



POSITION INFORMATION FORM (PIF)

A position Information Form (PIF) is a description of an employee’s actual job duties, minimum level of education, and/or experience typically required to perform those duties with acceptable competence.

Elementary Beginner - IC/GS 7

General Purpose / Role of the Position
Emergency Management Specialist
Responsible for planning and leading responses to natural disasters and other emergencies. Emergency management seeks to promote safer, less vulnerable communities with the capacity to cope with hazards and disasters. Role will support FEMA’s mission to provide assistance before, during, and after disasters in all areas of operation and management of the agency. In this role you will learn and adapt to the needs of the FEMA mission.

Essential Functions – General Competencies	
1	Serve as a trainee performing mission-oriented work
2	Provide assistance in executing recovery programs
3	Performs technical writing functions or research
4	If applicable, assists with coordinating exercises and or trainings.
5	Accountability for self only
6	Computer, reading/writing, speaking, math skills
7	Attention to detail, critical thinking, teamwork
8	Comprehension, application of knowledge
9	Basic professional skills and responsibilities
10	Organizational skills, interpersonal skills, customer service
11	Task book, mandatory training, team project, travel card, deployment
12	
13	



Knowledge and Experience

Some specialized non-technical skills related to a single program or unit. The required skills would normally be acquired through attainment of an undergraduate degree or its equivalent or an equivalent combination of formal education and work experience.

Qualifications

Minimum Education Level Required:

Have an undergraduate degree or will have the degree within 6 months from application date.

Minimum Years of Experience Required:

0-2 years

Required Knowledge, Skills, and Abilities:

Technical or non-technical skills related to a single program or unit.

Additional Qualification Required (Licenses, Certifications):

N/A

Job Complexity

Work consists of duties involving related steps, processes, or methods. Procedures for the work have been developed and specific guidelines are available. Progress and results are supervised.

Scope and Effect

Program/unit impact. The work product or service affects the accuracy and reliability of further process or service within the program/unit.

Contact

Contacts are mainly with co-workers with little or no authority. Work within the same unit. Furnish, obtain, or relay specific, factual, standardized information.

Supervision

Employee may provide minimal supervision to non-exempt employees or student volunteers.



FEMA is seeking undergraduate and/or graduate students who are within one to two semesters away from graduation. Be a part of FEMA's workforce and help the agency achieve its strategic goals in the areas of equity, climate resilience and workforce readiness.

FEMA is seeking students from a broad range of disciplines who are passionate about public service and making an impact their communities to fill FEMA Region 2 vacancies; this region serves New Jersey, New York, Puerto Rico, and the U.S. Virgin Islands.

Fast-Track Application Process:

Students can fast-track their application by sending an email to FEMA-makeadifference@fema.dhs.gov,

Please include the following three items:

§ Resume

§ Transcript

§ Reference letter

FEMA encourages all majors to apply as employment opportunities are available across a wide range of areas.

In this position, you will serve as an Emergency Management Specialist in the Region Two Recovery Division. Typical assignments include:

- Coordinate with internal and external representatives of different functional offices.
- Coordinate with stakeholders on emergency management initiatives; to include participating in informational meetings and gatherings to the public to communicate program eligibility requirements to larger audiences.
- Serve as a trainee performing mission-oriented work
- Provide assistance in executing recovery programs
- Performs technical writing functions or research
- If applicable, assists with coordinating exercises and or trainings.
- Computer, reading/writing, speaking, math skills
- Attention to detail, critical thinking, teamwork
- Comprehension, application of knowledge
- Basic professional skills and responsibilities
- Organizational skills, interpersonal skills, customer service
- Meet with applicants throughout all phases of the disaster recovery process to provide advice, guidance and technical assistance on laws policies and regulations.

Qualifications

You qualify for this position at the IC-07 level your base salary can be found on [General Schedule \(opm.gov\)](https://www.opm.gov) by matching your locality, here is a link [Pay & Leave : Salaries & Wages - OPM.gov](https://www.opm.gov) for grade and salary ranges for NY-NJ-CT-PA, if you possess the following: One full year of specialized experience equivalent to the next lower grade (IC-05) in the Federal Service. This experience may have been gained in the federal government, a state or local government, a non-profit organization, the private sector, or as a volunteer; however, your resume must clearly describe at least one year of specialized experience.

Some specialized non-technical skills related to a single program or unit. The required skills would normally be acquired through attainment of an undergraduate degree or its equivalent or an equivalent combination of formal education and work experience.

FEMA's employee benefits include:

Health Insurance

Dental & Vision Insurance



Flexible Spending Account
Long-Term Care Insurance
Life Insurance
Opportunity for growth
Travel opportunities
FERS (Federal Employees Retirement System)
TSP(Thrift Savings Plan)
Employee Assistance Program (EAP)
Worklife4you program
Commute to work Transit Allowance
Loan Forgiveness for public service
Mental Health & Mindfulness resources
Work from any of our state-of-the-art offices, in One World Trade Center Manhattan, Brooklyn or New Jersey

FLEXIBILITY:

Flexible Hybrid schedules
Telework 2-3 days a week.
Paid leave

For more information on the "Make a Difference" initiative, including the application process and available opportunities, please visit [Fema.gov/region-2](https://fema.gov/region-2) or contact the recruitment team at Fema-makeadifference@fema.dhs.gov.



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FEMA's mission is helping people before, during, and after disasters.
Follow FEMA on Twitter at twitter.com/FEMARegion2 or on Facebook at Facebook.com/fema.



POSITION INFORMATION FORM (PIF)

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Advance Beginner - IC/GS 9

General Purpose / Role of the Position	
Emergency Management Specialist	
Responsible for planning and leading responses to natural disasters and other emergencies. Emergency management seeks to promote safer, less vulnerable communities with the capacity to cope with hazards and disasters. Role will support FEMA’s mission to provide assistance before, during, and after disasters in all areas of operation and management of the agency. In this role you will learn and adapt to the needs of the FEMA mission.	

Essential Functions – General Competencies	
1	Assisting in the management of disaster assistance operations or programs
2	Providing assistance on process improvements practices
3	Collaborating with a variety of stakeholders to achieve organizational goals
4	Accountability for self only
5	Computer, reading/writing, speaking, math skills
6	Critical thinking, teamwork, attention to detail
7	Comprehension, application of knowledge
8	Organizational skills, interpersonal skills, stress tolerance, customer service
9	Project management, special projects
10	Developing / advancement opportunities
11	Task book, mandatory training, IM/IS competencies,
12	Travel card, deployment
13	



Knowledge and Experience

Proficiency in a technique or discipline required strong background and in knowledge of involved practices and precedents or scientific theory and principles. The required skills would normally be acquired through attainment of a graduate degree or its equivalent and three to five years of professional experience or an equivalent combination of formal education and work experience.

Qualifications

Minimum Education Level Required:

Graduate

Minimum Years of Experience Required:

3 - 5 years

Required Knowledge, Skills, and Abilities:

Some specialized non-technical skills related to a single program or unit

Additional Qualification Required (Licenses, Certifications):

N/A

Job Complexity

Work typically consists of varied duties involving a broad range of practices and procedures following well defined policies or set precedents. Differing situations may require the search for solutions within the technique or discipline.

Scope and Effect

Program/unit impact. The work may involve defining unknown conditions and/or resolving critical problems. The work product or service impacts the work unit and/or other major aspects of administrative or technical programs within the department.

Contact

Some contacts with individuals from other internal units, outside organizations, or the public for the purpose of exchanging information, which in certain situations, may judgment and interpretation.

Supervision

Supervision of non-exempt employees and student's volunteers. May supervise entry level, non-supervisory exempt employees.



FEMA is seeking undergraduate and/or graduate students who are within one to two semesters away from graduation. Be a part of FEMA's workforce and help the agency achieve its strategic goals in the areas of equity, climate resilience and workforce readiness.

FEMA is seeking students from a broad range of disciplines who are passionate about public service and making an impact their communities to fill FEMA Region 2 vacancies; this region serves New Jersey, New York, Puerto Rico, and the U.S. Virgin Islands.

Fast-Track Application Process:

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- § Resume
- § Transcript
- § Reference letter

FEMA encourages all majors to apply as employment opportunities are available across a wide range of areas.

In this position, you will serve as an Emergency Management Specialist (Senior EMS) in the Region Two Recovery Division. Typical assignments include:

- Assisting in the management of disaster assistance operations or programs
- Providing assistance on process improvements practices
- Collaborating with a variety of stakeholders to achieve organizational goals
- Computer, reading/writing, speaking, math skills
- Critical thinking, teamwork, attention to detail
- Comprehension, application of knowledge
- Organizational skills, interpersonal skills, stress tolerance, customer service
- Project management, special projects
- Developing / advancement opportunities
- Coordinate with internal and external representatives of different functional offices.
- Coordinate with stakeholders on emergency management initiatives; to include participating in informational meetings and gatherings to the public to communicate program eligibility requirements to larger audiences.
- Serve as a trainee performing mission-oriented work
- Provide assistance in executing recovery programs
- Performs technical writing functions or research
- If applicable, assists with coordinating exercises and or trainings.
- Computer, reading/writing, speaking, math skills
- Attention to detail, critical thinking, teamwork
- Comprehension, application of knowledge
- Basic professional skills and responsibilities
- Organizational skills, interpersonal skills, customer service
- Meet with applicants throughout all phases of the disaster recovery process to provide advice, guidance and technical assistance on laws policies and regulations.

Qualifications

You qualify for this position at the IC-09 level your base salary can be found on [General Schedule \(opm.gov\)](https://www.opm.gov/policy-data-oversight/pay-grades/) by matching your locality, here is a link [Pay & Leave : Salaries & Wages - OPM.gov](https://www.opm.gov/policy-data-oversight/pay-grades/) for grade and salary ranges for NY-NJ-CT-PA, if you possess the following: One full year of specialized experience equivalent to



the next lower grade (IC-07) in the Federal Service. This experience may have been gained in the federal government, a state or local government, a non-profit organization, the private sector, or as a volunteer; however, your resume must clearly describe at least one year of specialized experience. Specialized experience for this position includes:

1. **Assisting in the management of disaster assistance operations or programs;**
2. **Providing assistance on process improvements practices; and**
3. **Collaborating with a variety of stakeholders to achieve organizational goals.**

Master's or equivalent graduate degree;

OR

2 full years of progressively higher level graduate education leading to such a degree;

OR

LL.B. or J.D.

OR

Combination of education and experience.

FEMA's employee benefits include:

Health Insurance

Dental & Vision Insurance

Flexible Spending Account

Long-Term Care Insurance

Life Insurance

Opportunity for growth

Travel opportunities

FERS (Federal Employees Retirement System)

TSP(Thrift Savings Plan)

Employee Assistance Program (EAP)

Worklife4you program

Commute to work Transit Allowance

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FLEXIBILITY:

Flexible Hybrid schedules

Telework 2-3 days a week.

Paid leave

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POSITION INFORMATION FORM (PIF)

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Competent - IC/GS 11

General Purpose / Role of the Position

Emergency Management Specialist

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Essential Functions – General Competencies

1	Assisting in the management of disaster assistance operations or programs
2	Providing assistance on process improvements practices
3	Collaborating with a variety of stakeholders to achieve organizational goals
4	Accountability for self only
5	Computer, reading/writing, speaking, math skills
6	Critical thinking, teamwork, attention to detail
7	Comprehension, application of knowledge
8	Organizational skills, interpersonal skills, stress tolerance, customer service
9	Project management, special projects
10	Developing / advancement opportunities
11	Task book, mandatory training, IM/IS competencies
12	Travel card, deployment
13	





Knowledge and Experience

Proficiency in a technique or discipline gained through wide exposure to professional experience and education in a specialized or technical field. The required skills would normally be acquired through attainment of a graduate degree or attainment of a graduate degree and five to ten years of professional experience or an equivalent combination of formal education, and professional experience.

Qualifications

Minimum Education Level Required:

Graduate

Minimum Years of Experience Required:

5 - 10 years

Required Knowledge, Skills, and Abilities:

Some specialized non-technical skills related to a single program or unit

Additional Qualification Required (Licenses, Certifications):

N/A

Job Complexity

Work typically consists of varied duties involving a broad range of practices and procedures following well defined policies or set precedents. Differing situations may require the search for solutions within the technique or discipline.

Scope and Effect

Program/unit impact. The work may involve defining unknown conditions and/or resolving critical problems. The work product or service impacts the work unit and/or other major aspects of administrative or technical programs within the department.

Contact

Some contacts with individuals from other internal units, outside organizations, or the public for the purpose of exchanging information, which in certain situations, may judgment and interpretation.

Supervision

Supervision of non-exempt employees and student's volunteers. May supervise entry level, non-supervisory exempt employees.



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- Developing / advancement opportunities
- Coordinate with internal and external representatives of different functional offices.
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- Serve as a trainee performing mission-oriented work
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- If applicable, assists with coordinating exercises and or trainings.
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- Attention to detail, critical thinking, teamwork
- Comprehension, application of knowledge
- Basic professional skills and responsibilities
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Qualifications

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Specialized experience for this position includes:

1. **Communicating programs, policies, and procedures to a variety of stakeholders;**
2. **Facilitating the delivery of disaster assistance programs; and,**
3. **Preparing and presenting oral and written presentations to stakeholders.**

OR

Ph.D. or equivalent doctoral degree

OR

3 full years of progressively higher level graduate education leading to such a degree

OR

LL.M.

OR

Combination of education and experience.

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FEMA



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Follow FEMA on Twitter at twitter.com/FEMARegion2 or on Facebook at Facebook.com/fema.