

Human Resources Section Chief

Responsibilities

- Reports to EST Manager.
- Direct reports include:
 - _____ (Director);
 - _____ (Health Services Branch Leader);
 - _____ (Benefits Manager);
 - _____ (EECO Officer); and
 - _____ (Position Administrator).
- Organizes and directs operations associated with health and well-being of staff.
- Accounts for staff at affected sites.
- Develops short- and long-term action plans for care of staff.
- Ensures critical incident stress management services are available for staff.
- Advises EST Manager.
- Oversees all areas identified in Human Resources Services chain of command.
- Communicates and coordinates information with Section Chiefs from Operations, Logistics, Student Services, Support Services, and Fiscal Services.
- Establishes contact information on all LEA employees.
- Establishes means of communicating information to the families of LEA employees.
- Assumes duties of subordinate functions, if personnel are not available.

Immediate Actions (initiated within first hour of the emergency)

- ___ Reports to EST Manager.
- ___ Wears position identification badge.
- ___ Obtains briefing on situation.
- ___ Appoints Branch Leaders as noted above (depending on the situation, Support Services Section Chief uses discretion to fill some positions).
- ___ Provides identification badges for each position.
- ___ Briefs Branch Leaders (direct reports) on current situation and instructs them to conduct initial assessments of their respective area.
- ___ Attends status/action meeting convened by EST Manager. Initial assessments made by Branch Leaders are reported at this time.
- ___ Meets with Branch Leaders to outline Section action plan and designates time for next meeting.
- ___ Provides EST Manager with information regarding staff health concerns at affected sites.
- ___ Collaborates with DOH, MPD, and FEMS and other departments in timely response to immediate health concerns and/or potential health risks.
- ___ Ensures directives from EST Manager are carried out in timely and appropriate fashion.
- ___ Adopts proactive attitude. Thinks ahead. Anticipates situations, problems before they occur.
- ___ Anticipates shortfalls in the delivery of services and resources.

Intermediate Actions (normally taken after 1st hour of emergency and over next four–six hours)

- ___ Issues requests to the EST Manager to fulfill resource requirements for Branch Leaders.
- ___ Obtains status reports from Section Chiefs.
- ___ Receives hourly status reports from Branch Leaders.
- ___ Attends briefings with EST Manager and provides status reports and recommendations for updating action plans on continuance and termination of Plans.
- ___ Assures Branch Leaders document actions and decisions on a continuous basis.
- ___ Identifies shortfalls in delivery of services and resources. Coordinates with Branch Leaders and Section Chiefs as conditions warrant.

Extended Actions (if emergency lasts longer than eight hours and/or when declared over)

- ___ Obtains status reports on action plans from Branch Leaders minimum every two hours.
- ___ Confers with EST Manager to discuss recovery and salvage requirements.
- ___ Meets with EST Manager to update section action plan regarding continuance or termination of Plan. Meetings will occur at least once every eight hours.
- ___ Observes Branch Leaders for signs of stress and fatigue; provides relief/rest periods as required.
- ___ Ensures actions are taken to return Section to normal operations pending confirmation of the conclusion of the incident by EST Leader.
- ___ Assures Branch Leaders report to CFO on additional expenses incurred as a result of the emergency. Additional expenses include manpower costs (i.e., overtime) and costs associated with equipment rental or purchase of additional supplies/materials. *Collection of this information should be recorded for planning purposes. Also, documentation will substantiate any Federal disaster assistance request.*
- ___ Identifies shortfalls in delivery of services and resources. Coordinates with Branch Leaders and Section Chiefs as conditions warrant.
- ___ Provides a written summary of related activities performed by Section within 72 hours of conclusion of the emergency.