

Attachment B – Solution Area Planner Position Description

Homeland Security Solution Area Planner Example Duties and Abilities

General Summary of Function/Purpose of Position:

1. Research and provide data to support the region's Homeland Security efforts through the systematic planning, evaluation, and analysis of program elements in the solution areas of equipment, training, exercising, organization, and planning.
2. Conduct studies and provide data necessary for the planning, evaluation, and analysis of all forms of counter-terrorism which includes, but is not limited to; bio-terrorism, cyber-terrorism, and CBRNE (Chemical, Biological, Radiological, Nuclear, and Explosive) elements.

Specific Duties:

1. Develop procedures for planning, evaluation, and analysis of solution area recommendations pertaining to utilization of regional resources and related issues.
2. Coordinate with local officials and other agency staff to analyze the implications of solution area programs and proposals.
3. Conduct planning, analysis and evaluation of homeland security projects in such solution areas as planning, equipment, training, exercise, and organization.
4. Attend meetings and planning workshops to discuss operations, proposals and techniques for the resolution of problems, and to carry out coordinated programs to fulfill federal and state grant requirements.
5. Analyze and evaluate data, prepare reports, and make specific recommendations concerning the development of solution area proposals.
6. Encourage the exchange of information with local, county, regional, and state agencies; and private organizations and universities engaged in programs related to homeland security.
7. Facilitate development and implementation of a Regional Homeland Security Strategy.
8. Coordinate and participate in capability assessments with regional partners, to include the Threat and Hazard Identification and Risk Assessment and the Stakeholder Preparedness Report.
9. Participate in public meetings and hearings explaining the region's homeland security proposals.
10. Maintain records and prepare reports and correspondence related to the position and provide reports as requested to the Regional Homeland Security Planning Board.
11. Develop or update plans or procedures (EOPs, terrorism focused plans, etc.)
12. Develop and/or conduct needs assessments.

13. Participate in activities to coordinate with whole community members, including incorporating individuals with access and functional needs into planning activities.
14. Conduct vulnerability site assessments (CIKR).
15. Develop standard operation procedures.
16. Develop terrorism or "terrorism and other catastrophic event" prevention activities or programs.
17. Act as the program manager for activities directly associated with SHSP or UASI funded projects or activities:
 - a. Develop grant-funded projects or project requests for the Homeland Security Grant Program (HSGP).
 - b. Hold or attend subcommittee meetings related to HSGP.
 - c. Work with vendors as part of project oversight.
 - d. Complete required grant reports for submission to the fiduciary.
 - e. Research and/or develop reports on homeland security related issues.

Knowledge, Skills, and Abilities:

1. Knowledge of community organization.
2. Knowledge of sources of solution area planning data.
3. Knowledge of community and homeland security planning techniques.
4. Knowledge of the principles and practices of research.
5. Knowledge of techniques involved in the collection and organization of physical, social, economic, fiscal, legal, and other data used in community and regional planning.
6. Knowledge of methods of presenting the results of studies.
7. Ability to design, organize, and conduct a planning study.
8. Ability to use tabular and statistical data.
9. Ability to prepare graphic and narrative materials.
10. Ability to participate in homeland security planning and meetings with state, regional, local, and other public and private officials.
11. Ability to maintain records and prepare reports and correspondence related to the work.
12. Ability to maintain favorable public relations.