

HAZARD MITIGATION COMMUNITY PLANNER SPECIALIST (NQS)

RESOURCE CATEGORY	Hazard Mitigation
RESOURCE KIND	Personnel
OVERALL FUNCTION	The Hazard Mitigation (HM) Community Planner Specialist provides expertise in a range of subject areas related to HM planning, including long-term recovery plans and HM plans that conform to the requirements of the Disaster Mitigation Act of 2000. This position serves as a liaison for various technical disciplines that have roles in HM, with the purpose of integrating various elements into a mitigation plan.
COMPOSITION AND ORDERING SPECIFICATIONS	<ol style="list-style-type: none"> 1. This position can be ordered as a single resource. 2. Requestor specifies any additional qualifications necessary based on incident complexity and needs 3. Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	SINGLE TYPE	NOTES
DESCRIPTION	<p>The HM Community Planner Specialist:</p> <ol style="list-style-type: none"> 1. Coordinates with immediate supervisor to identify and integrate local, state, tribal, and territorial HM priorities 2. Reviews plans and coordinates with HM and Public Assistance staff to identify Section 406 mitigation opportunities 3. Coordinates with HM staff to ensure that HM grant program project applications conform to the HM plan 4. Reviews mitigation plans/updates to ensure compliance with Federal Emergency Management Agency (FEMA) and Authority Having Jurisdiction (AHJ) guidance 5. Completes HM plan review documents (crosswalk) 6. Works directly with local, state, tribal, and territorial communities to provide guidance on FEMA and AHJ requirements and best practices 7. Coordinates with local, state, tribal, and territorial entities to identify any technical assistance and training necessary to facilitate mitigation plan development and implementation 8. Provides support for and assistance with planning-related training for local, state, tribal, and territorial governments 9. Participates in community long-term recovery meetings to identify potential funding sources for mitigation projects 10. Collaborates with other HM personnel to share mitigation program information 	Not Specified
EDUCATION	Bachelor's degree in planning, emergency management, public administration, or related field	Three years of work experience in emergency management, community planning, public affairs, or a related field may substitute for education requirement.

COMPONENT	SINGLE TYPE	NOTES
TRAINING	Completion of the following: 1. IS-100: Introduction to the Incident Command System, ICS-100 2. IS-161: Hazard Mitigation Community Planning in Disaster Operations 3. IS-200: Basic Incident Command System for Initial Response, ICS-200 4. IS-318: Mitigation Planning for Local and Tribal Communities 5. IS-393: Introduction to Hazard Mitigation 6. IS-700: National Incident Management System, An Introduction 7. IS-800: National Response Framework, An Introduction 8. IS-2700: National Mitigation Framework, An Introduction 9. IS-2900: National Disaster Recovery Framework (NDRF) Overview 10. E/L0103: Planning: Emergency Operations	Not Specified
EXPERIENCE	Experience: 1. Successful completion of the National Qualification System (NQS) Position Task Book (PTB) for the National Incident Management System (NIMS) Hazard Mitigation Community Planner Specialist, or equivalent AHJ documentation 2. Direct experience participating in reviewing local, state, tribal, or territorial mitigation plans, including development of crosswalks 3. Knowledge of FEMA's Mitigation Planning How-To Series (386 series)	Not Specified
PHYSICAL/MEDICAL FITNESS	Light	NIMS Guideline for the NQS defines Physical/Medical Fitness levels for NQS positions.
CURRENCY	Functions in this position during an operational incident, planned event, exercise, drill, or simulation at least once every five years	Not Specified
PROFESSIONAL AND TECHNICAL LICENSES AND CERTIFICATIONS	Not Specified	Not Specified



Position Qualification for Planning Hazard Mitigation

NOTES

Nationally typed resources represent the minimum criteria for the associated component.

REFERENCES

1. FEMA, National Qualification System (NQS) Position Task Book for Hazard Mitigation Community Planner Specialist, latest edition adopted
2. FEMA, National Incident Management System (NIMS), October 2017
3. FEMA, NIMS Guideline for the NQS, November 2017
4. FEMA, National Disaster Recovery Framework, June 2016
5. FEMA, National Mitigation Framework, June 2016
6. FEMA, National Response Framework, June 2016
7. Disaster Mitigation Act of 2000
8. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Section 406, as amended