

ITEMS MARKED IN RED CONFIRM TEXAS A&M EMPLOYMENT AND NOT DEPT OF HOMELAND SECURITY



**TEXAS ENGINEERING EXTENSION SERVICE
POSITION DESCRIPTION**

I. GENERAL INSTRUCTIONS

The Position Description is used to record the duties, responsibilities, qualifications sought, and fiscal impact of classified and nonclassified staff positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for staff positions. To achieve these purposes it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

A. ADLOC Account No. 09 - 540000		D. Department or Division National Emergency Response and Rescue Training Center	
B. Primary Project and Task 541085/060000		E. Position Type <input type="checkbox"/> Budgeted <input checked="" type="checkbox"/> Wage <input type="checkbox"/> Student <input type="checkbox"/> Grad Student	
C. Place of work or headquarters Telecommuting allowed: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		F. Is this position grant or contract funded? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No if yes, what percent 100 %	
		G. Employee's name (leave blank if new or vacant) Timothy Harrison	

II. GENERAL INFORMATION

A. Check all that apply:

<input checked="" type="checkbox"/> Establishing a New Position	<input type="checkbox"/> Changing a Position Title	<input type="checkbox"/> Updating Job Duties or Filling a Vacancy	<input type="checkbox"/> Determines FLSA Exemption Status
Title: Adjunct Instructor	Current Title:	Pin: D0	
Title Code: 7451	Title Code: Pin: D0	Title:	
Pin: D0 (created by HR)	Proposed Title:	Title Code:	
	Title Code:		

B. Qualifications required in filling a future vacancy in this position. Keep the position in mind rather than the current or potential occupant.

	Minimum Qualifications	Preferred Qualifications
Education	<input type="checkbox"/> Currently in High School <input checked="" type="checkbox"/> High School / GED <input type="checkbox"/> Associate's <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate <input checked="" type="checkbox"/> Allow for equivalency of experience.	<input type="checkbox"/> Associate's <input checked="" type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate Other: In related field and completed the ICS 300 course
Experience	10 Years experience in a combination of the following: technical, local, state, or federal emergency response discipline from law enforcement, fire, HAZMAT, EMS, health care and/or public health, public works, medical, military, emergency management, public information, government administration, or public safety communication. 5 years experience as an instructor or educational field	15 or more years experience, Five (5) years experience in managing employees in technical, operational or educational. Past interactions with senior elected and non-elected officials from the local through State, Federal and/or International Levels. Responded to a large scale incident.
Licenses, Certificates, or Registration	<input checked="" type="checkbox"/> Valid Driver's License <input type="checkbox"/> Other (Please List) As Applicable to specific disciplines	Must be able to obtain a U.S. Passport
Other requirements or other factors	<input checked="" type="checkbox"/> Travel Required * % <input type="checkbox"/> Pre-Employment Drug Test Must be able to successfully pass a skills test on <input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> PowerPoint <input type="checkbox"/> Physical requirements (please list) Other	Active in professional associations Basic computer and word processing experience

Special knowledge, abilities and skills:

Superior written and oral communication skills. Ability and applicable skills to teach emergency response and management WMD courses and facilitate group efforts and After Action Reviews/Reports. Ability to coach, mentor and instruct in applicable discipline(s). Be well versed with NIMS, ICS and the NRP. Participant in emergency response efforts involving natural disasters, major accidents and/or terrorist events that exceeded local response ability. Responded to Presidential disaster declarations is preferred.

III. STATEMENT OF RESPONSIBILITY

A. **General Summary:** Please summarize in three or four sentences the general purpose, scope and responsibilities of this position:

To work as an adjunct instructor for the Enhanced Incident Management / Unified Command course or any of TEEX/NERRTC WMD emergency response and management courses. Also serve as an observer/controller for WMD incident management exercises. The adjunct instructor will also assist with the preparation of After Action Reviews/ Reports, exercise scenario development, course reviews/revisions, and provide expertise in designated discipline on an as needed/available basis.

B. **Essential Duties**
Please list in detail the essential duties performed by this position. List each duty in order of importance and estimate the percent of time that each one takes over a given period of time. The percentage of time must add up to 100%

Essential Duties	Percent of Total Time
Participate as Observer/Controller in computer supported simulation exercise deliveries	25
Assist in computer supported simulation exercise development/design and scenario development	25
Participate in or facilitate Exercise AAR process to include written reports and AAR briefings	20
Provide instruction on emergency management and response for WMD courses and other terrorism response courses as needed to include, NIMS, NRP, Incident Command System, unified command, public information in a WMD environment and Emergency Operations Training	20
Develop and edit text, presentation resources and instructor guides. Create course content and conduct subject matter research/review on terrorism response, emergency management response, and related emergency response areas as necessary	10
Performs all task and job responsibilities safely without injury to self or others in compliance with System and Agency safety requirements.	
In addition to the above, expected to:	
Positively interact with customers, students, and other staff	
Travel to remote locations as necessary	
Maintain a professional appearance and demeanor	
Other duties as assigned	%
Total Percent of Time	100%
ADDITIONAL DUTIES	
<ul style="list-style-type: none"> • Follow TAMUS/TEEX Policies and Procedures • Perform all tasks and job responsibilities safely without injury to self or others in compliance with System and agency Safety requirements. 	

C. **Machines or equipment used by this position to accomplish the above duties.** Indicate hours during an average week that each piece of equipment is actually used. For most positions, the combined total usage will seldom approach 40 hours

Computer Simulations	24 Hrs	Fax		3 Hrs	Copier	8 Hrs
	Hrs			Hrs		Hrs

This page must be completed for new hires and promotions.

PROBATIONARY PROFESSIONAL DEVELOPMENT

The following is a list of required training that you must complete within your first 6 months of employment. For descriptions of these workshops, go to www.teex.com/eld.

Computer Training:

- | | | | |
|---------------------------------------|--|---|---|
| <input type="checkbox"/> Word Level 1 | <input type="checkbox"/> Excel Level 1 | <input type="checkbox"/> PowerPoint Level 1 | <input type="checkbox"/> Access Level 1 |
| <input type="checkbox"/> Word Level 2 | <input type="checkbox"/> Excel Level 2 | <input type="checkbox"/> PowerPoint Level 2 | <input type="checkbox"/> Access Level 2 |
| <input type="checkbox"/> Word Level 3 | <input type="checkbox"/> Excel Level 3 | <input type="checkbox"/> PowerPoint Level 3 | |

Financial

Masterpiece

- | | | |
|---|---|---|
| <input type="checkbox"/> Getting Acquainted | <input type="checkbox"/> Disbursements | <input type="checkbox"/> Purchasing Card Training |
| <input type="checkbox"/> Accounts Payable on Masterpiece | <input type="checkbox"/> Purchase Order Guidelines | <input type="checkbox"/> Travel Regulations |
| <input type="checkbox"/> Accounts Receivable on Masterpiece | <input type="checkbox"/> Purchase Orders on Masterpiece | <input type="checkbox"/> Travel on Masterpiece |
| <input type="checkbox"/> Billslips and Receipts | <input type="checkbox"/> Purchase Voucher Guidelines | |

Other financial

- | | |
|--|--|
| <input type="checkbox"/> TEEXData (Financial Data) | <input type="checkbox"/> FIS Web Reports |
| <input type="checkbox"/> TEEXData (Student Data) | |

Customer Service

- Customer Service Excellence Program*

Instructional

-

Supervisory

- | | |
|---|--|
| <input type="checkbox"/> Conducting Effective Interviews* | <input type="checkbox"/> Sexual Harassment: What Supervisors Need To Know* |
| <input type="checkbox"/> Managing Employee Performance* | <input type="checkbox"/> Time Off Issues for Supervisors* |
| <input type="checkbox"/> Discipline* | |

Sales Training

- Building Relationships

Other

- | | | |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

* indicates that the training is offered online.

IV. BACKGROUND CHECKS

SECURITY SENSITIVE DESIGNATION:

A The purpose of these questions is to determine if this position should be designated as security sensitive. Please respond to the following questions to the best of your knowledge, based on the duties performed. If possible, this section of the form should be completed by the employee and reviewed by the immediate supervisor. If the position is vacant, the immediate supervisor will complete the questions.

	Yes	No
Does this position require the handling of currency, checks, and/or credit cards numbers?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require the individual to be assigned a master key?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require access to SMS (TIGRS)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require access to Masterpiece?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does this position require access to Social Security Numbers?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Does the grant or contract require a criminal background check on individuals who will be working on the project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you answered "yes" to any of the questions above, then the position is required to be classified as security sensitive.

Is the position of a security sensitive nature?

Yes No

SECURITY CLEARANCE:

B In some instances the customer may require that an employee have a security clearance before being allowed to perform work, particularly with the federal government.

Does this position require a security clearance?

Yes No

CONFIDENTIALITY DESIGNATION:

C The purpose of these questions is to determine if this position should require the signing of a confidentiality statement. Please respond to the following questions to the best of your knowledge, based on the duties performed. If possible, this section of the form should be completed by the employee and reviewed by the immediate supervisor. If the position is vacant, the immediate supervisor will complete the questions.

	Yes	No
Does this position have access to information that should not be shared with non-TEEX employees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does this position have access to information that should not be shared with individuals outside of your department?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you answered "yes" to any of the questions above, then the individual filling this position should be required to sign a confidentiality statement form.

Does the position need a confidentiality statement Form?

Yes No

V. FAIR LABOR STANDARDS ACT EXEMPTION INFORMATION:

A. The purpose of these questions is to determine if this position is exempt from the overtime pay provisions of the Fair Labor Standards Act (FLSA). Before proceeding, please familiarize yourself with the questions and the definitions and examples of the underlined terms listed below. Please respond to the following questions to the best of your knowledge, based on the duties performed. If possible, this section of the form, should be completed by the employee and reviewed by the immediate supervisor. If the position is vacant, the immediate supervisor will complete the questions.

	YES	NO	UNSURE	PERCENT OF TIME
1. Do the employee's <u>primary duties</u> consist of the <u>management</u> of a customarily recognized <u>department or subdivision</u> thereof?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	%
2. Does the employee customarily and regularly direct the work of <u>two or more other employees</u> of the organization? Number of employees: Titles of employees Supervised:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	%
3. Does the employee perform responsible <u>office or non-manual work directly related to management policies or general business operations</u> of your employer?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	%
4. Does the employee perform responsible work that is directly related to the academic instruction or training <u>carried on in the administration of an educational establishment</u> ?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	%
5. Does the employee customarily and regularly exercise <u>discretion and independent judgement</u> and have the <u>authority to make important decisions</u> ?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	%
6. Does the employee's work require knowledge of an advanced type in a <u>field of science or learning</u> , customarily acquired by a prolonged course of specialized intellectual instruction and study?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	%
7. Is the employee's work <u>original and creative in character in a recognized field of artistic endeavor</u> , the results of which depend primarily on his or her invention, imagination or talent?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	%

B. **DEFINITIONS/EXAMPLES:** The following information contains excerpts and examples taken from U.S. Department of Labor regulations and does not contain the complete text.

<u>Term</u>	<u>Definition/Example</u>
<u>Primary Duty</u>	The amount of time spent in the performance of management duties is a useful guide for determining if the duty is primary. A rule of thumb is the primary duty means the major part or over 50% of the employee's time.
<u>Management</u>	Work such as the following is exempt: interviewing, selecting, and training employees, adjusting pay and schedules, appraising productivity, disciplining; determining techniques, tools, equipment and materials to be used, etc.
<u>Department or Subdivision</u>	Intended to distinguish between a mere collection of workers assigned from time to time to a specific job and a unit with permanent status and function.
<u>Two or More Other Employees</u>	Must be at least two full-time regularly supervised employees or the equivalent number of part time employees.
<u>Office or Non-Manual Work</u>	Must be office workers or non-manual worker which indicates "white collar" employees. If the work performed is office work it is immaterial whether it is manual or non-manual in nature.
<u>Directly Related to Management Policies of General Business Operations</u>	Must consider the nature of the function of the agency. The employees must be in a strictly administrative function carrying out policies of general business duties and not merely carrying out the day to day operation.
<u>Discretion and Independent Judgment</u>	Involves the comparison and the evaluation of possible courses of conduct and acting or making a decision after the various possibilities are considered. This implies authority to make an independent choice, free from applying knowledge in immediate direction or supervision and with respect to matter of significance. Merely following prescribed procedures, determining which procedure to follow, or determining if standards are met is not exercising discretion and independent judgment.
<u>Field of Science or Learning</u>	In addition to law, theology and medicine, includes those professions that have a recognized status and which are based on the acquirement of professional knowledge through prolonged study, e.g., bachelor's degree in accounting, engineering architecture, teaching, sciences, medical technology, etc.
<u>Work Original and Creative in Character in a Recognized Field of Artistic Endeavor</u>	Different from work produced by a person endowed with general manual or intellectual ability and training; includes music, creative writing, the theater, and the plastic and graphic arts.

NAME OF SUPERVISOR
David Nock, Program Manager

VI. Certifications

If this Position Description Form is to establish a new position or to reclassify an existing position, all signature blocks below must be completed. If the Position Description form is to update an existing position or to determine the FLSA exemption status, only the employee and supervisory must sign. If the Position Description form is being review subsequent to initial approval and found to be accurate, please have the employee and supervisor initial and date on the first available line in the block below.

Date	Employee's Signature
11/8/05	<i>[Signature]</i>
Date	Immediate Supervisor's Signature
11/7/05	<i>[Signature]</i>
Date	New Level Signature (As authorized by Division/Department)
Date	Signature of Agency Director (only for new positions)

Hmm, No one from Dept of Homeland Security!

Program Coordinator	Title
Director of NERRTC	Title

State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.

PLEASE FORWARD THE COMPLETED POSITION DESCRIPTION FORM TO:

**HUMAN RESOURCES
JOHN B. CONNALLY BUILDING
SECOND FLOOR**

This form has been reviewed and found to be accurate:

Year 2-Date reviewed & initials of reviewers	
Year 3-Date reviewed & initials of reviewers	
Year 4-Date reviewed & initials of reviewers	