



**STATE OF OREGON  
POSITION DESCRIPTION**

**Position Revised Date:**  
**3/5/25**

**This position is:**

- ☒ Classified  
☐ Unclassified  
☐ Executive Service  
☐ Mgmt. Svc – Supervisory  
☐ Mgmt. Svc – Managerial  
☐ Mgmt. Svc - Confidential

**Agency:** Oregon Department of Emergency Management

**Facility:**

☒ New ☐ Revised

**SECTION 1. POSITION INFORMATION**

a. Classification Title: <u>Program Analyst 3</u>	b. Classification No: <u>0862</u>
c. Working Title: <u>Cybersecurity Planner</u>	d. PPDB No/WD ID: _____
e. Section Title: <u>Preparedness</u>	f. Agency No: <u>25800</u>
g. Employee Name: _____	h. Budget Auth No: _____
i. Supervisor Name: <u>Alaina Mayfield</u>	j. Repr. Code: <u>AV</u>
k. Work Location (City – County): <u>Salem - Marion</u>	
l. Position: <input type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input checked="" type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
m. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	If Exempt: <input type="checkbox"/> Executive/Supervisory <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Computer
n. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

**SECTION 2. PROGRAM AND POSITION INFORMATION**

- a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

It is the mission of the Oregon Department of Emergency Management (OEM) to lead collaborative statewide efforts, inclusive of all partners, stakeholders, and the communities we serve, to ensure the capability to get help in an emergency and to protect, mitigate, prepare for, respond to, and recover from all emergencies or disasters.

The Oregon Department of Emergency Management (OEM) is committed to Inclusion, Diversity, Equity and Accessibility (IDEA) as the foundation for our agency's internal culture, and in our relations and service provisions to all communities we serve.

**Oregon Department of Emergency Management Core Values:**

1. Advocacy - We value the perspectives of our team, our partners and those we serve, and support their efforts to advance our shared interests.

2. Collaboration - We value sincere, communicative and supportive partnerships that encourage trust and make us better than we are on our own.
3. Innovation - We value ideas that challenge current practices while we seek out and leverage new opportunities to improve our ability to serve.
4. Leadership - We value opportunities to lead our emergency management and 9-1-1 communities with integrity, respect, courage and accountability, and to foster the development of leaders within our organization.
5. Service – We value our partners and others we serve and strive to deliver excellence in all that we do.

This position contributes and promotes a positive work environment that enables all employees to contribute to their fullest potential free from intimidation, harassment and/or discrimination and are treated with dignity and respect. Recognizes the value of individual and cultural differences and creates a work environment where individual differences are valued. Promotes and supports IDEA through individual actions and dealings with employees, applicants, members of the public, stakeholders, and community partners.

**b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:**

The position works under the supervision of the Preparedness Section Manager to develop, exercise, and revise plans, procedures, and programs that improve the capability of state and local governments to effectively prevent, protect, respond to and recover from a wide range human-caused and technological hazards. This position provides direction and overall development of the Cybersecurity Planning Program.

This position provides consultative advice, monitors performance, and evaluates effectiveness of state, tribal, county, local, and nonprofit activities of grant-funded programs. This position develops regulations and ensures compliance with federal and state laws, rules, and procedures that govern the establishment and administration of the grant programs.

This position assists and coordinates the actions of cybersecurity planning with local jurisdictions, state agencies, federal agencies and local experts in the emergency management field regarding cybersecurity planning, training and exercise programs. This position guides and collaborates with state Oregon Emergency Response System (OERS) Council representatives, local emergency managers, elected officials, and responders to establish program guidelines, administrative rules, and structure for the state Prevention and Protection Planning Program Plan in alignment with the Homeland Security Strategy and Statewide Cybersecurity Plan.

### SECTION 3. DESCRIPTION OF DUTIES

**List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.**

% of Time	N/R/NC	E/NE	DUTIES
30%	N	E	<b>PLANNING AND PROJECT MANAGEMENT:</b> Serves as planner in establishing agency plans and supporting procedures and policies related to the implementation of plans, having a broad and strategic impact on the state and multiple regional areas. Organizes and maintains an inventory of plans, the status and required updates, and maintains a library of planning information and guidance. Utilizes updated planning tools such as internet-based plan development and storage software to assist state agencies and county planning efforts. Serves as agency lead in coordination of

**Note:** If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.

	N	E	cybersecurity prevention, response and recovery planning between local, state agency, surrounding states and federal response agencies.
	N	E	Coordinates solutions to planning-related issues and resolves planning conflicts that involve state and federal government staff, other state agencies, interest groups and the public. Represents OEM and explains the interests, concerns and viewpoints of tribal governments, regional partnerships and other organizations and groups.
	N	E	Manages a variety of projects as assigned. Develops scopes of work for various levels of plans, projects and guidance documents. Determines project tasks, schedules, resource requirements and budgets, and provides regular status reports. Oversees local government and consultant projects and review for quality and timeliness; oversee adoption of planning proposals. Leads projects related to emergency response within local communities and regions of the state through integration of multiple interests and variables such as existing policies, available resources, changes in regulations, and differing community or regional needs. Develops and analyzes alternative planning scenarios and gains consensus regarding differing goals to plan and implement studies with long-term implications.
	N	E	Writes and maintains cybersecurity and other prevention and protection Plans. Writes hazard specific and Emergency Support Function (ESF) annexes to the State Emergency Operations Plan. Writes cybersecurity and terrorism emergency planning guidance for local emergency management officials. Develops and maintains emergency management plans suitable for adaptation by state agencies and local jurisdictions. May assist in the development of response and recovery planning.
20%	N	E	<b>PROGRAM DEVELOPMENT:</b> Establish program guidelines, administrative rules, and structure for the state Prevention and Protection Program Plan. Research and evaluate information on standards of practice and service delivery and new and emerging trends and technologies. Evaluate program outcomes and operations and develop standards and methods to meet state and federal laws and grant requirements. These operational guidelines and procedures are for use by OEM, state agencies, local and tribal jurisdictions, and community organizations. Determine program priorities and direction; solve operational problems and develop methods to improve operations and fill statewide capability gaps. Develop and revise guidelines and resources for local and tribal jurisdictions to create policies and procedures for local training programs. Write administrative rules and policies based on new legislation that guide program operations.
15%	N	E	<b>TECHNICAL ASSISTANCE:</b> Gives technical planning advice to local jurisdictions and executive managers on the options for cybersecurity planning, policies and planning programs. Provides technical expertise and develops guidance, interprets and explains federal and state rules and regulations and OEM requirements. Assists new county emergency management programs in developing work plans, exercise and training guidelines, and adherence to state and federal protocol and guidance. Provides emergency management technical assistance to local governments, consultants, tribal governments, and citizens throughout the state. Provide advice to consultants and local governments on state and federal emergency management planning guidance. Assists in the development, evaluation of, and participation in exercises designed to test

			emergency response plans and procedures. Coordinates and assists in the development of exercise workshops and programs in conjunction with the Department of Homeland Security's exercise guidance.
15%	N	E	<b>GRANT MANAGEMENT:</b> Write and monitor grant applications, reviews grant eligibility, and approves and submits reports on the State Local Cybersecurity Program and other prevention and protection grant programs. Oversees the implementation of the grants supporting planning, training and exercises, determine whether grant funds will be best utilized by State or local government. Develop program guidance for state and local government officials for grant funds. Review and recommend approval on grant application packages; assess and monitor compliance.
5%	N	NE	<b>MONITORING:</b> Monitors statewide and local jurisdiction prevention and protection projects and project budgets to evaluate program progress. Conduct review of local and state agencies or service provider operations and makes recommendations on program compliance with and adherence to standards. Coordinates with, and provides technical assistance to local jurisdictions programs. Monitor reports or other documents from program participants throughout the state. Review progress reports of local jurisdictions and state partners to ensure progress toward eliminating gaps and make recommendations on grant priorities.
5%	N	NE	<b>REPORTING:</b> Reviews, approves, and monitors quarterly and yearly reports. Write and submit reports to the Section Manager and federal offices. Prepares progress reports to state and federal governments. Provide technical assistance and guidance to local and state government partners.
5%	N	E	<b>OPERATIONS:</b> Function in one or more assigned positions during ECC activations or exercises. Serves as a SDO during business hours when requested by the Executive Duty Officer (EDO) to coordinate and communicate incident response efforts. Facilitate information requests, document responses and situation reports, and assist the EDO to develop briefing materials. Assess and process requests and monitor and update incident information in OpsCenter. Receives and assesses requests for assistance from local jurisdictions and coordinates with state agencies to provide service or resources.
5%	N	NE	<b>DUTIES AS ASSIGNED:</b> Attends regional, county, and state meetings as the OEM liaison representing program staff. Represents the Department of Emergency Management at conferences, workshops, and at training events, exercises, and other programs. Performs other duties as assigned by the Preparedness Section Manager.

## SECTION 4. WORKING CONDITIONS

**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

During an emergency, this position may be required to work long hours without normal days off within the State Emergency Coordination Center (ECC), Recovery Coordination Center (RCC) or in the field supporting emergency response activities.

During an emergency, long work hours may be required under stressful conditions in the ECC. Work environments during an emergency may be varied and hectic.

Oregon Department of Emergency Management staff must have a solid base of emergency management concepts by continually increasing their knowledge through training and exercises. Employees are required to complete all mandatory training as outlined in the Staff and Program Training Plan and participate in assigned exercises or real-events. Training and exercises may occur outside normal working hours and may require in-person attendance.

This position is eligible for hybrid remote work, with most work performed remotely at an alternate worksite. This position will periodically be required to come into the central workplace for business operational needs specific to the position as determined by the section manager and to attend staff meetings and training. Remote workers must establish and maintain an appropriate environment and schedule when working from home.

Primary working environment is a professionally configured workspace and desk area within the OEM office located in Salem, OR.

Normal working hours are Monday through Friday for a 40-hour work week.

This position is required to operate a state vehicle and maintain a valid drivers' license. This position requires approximately one full week of travel across the state per quarter. Travel includes areas not accessible by public and/or ride-share transportation.

## **SECTION 5. GUIDELINES**

### **a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**

- OEM Policy and Procedure
- Code of Federal Regulations
- Oregon Revised Statutes (ORS) 401
- FEMA Preparedness Grant Program Guidance
- Civil Defense Act of 1950, as amended
- Oregon Administrative Rules
- National Preparedness Goal
- National Response Framework
- State of Oregon Comprehensive Emergency Management Plan
- DAS policies regarding records retention
- Federal program guidelines, laws, rules, and regulations from the Department of Homeland Security
- Homeland Security Act of 2002
- National Incident Management System
- FEMA NIMS Training Program Guidance
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288, as amended
- Homeland Security Exercise and Evaluation Program Guidance

### **b. How are these guidelines used?**

Position must be familiar with the listed guidelines and laws in order to explain and interpret information, write technical reports, and monitor and ensure compliance of state and local government, business and industry, and volunteers.

## **SECTION 6. WORK CONTACTS**

**With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?**

Who Contacted	How	Purpose	How Often?
<b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
Federal officials	In person, phone, writing, email	Planning, guidance, technical assistance	As needed
State counterparts	In person, phone, writing, email	Planning and preparing, technical assistance	Weekly
Other State agencies	In person, phone, writing, email	Planning, guidance, technical assistance	Daily/Weekly
Local officials	In person, phone, writing, email	Planning, guidance, technical assistance	Daily/weekly
Business and industry	In person, phone, writing, email	Technical assistance	Monthly
Volunteer agencies	In person, phone, writing, email	Technical assistance	Monthly
General public	In person, phone, writing, email	Informational	Weekly

## SECTION 7. POSITION RELATED DECISION MAKING

**Describe the typical decisions of this position. Explain the direct effect of these decisions.**

Planning: Assesses and determines need for new planning documents to be developed or plans to be revised; coordinates planning inputs from federal, state, local and volunteer personnel to complete plan development/revision. Determines information to be gathered and planning format to address concerns.

Develops and determines response and recovery plan courses of action for state agency responders based on plan development. Determines logistical need and available resources to provide disaster assistance and response to communities affected by disasters.

Determines project needs and scope of work with planning contractor(s.) Establishes work completion dates and context expectations with contractor(s).

Grant Programs: Decisions/recommendations include whether to fund a project; whether a project is meeting its objectives and is effective; whether expenditures are consistent with project purpose; if grantee reports are correct and timely. Improper decisions may waste funds for improving homeland security, cause audit exceptions, and impact Oregon's eligibility for federal funds in the future.

Monitors and assesses compliance of local governments with grant requirements and reporting of grant funds. Determines local guidance and program requirements in the Planning Programs for local government and monitors compliance; and reviews local government reports. Development and operational management of Program Budgets as they relate to prevention and protection planning.

## SECTION 8. REVIEW OF WORK

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
<b>Note:</b> If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".				
GLPM2	0021051	Orally and in writing through documents and reports	As necessary	Ensure compliance with regulations and administrative rules and to control quality of product and customer service.


SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a.

How many employees are directly supervised by this position?

0

How many employees are supervised through a subordinate supervisor?

0
- b.

Which of the following activities does this position do?

☐ Plan work
☐ Coordinates schedules

☐ Assigns work
☐ Hires and discharges

☐ Approves work
☐ Recommends hiring

☐ Responds to grievances
☐ Gives input for performance evaluations

☐ Disciplines and rewards
☐ Prepares & signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

Core capabilities, attributes, and foundational knowledge:

- Effective communication skills
- Knowledge of risk management processes
- Knowledge of cyber security principles and practices, with the ability to assess risk and develop mitigation strategies
- Knowledge of emergency management planning principles

Requires a valid driver's license.

Requires successful completion of a criminal background check prior to employment.

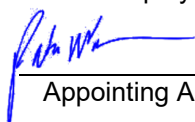
BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<b>Note:</b> If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".		

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

_____ Employee Signature	_____ Date
 _____ Appointing Authority Signature	<u>3/10/25</u> _____ Date

_____ Supervisor Signature	_____ Date
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