National Qualification System

POSITION TASK BOOK
FOR THE POSITION OF

Finance/Administration Section Chief

Type 4

Version: May 2021

POSITION TASK BOOK ASSIGNED TO:
TRAINEE'S NAME:
TEAM/JURISDICTION:
PHONE NUMBER:
EMAIL:
POSITION TASK BOOK INITIATED BY:
OFFICIAL'S NAME:
TITLE:
TEAM/JURISDICTION:
PHONE NUMBER:
EMAIL:
POSITION TASK BOOK WAS INITIATED:
LOCATION:
DATE:

Evaluator Verification

(Do <u>not</u> complete this form unless you are recommending the trainee for all-hazards designation.)

FINAL EVALUATOR VERIFICATION
I verify that _____ has successfully completed all tasks as a trainee and should therefore be considered for designation in this position. I also verify that all tasks are documented with appropriate initials.
FINAL EVALUATOR'S SIGNATURE:
DATE:
FINAL EVALUATOR'S PRINTED NAME:
TITLE:
TEAM/JURISDICTION:
PHONE NUMBER:
EMAIL:

Documentation of Agency Designation

DOCUMENTATION OF AGENCY DESIGNATION
I certify that_____ has successfully met all the criteria set out in the National Incident Management System (NIMS) Job Title/Position Qualifications document for the position and will hereby receive designation of his/her qualification.
OFFICIAL'S SIGNATURE:
DATE:
OFFICIAL'S NAME:
TITLE:
TEAM/JURISDICTION:
PHONE NUMBER:
EMAIL:

Position Task Book Overview

The Position Task Book (PTB) documents the performance criteria a trainee must meet to be designated for a position within the National Qualification System (NQS). The performance criteria are associated with core NQS competencies, behaviors, and tasks.

> **A trainee may not work on multiple position type PTBs for a specific position at the same time; for example, a trainee may not simultaneously work on a Type 1 Incident Commander PTB and a Type 2 Incident Commander PTB. If a position has multiple types, the trainee must, in most cases, qualify at the lowest type before pursuing the next higher type. For example, before seeking qualification for a Type 1 position, an individual must first qualify at the Type 3 level and then at the Type 2 level.**

Evaluation Process

- Evaluators observe and review a trainee's completion of PTB tasks, initialing and dating each successfully completed task in the PTB.

- Evaluators complete an Evaluation Record Form after each evaluation period by documenting the trainee's performance.

- The Authority Having Jurisdiction (AHJ) may not have enough resources to ensure every evaluator is qualified in the position being assessed. Therefore, a trainee's supervisor may evaluate the completion of PTB tasks. For example, a Logistics Section Chief has the authority to sign off on completed PTB tasks for a Food Unit Leader trainee.

- The final evaluator is a leader who verifies a trainee has completed the PTB and met all requirements for the position. A final evaluator is generally qualified in the same position for which the trainee is applying. When possible, the evaluator and the final evaluator should not be the same person, but in situations with limited resources, the evaluator can also serve as the final evaluator.

Transferring Qualifications

- Personnel who have documentation of previous education, training, or significant on-the-job incident experience may receive credit toward designation for a given position. Each AHJ establishes the requirements for transferring qualifications from another AHJ.

- If an AHJ chooses not to accept a trainee's existing designation of qualification, the trainee may be reevaluated in the specific position and issued a new PTB.

- An individual may hold multiple designations of qualification (that is, the Final Evaluator Verification form and the Documentation of Agency Designation form) along with the completed PTB.

Position Task Book Competencies, Behaviors, and Tasks

> **The PTB sets minimum criteria for designation for a position. The AHJ has the authority to add content to the baseline PTB competencies, behaviors, and tasks, as necessary.**

The PTB covers all type levels for a given position, but a trainee may check only one "Type" box and work on only one type at a time. The National Incident Management System (NIMS) Job Title/Position Qualifications document describes all types.

> **Command and General Staff job titles/positions qualifications are typed based on incident complexity, while all other NIMS positions are typed based on the minimum qualifications.**

Definitions

Competency: An observable, measurable pattern of knowledge, skills, abilities, and other characteristics an individual needs to perform an activity and its associated tasks. A competency specifies the skillset a person needs to possess to complete the tasks successfully.

Behavior: An observable work activity or a group of similar tasks necessary to perform the activity.

Task: A specific, demonstrable action necessary for successful performance in a position. Trainees must demonstrate completion of required tasks.

- Occasionally, PTB tasks are unique to one of the types; for example, certain tasks apply only to a Type 3 Incident Commander, not to a Type 2 or Type 1 Incident Commander. In those cases, the PTB indicates the corresponding type at the beginning of the task.

- All tasks require evaluation; however, bullet statements within a task are examples.

PTB Task Codes

Each task in the PTB has at least one corresponding code conveying the circumstances in which the trainee can perform the task for evaluation. Evaluators may assess trainees during incidents, in classroom simulations and training sessions, in functional and full-scale exercises, and in other work situations. If a task has multiple codes, the evaluator may evaluate in ANY of those circumstances; the trainee does not need evaluation in all the listed circumstances.

Code C: Task performed in training or classroom setting, including seminars and workshops.

Code E: Task performed during a full-scale exercise with equipment deployed under the Incident Command System (ICS).

Code F: Task performed during a functional exercise managed under the ICS.

Code I: Task performed during an incident or event managed under the ICS. Examples include oil spill, search and rescue operation, hazardous materials (hazmat) response, fire, and emergency or non-emergency (planned or unplanned) events.

Code J: Task performed as part of day-to-day job duties.

Code T: Task performed during a tabletop exercise.

Code R: Task performed very rarely and required only if applicable to the event.

How to Complete the Evaluation Record Form

Each Evaluation Record Form (see next page) covers one evaluation period. Evaluation periods may involve incidents, classroom simulations, or daily duties, depending on what the PTB recommends. The AHJ determines the number of evaluations required for position qualification and designation. If evaluators need additional evaluation periods, they can copy pages from a blank PTB and attach them to the PTB in question.

Complete these items AT THE START of the evaluation period:

Evaluation Record Number: Label each evaluation record with a number to identify the incident(s), exercise(s), or event(s) during which the trainee completed the PTB tasks. The evaluator should also write this number in the PTB column labeled "Evaluation Record #" for each task performed satisfactorily. This number enables reviewers of the completed PTB to ascertain the evaluators' qualifications before signing off on the PTB.

Evaluator's name; Incident/office title and agency: List the name of the evaluator, his/her incident position or office title, and the evaluator's home agency.

Evaluator's home unit address and phone: List evaluator's home unit address and phone number.

Name and location of incident or simulation/exercise: Identify the name (if applicable) and location where the trainee performed the tasks.

Incident kind: Enter the kind of incident (such as hazmat, law enforcement, wildland fire, structural fire, search and rescue, flood, or tornado).

Complete these items AT THE END of the evaluation period:

Number and kind of resources: Enter the number of resources assigned to the incident, and their kind (such as team, personnel, and equipment) pertinent to the trainee's PTB.

Evaluation period: Enter inclusive dates of trainee evaluation. This time span may cover several small, similar incidents.

Position type: Enter position type (such as Type 3, Type 2, Type 1, or Single Type).

Recommendation: Check the appropriate line and make comments below regarding the trainee's future development needs.

Additional recommendations/comments: Provide additional recommendations and comments about trainee, as necessary.

Date: List the current date.

Evaluator's initials: Initial here to authenticate your recommendations and to allow for comparison with initials in the PTB.

Evaluator's relevant qualification: List your designation relevant to the trainee position you supervised.

Evaluation Record Form

TRAINEE NAME:	
TRAINEE POSITION:	
Evaluation Record Number:	
Evaluator's name:	
Incident/office title and agency:	
Evaluator's home unit address and phone:	
Name and location of incident or simulation/exercise:	
Incident kind:	
Number and kind of resources:	
Evaluation period:	
Position type:	

Recommendation:

The above-named trainee performed the initialed and dated tasks under my supervision. I recommend the following for this trainee's further development:

_____ The trainee has successfully performed all required tasks for the position. The AHJ should consider the individual for designation.

_____ The trainee could not complete certain tasks or needs additional guidance. See comments below.

_____ Not all tasks were evaluated on this assignment. An additional assignment is needed to complete the evaluation.

_____ The trainee is severely deficient in the performance of tasks and needs further training prior to additional assignment(s) as a trainee for this position.

Additional recommendations/comments:

Date:	
Evaluator's initials:	
Evaluator's relevant qualification:	

Finance/Administration Section Chief

1. Competency: Assume position responsibilities

Description: Successfully assume the role of Finance/Administration Section Chief and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Understand and comply with NIMS concepts and principles.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Understand scope, roles, responsibilities, jurisdiction, and authority of responding agencies.	E, F, I		

1b. Behavior: Successfully assume the role of Finance/Administration Section Chief and initiate position activities.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
2. Arrive properly equipped at designated time and location. Check in according to agency/organization guidelines: • Carry out check-in procedures and ensure assigned personnel do the same. • Obtain and assemble all supplies, tools, and technology to perform the tasks of the section.	E, F, I		

1c. Behavior: Gather, update, and apply situational information relevant to the assignment.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Receive initial briefing from supervisor—one-on-one or in team meetings: • Incident priorities, goals, and objectives. • Initial instructions concerning section priorities. • Expected timeframes for briefings, planning meetings, and team meetings. • Any limitations and constraints that affect operations and strategies. • Specific financial considerations from Agency Administrator and process for obtaining or requesting follow up and updated considerations based on incident needs. • Review: o Incident plans. o Assigned resources and their status. o Established and operating facilities. o Anticipated incident duration, size, and type. o Section responsibilities and expectations.	E, F, I		

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE

4. Gather information to identify assigned resources:
   • Location and status of assigned resources.
   • Resource identifier, if assigned.
   • Supervisor name and contact information.
   • Location.
   • Assignment.
   • Resource kind, type, and quantity.
	E, F, I		

1d. Behavior: Ensure availability, qualifications, and capabilities of resources to complete assignment.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
5. Identify kind, type, and quantity of resources necessary to achieve objectives: • Consider span of control when determining resource requirements and configurations.	E, F, I		
6. Order necessary resources to achieve section objectives: • Request additional personnel, supplies, services, and equipment within the established ordering processes.	E, F, I		

1e. Behavior: Establish effective relationships with relevant personnel.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE

7. Establish and maintain positive interpersonal and interagency working relationships:
   • Local agencies.
   • Hosting unit.
   • Public.
   • Supporting agencies.
	E, F, I		

8. Establish working relationships between Logistics Section and Finance/Administration Section.	E, F, I		

1f. Behavior: Establish or determine organizational structure, reporting procedures, and chain of command of assigned resources.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
9. Activate section: • Establish appropriate section organization and assign staff responsibilities, while maintaining span of control. • Ensure availability of appropriate resources. • Conduct supporting activities within operational period. • Follow protocol for communicating section's daily accomplishments to appropriate personnel. • Obtain operational rhythm from supervisor and establish daily briefing/debriefing schedule with assigned personnel. • Follow process for resource requests/releases for operational planning purposes. • Participate in planning meetings to determine section organization, support tactical assignments, and ensure resource support and coordination needs.	E, F, I		
10. Supervise and adjust section organization and operations based on changes in incident situation and resource status: • Maintain common operating picture throughout the section. • Provide for additional supervision as necessary. • Ensure effective use and coordination of all assigned resources. • Constantly monitor objectives and overall section operations for efficacy and safety.	E, F, I		
11. Keep supervisor and assigned personnel informed of organizational changes: • Staff and unit mobilization/demobilization. • Any personnel changes.			

2. Competency: **Lead assigned personnel.**

Description: Influence, lead, and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

2a. Behavior: **Model leadership values and principles.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
12. Exhibit principles of duty, respect, and integrity: • Be proficient in the job, both technically and as a Leader. • Make sound and timely decisions. • Supervise staff to ensure understanding and accomplishment of duties and tasks. • Train and mentor assigned subordinates. • Keep assigned personnel informed. • Seek and accept responsibility for actions.	E, F, I, J		

2b. Behavior: **Ensure the health, safety, welfare, and accountability of assigned personnel.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
13. Comply with relevant health and safety requirements: • Direct operations based on health and safety considerations and guidelines. • Ensure that assigned personnel follow safety guidelines appropriately. • Spot-check operations to ensure compliance with safety considerations.	E, F, I		
14. Evaluate mental and physical fatigue of assigned personnel and make resources available to support: • Appropriate work/rest ratio.	E, F, I		

2c. Behavior: **Establish work assignments and performance expectations, monitor performance, and provide feedback.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
15. Prioritize work within the section, while taking into account immediate support for incident operations.	E, F, I		
16 Periodically evaluate personnel status and operational needs to determine whether personnel assignments are appropriate: • Determine kind and number of personnel necessary for section operations. • Provide single personnel or teams, depending on the needs of the Unit Leaders. • Provide for functional and geographical supervision as necessary.	E, F, I		

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
17. Evaluate the performance of assigned personnel and ensure that staff: • Order and assign resources within the section. • Report on the progress or control of section operations. • Report on status of resources within the section.	E, F, I, T		

2d. Behavior: **Coordinate interdependent activities.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
18. Ensure effective use and coordination of all assigned resources: • Conduct briefing and debriefing with assigned personnel and supervisors.	E, F, I		

19. Coordinate with assigned personnel and give supervisor a list of excess resources:
• List may include:
  o Kind and type
  o Quantity
  o Time/date of available release
	E, F, I		

20. Coordinate with other appropriate personnel:
• Receive and transmit current and accurate information:
  o Claims and potential claims
  o Injury information
  o Work/rest guidelines
  o Compensation issues
  o Overtime policies and authorizations
  o Procurement
  o Cost
  o Personnel and resource time accounting (burn rates)
• Communicate changes to objectives, strategies, or tactics or relevant plans.
• Inform appropriate team members of significant changes in operations.
• Ensure supervisor is aware of all changes in status of resources assigned to the operation and keep status current.
	E, F, I		

3. *Competency:* **Communicate effectively.**

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

3a. *Behavior:* **Ensure the exchange of relevant information during briefings and debriefings.**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
21. Effectively communicate options, considerations, and recommendations during briefings.	E, F, I		
22. Schedule and conduct briefings to assigned personnel: • Inform identified meeting attendees of time, location, and information they should provide for the meeting. • Define objectives, agenda, and time expectations. • Make arrangements for documentation and recording of applicable information. • Resolve concerns and conflicts.	E, F, I		
23. Prepare for and participate in briefings with other sections, branches, divisions/groups, units, and incident staff: • Share and evaluate information with section members. • Identify safety hazards and mitigation strategies with the Safety Officer. • Maintain quality updates for Public Information Officer.	E, F, I		
24. Communicate options, considerations and recommendations during briefings, including pertinent finance information that may affect the team's management of the incident: • Cost constraints. • Cost share agreements. • Land-use agreements. • Cost-benefit comparison matrices. • Cost estimates and projections.	E, F, I		

3b. Behavior: Ensure documentation is complete and disposition is appropriate.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
25. Ensure incident documentation and administrative requirements are complete, according to the supervisor's direction: • Submit incident narrative to supervisor. • Ensure all personnel and equipment time records are complete and submitted.	E, F, I		
26. Ensure that all personnel and equipment time records are complete and that staff submit the following to the Time Unit Leader or Equipment Time Recorder at the end of the operational period: • Complete pay documents. • Complete injury reports. • Complete procurement documents. • Complete property damage reports. • Complete claim documents. • Sign-in/Sign-out sheets. • Time sheets.			
27. Assemble components of final incident finance packages and transfer the following to the responsible agency or person: • Complete pay documents. • Complete injury reports. • Complete procurement documents. • Complete property damage reports. • Complete claim documents.	E, F, I		

3c. Behavior: Communicate incident priorities and operations.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
28. Communicate priorities and objectives and any changes throughout the section: • Maintain common operating picture throughout the Section.	E, F, I		
29. Monitor section support status and develop alternate strategies to meet incident objectives: • Advise assigned staff of significant changes that may affect them.	E, F, I		
30. Update supervisor on current accomplishments or problems and complete incident forms as necessary.	E, F, I		

3d. Behavior: Develop and implement plans.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
31. Prepare for and participate in the meetings and briefings in the planning process.	E, F, I		
32. Participate in preparation of the Incident Action Plan, planning meeting, or planning process: • Update section on current situation. • Determine tasks and work assignments for next operational period(s). • Advise on current capabilities and limitations. • Determine resource needs or excess. • Provide cost estimates and projections.	E, F, I		
33. Participate in the preparation of other necessary relevant plans for section: • Staffing plans. • Demobilization plan. • Evacuation plan.	E, F, I		

4. Competency: Ensure completion of assigned actions to meet identified objectives.

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

4a. Behavior: Execute assigned tasks, assess progress, and make necessary adjustments.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
34. Ensure that assigned tasks and expectations for the operational period are reasonable and accurate.	E, F, I		
35. Manage information postings and respond to requests for assistance.	E, F, I		
36. Hold personnel accountable for the execution of assigned tasks.	E, F, I		
37. Make appropriate decisions based on analyzed and validated information: • Make adjustments in response to new information, changing conditions, or unexpected obstacles.	E, F, I		
38. Ensure that the work completed is consistent with direction, policy, and incident objectives: • Supervisor's direction. • Incident goals and objectives. • Other planning goals and objectives.	E, F, I		

4b. Behavior: Oversee and support the actions of Finance/Administration Section units.

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
39. Describe and follow relevant accounting rules and procurement protocols.	E, F, I		
40. Demonstrate finance system(s) proficiency.	E, F, I		
41. Ensure staff obtain and record all cost data.	E, F, I		
42. Personally review and analyze finance data to ensure spending is within limits and that it meets contractual obligations.	E, F, I		
43. Ensure a process is in place for checking and reporting injuries and claims.	E, F, I		
44. Evaluate and share pertinent information that may affect incident support staff: • Potential and existing problems, especially in areas of injury compensation, pay, claims, and procurement.	E, F, I		
45. Provide financial summary information on current incident operations to host agency representative and Command and General Staff, and Emergency Operations Center staff.	E, F, I		

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
46. Track and monitor time and cost data received by the Time Unit Leader and Logistics Section.	E, F, I		
47. Review contracts, memorandum of understanding, and cooperative agreements to ascertain their impact and application.	E, F, I		
48. Complete process for deactivating/demobilizing section responsibilities: • Reinforce emphasis on safety and accountability during this phase of the operations. • Brief section on demobilization responsibilities. • Ensure all section units deactivate/demobilize in a timely and complete manner. • Brief replacement.	E, F, I		