

Position Description:

The Tennessee Department of Health (TDH) is currently recruiting to fill an Executive Service Planning Analyst 5 position responsible for preparedness planning, development, implementation and exercising of the department's all hazard response plans and related projects as part of the Emergency Preparedness (EP) Program. This program is located within the Communicable and Environmental Diseases and Emergency Preparedness (CEDEP) Division. This position will report directly to the Emergency Services Coordinator.

As a member of the CEDEP EP Program, this individual will gain further experience in guidance, leadership and assistance in development and revision of regional response plans upon request, and will have the opportunity to work on a wide range of EP projects and activities.

This position requires some in-state and out of state travel. There is also potential for presentation and public speaking opportunities and this position may have the opportunity to supervise. This position will assist with emergency response activities when necessary.

Responsibilities for the position include:

- Administer TDH's all-hazard planning programs in accordance with CPG-101.
- Write, maintain, and provide narratives and supplying associated metrics regarding EP activities for various grants.
- Maintains effective communication and cooperation with TEMA, and other state, local, and federal emergency response agencies so that multiagency emergency response activities appear seamless.
- Write, maintain, and provide support to program areas, field staff, other TDH divisions, and partners as needed or assigned.
- Other EP related duties as assigned.
- Competitive candidates should have the following:
 - At least 2 years of relevant emergency management experience at a local or state levels or at least 2 years employed in a public safety discipline (Law Enforcement, Fire Service, 911 Dispatch, Emergency Medical Services, etc.)
 - At least 1 year relevant experience working directly on all-hazards plans
 - Excellent computer and analytic skills
 - Experience writing narratives for at least 2 federal grants
 - Experience with public speaking

Minimum Education Qualifications:

Minimum education and for this Planning Analyst 5 position includes a Master's degree in emergency management, homeland security or public administration, public health or environmental sciences or Masters of Business Administration (MBA). Degrees must be from an accredited college or university

OR

Ten years of equivalent experience.

Salary:

Salary will be based on education and experience with a minimum starting rate of \$3,700 per month.

<http://agency.governmentjobs.com/tennessee/default.cfm?action=agencyspecs>

To Apply:

Applicants please submit the following to Greg Galfano at greg.galfano@tn.gov:

- A letter of interest that must include the title of the position
- A resume and 3 references with current contact information; one professional reference and one personal reference should be included
- Proof of education

Proof of education: Provide copies of an official degree (transcripts are not acceptable) from an accredited college or university in order to demonstrate possession of the required education for the position;

Those interviewing will be expected to complete a series of skill related exercises during the interview. Face to face interviews are expected.

The Tennessee Department of Health is an equal opportunity, equal access, affirmative action employer. Candidate must be eligible to work in the United States