinates transportation, billeting, feeding, and supply needs of resources located at civilian and military Mobilization Centers;
Maintains current status of health and medical response resources at Mobilization Center;
Serves as primary contact for participating agencies at Mobilization Center involving HHS health and medical response resources;
Briefs resources on current situation and activities upon arrival and departure;
Implements the POA/MOB Center portion of the Demobilization Plan;
Coordinates return travel scheduling in conjunction with the Demobilization Unit Leader through the OEP/EOC;
Receives performance rating from the Logistics Section Chief; and
Reviews all documents committing Federal funds with the Logistics Section Chief.

Knowledge

Extensive level of understanding of mobilization needs for HHS health and medical operations during a disaster; and
Working knowledge of the Federal and State response systems.

Skills

Has experience working as a member of a MST; and
Has worked in a Mobilization Center or similar type facility during the response phase of a disaster.

Ability

Must meet light physical fitness requirement.

Training Requirements

Completion of ICS basic courses.

VII. POSITION DESCRIPTIONS

E. ADMINISTRATIVE/FINANCE

Position descriptions have been developed for the following Administrative/Finance positions on a MST:

- Administrative/Finance Section Chief;
- Time Unit Leader;
- Compensation/Claims Unit Leader;
- Procurement/Contract Unit Leader; and
- Administrative Specialist.

MST ADMINISTRATIVE/FINANCE SECTION CHIEF
POSITION DESCRIPTION

Functional Description

Reports to the MST Leader and is responsible for the coordination of all financial and administrative matters in support of health and medical activities. This position is filled by a qualified Federal full time employee.

Description of Duties

- Supervises the Administration/Finance Section;
- Responsible for financial matters as specifically delegated by the OEP Financial Management Officer;
- Reviews financial matters as needed with the OEP Financial Management Officer;
- Provides and puts in place fiscal and purchasing procedures for MST activities;
- Provides cost analysis and information to meet disaster planning needs;
- Assists in the documenting of lost, damaged, or destroyed property;
- Handles all aspects of property accountability;
- Applies the Federal Compensation for Injury process;
- Ensures that sound Federal financial practices and procedures are followed;
- Participates in planning meetings and briefings;
- Reviews all documents committing Federal funds with the Logistics Section Chief and MST Leader;
- Receives database information from the Planning Section Chief;
- Ensures that performance ratings are prepared for each Section employee and reviews rating for outstanding or poor performance;
- Reviews all documents committing Federal funds with the MST Leader;
- Receives performance rating from the MST Leader;
- Recommends demobilization of excess resources in the Administration/Finance Section;
- Participates in planning meetings and briefings; and
- Participates in the AAR, Phase I and II.

MST ADMINISTRATIVE/FINANCE SECTION CHIEF
POSITION DESCRIPTION (CONTINUED)

Knowledge

Comprehensive knowledge in fiscal and purchasing regulations in support of health and medical activities, including authority for immediate local procurement and timekeeping, workers compensation and claim procedures;
Comprehensive knowledge in computer applications related to administrative and financial activities; and
Working knowledge of the Federal and State response systems.

Skill

Expert in tracking and reporting costs; and
Has extensive work experience in the finance and administrative field.

Ability

Must meet light physical fitness requirement.

Training Requirements

Completion of ICS basic, intermediate and advanced courses;
Completion of position training for managing complex incidents and events;
Completion of management and team building course;
Completion of specific ICS position course; and
Completion of Supervision Course.

MST TIME UNIT LEADER
POSITION DESCRIPTION

Functional Description

Reports to the Administrative/Finance Section Chief and is responsible for recording time for personnel and equipment and the preparation of current MST costs.

Description of Duties

Determines specific time recording needs and establishes procedures;
Obtains time records from other sections and posts time to documents provided;
Works with other sections to assure that all Federal and other agency personnel and equipment are under a time recording system;
Prepares incident cost summaries as directed;
Maintains a check-in system for all MST assets, recording arrivals on ICS Form 211 and sharing this information with the Resource Unit Leader for tracking;
Ensures that performance ratings are prepared for each employee;
Ensures that Federal financial procedures and practices are followed;
Reviews all documents committing Federal funds with the Administrative/Finance Section Chief; and
Receives performance rating from the Administrative/Finance Section Chief.

Knowledge

Comprehensive knowledge of posting and tracking work hours, expenditures and related information resulting in the development of neat and accurate records; and Working knowledge of the Federal and State response systems.

Skills

Previous experience in MST operations on a disaster; and
Experience in preparing time records and summaries of expenditures.

Abilities

Must meet light physical fitness requirement.

Training Requirement

Completion of ICS basic courses.

MST COMPENSATION/CLAIMS UNIT LEADER POSITION DESCRIPTION

Based on need, this position may be filled by two employees, a Compensation Unit Leader and Claims Unit Leader. This position should be filled by Federal employees.

Functional Description

Reports to the Administrative/Finance Section Chief and is responsible for the processing of all documentation related to injury and claims.

Description of Duties

- Establishes and maintains contact with the Safety Officer and Liaison Officer to establish notification and need for written documentation;
- Establishes a log to maintain status on all claims and compensation cases;
- Reviews the draft Medical Plan (ICS form 206) for each operational period;
- Coordinates with investigation teams to ensure completeness of all records related to claims;
- Prepares Federal Compensation for Injury forms;
- Works closely with the Medical Officer and Safety Officer to ensure necessary forms and reports are complete and accurate;
- Ensures that performance ratings are prepared for each employee;
- Ensures that Federal financial procedures and practices are followed;
- Reviews all documents committing Federal funds with the Administrative/Finance Section Chief; and
- Receives performance rating from the Administrative/Finance Section Chief.

Knowledge

- Comprehensive knowledge of the use and preparation of Federal Compensation for Injury forms; and
- Working knowledge of the Federal and State response systems.

Skill

- Has experience in processing paperwork for injury and non-injury claims.

Abilities

- Must meet light physical fitness requirement.

Training Requirement

- Completion of ICS basic courses.

MST PROCUREMENT/CONTRACT UNIT LEADER

POSITION DESCRIPTION

Based on need, this position may be filled by two employees, a Procurement Unit Leader and a Contract Unit Leader. This position should be filled by Federal employees.

Functional Description

Reports to the MST Administrative/Finance Section Chief and is responsible for the origination and management of procurement contracts.

Description of Duties

- Determines procurement needs with the Medical Supply Unit Leader;
- Processes contracts (depending on specific contract authority) to acquire resources needed by the MST to support MST activities;
- Completes final processing to ensure prompt payment to vendors;
- Ensures that sound financial practices and procedures are followed;
- Ensures adherence to Federal acquisition regulations;
- Reviews and coordinates all proposed procurements above levels established by the MST Leader;
- Receives performance rating from the Administrative/Finance Section Chief;
- Ensures that Federal financial procedures and practices are followed; and
- Reviews all documents committing Federal funds with the Administrative/Finance Section Chief.

Knowledge

- Comprehensive level of knowledge of HHS procurement regulations pertaining to contracting for goods and services;
- Must have delegated purchasing authority to meet procurement situations; and
- Working knowledge of the Federal and State response systems.

Skill

- Experience in an administrative position involved in procurement.

Abilities

- Must meet light physical fitness requirement.

Training Requirements

- Completion of ICS basic courses.

MST ADMINISTRATIVE SPECIALIST POSITION DESCRIPTION

Functional Description

Reports to the MST Administrative/Finance Section Chief for assignment anywhere in the MST organization to provide a wide range of clerical and related services in support of the MST.

Description of Duties

Provides office automation services;
Posts time, cost or other information to forms, summary sheets, and other documents;
Assists the Documentation Unit Leader in providing routine maintenance to printers and duplication equipment;
Reviews all documents committing Federal funds with the appropriate Section Chief or Unit Leader; and
Receives performance rating from Section Chief or Unit Leader where assigned.

Knowledge

Comprehensive knowledge of office procedures using a wide range of equipment suitable for the assigned task; and
Working knowledge of the Federal and State response systems.

Skill

Intermediate level of skill in the use, operation, and maintenance of computers, facsimile machines and duplicating equipment.

Ability

Must meet light physical fitness requirement.

Training Requirements

Completion of ICS basic courses.