



STATE OF NEW MEXICO  
invites applications for the position of:  
**Mitigation Specialist**  
**(DHSEM #10108072)**

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**SALARY:** \$15.28 - \$26.59 Hourly  
\$31,782.40 - \$55,307.20 Annually

**JOB TYPE:** Sponsored Term Funded Position  
**OPENING DATE:** 01/11/18  
**CLOSING DATE:** 04/11/18 11:59 PM  
**DEPARTMENT:** Homeland Security & Emgncy Mgt  
**LOCATION:** Santa Fe (City)

**JOB DESCRIPTION:**

NEOGOV is currently working on a system update for applicants who use screen readers. If you are applying with a screen reader and need assistance, please contact Andrea Rivera-Smith @ (505) 695-5606.

**IMPORTANT NOTICE:**

**Attached resumes will not be reviewed or considered. You are required to include your work experience in the Work Experience section of your application. If you have previously included work history on a resume you must transfer your work history into the Work Experience section prior to submitting your application. For more information please visit our website: [Employment with the State of New Mexico](#)**

**Purpose of Position:**

This position is responsible for conducting outreach activities to organizations with roles or interest in mitigation. Position will assist with coordination of the state's hazard mitigation program, earthquake program, and floodplain management program. Position requires knowledge, skills, and ability in the fields of land use planning, construction, engineering and/or hydrology to coordinate and assist affected jurisdictions in the identification and development of technical federal applications for structural mitigation projects such as flood proofing structures, earthquake building retrofits, and elevation of flood prone structures, soil stabilization, storm water management, and structural flood control projects.

This position is a Pay Band 65.

***THIS POSTING WILL BE USED TO CONDUCT ONGOING RECRUITMENT AND WILL REMAIN OPEN UNTIL ALL POSITIONS HAVE BEEN FILLED.***

**CLASSIFICATION DESCRIPTION:**

[Emergency Management Specialist](#)

**MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited four-year college or university in any field and a minimum of (2) two years of experience in emergency management and/or emergency operations. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

**Employment Requirements:**

Employment is subject to a pre-employment background investigation and is conditional pending results. Must possess or ability to obtain, maintain, and retain a valid Driver's License. Additional: Application to the following within six (6) months of hire: Principals of Emergency Management and FEMA Emergency Management Institute Professional Development Series (PDS).

**Statutory Requirements:**

N/A

**SUPPLEMENTAL INFORMATION:****Benefits:**

Do you know what Total Compensation is?

<http://www.spo.state.nm.us/total-compensation.aspx>

**Working Conditions:**

Work is performed in an office setting with exposure to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage and extended periods of sitting with some standing, bending, reaching, and walking. Short and continuous time frames and/or time constraints and performing duties under short timelines are a common occurrence Ability to lift and carry a minimum of 25lbs. Occasional work outside in inclement weather. Situations may warrant work in disaster field office(s) or a mobile operations center and subject to recall during disasters and other emergencies.

**Conditions of Employment:**

Working Conditions for individuals positions in this classification will vary based on each agency's utilization, essential functions, and the recruitment needs at the time a vacancy is posted. All requirements are submitted to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:**

FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:**

This position is not covered by a collective bargaining agreement.

**Agency Contact Information:**

Wendy Blackwell, (505) 476-9676.

**Link to Agency:**

<http://www.nmdhsem.org/>

**Applicant Help/How to Apply:**

[http://www.spo.state.nm.us/State\\_Employment.aspx](http://www.spo.state.nm.us/State_Employment.aspx)

[Facebook](#)

[LinkedIn](#)

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.spo.state.nm.us>

Job #2018-00031  
MITIGATION SPECIALIST (DHSEM #10108072)  
AS

2600 Cerrillos Road  
Santa Fe, NM 87505

[justin.najaka@state.nm.us](mailto:justin.najaka@state.nm.us)

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### Mitigation Specialist (DHSEM #10108072) Supplemental Questionnaire

- \* 1. Please indicate the highest level of education you have **completed**. If you have responded that you have an education higher than a high school diploma or GED, you must attach a copy of your official/unofficial transcript(s) that clearly state the type of degree and date awarded/conferred, institution name, applicant name and is in a format that cannot be modified (edited). Your application WILL NOT be considered for further review if you have failed to provide this information.
- Eighth Grade
  - Tenth Grade
  - High School Diploma or GED
  - Associates Degree or Technical/Vocational Certificate
  - Bachelors
  - Masters
  - Juris Doctorate
  - Ph.D. / PsyD / Ed.D. / M.D. / D.O. / Doctorate
- \* 2. \*How many years of experience do you have RELATED to the PURPOSE of this position? Please note that the purpose of this position is an extension of the minimum qualifications. Please review both the purpose of position and minimum qualifications before responding to this question. If you worked a part-time position (less than 40 hours a week) please be aware that your experience for this time period will be pro-rated. Additionally, if you have work experience that overlaps, you will only be credited for a maximum of 40 hours per week for that time period. Please note, that only related work experience will be considered.
- None
  - 3 months of experience
  - 6 months of experience
  - 1 year of experience
  - 2 years of experience
  - 3 years of experience
  - 4 years of experience
  - 5 years of experience
  - 6 years of experience
  - 7 years of experience
  - 8 years of experience
  - 9 years of experience
  - 10 years of experience
- \* 3. M40101-795 Do you have experience and education related to State, local community and tribal natural hazard mitigation planning?

Yes No

- \* 4. D10505-505 Do you have experience providing technical assistance in developing and/or implementing natural hazard mitigation plans using the Plan Review Tool and Tribal Crosswalk?

 Yes No

- \* 5. Briefly describe when and how you obtained this experience. Please note if you answered "No" to the previous question, type "n/a" as your response to this question.

- \* 6. D10505-505 Do you have experience interpreting natural hazard mitigation guidelines/regulations and integrating them into a State, local or tribal program?

 Yes No

- \* 7. M40101-795 Do you have experience reading and analyzing grading plans, utility plans, construction drawings, drainage reports or watershed-scale planning documents?

 Yes No

- \* 8. D10505-505 Do you have experience with writing and evaluating grant applications in addition to monitoring and overseeing grants once awarded?

 Yes No

- \* 9. D10505-505 Have you facilitated diverse stakeholders to achieve common goal?

 Yes No

- \* 10. M40101-795 Do you have experience providing technical assistance to applicants

 Yes No

- \* 11. Briefly describe when and how you obtained this experience. Please note if you answered "No" to the previous question, type "n/a" as your response to this question.

- \* 12. M40101-795 Do you have experience working as a team member and your approach to working on a team?

 Yes No

- \* 13. Briefly describe when and how you obtained this experience. Please note if you answered "No" to the previous question, type "n/a" as your response to this question.

- \* 14. I understand that I must attach transcripts if I have certified that I have an education higher than a High School Diploma or GED, which include the date and type of degree awarded, institution name, applicant name and is in a format that cannot be modified (edited).

PLEASE NOTE: Attachments are NOT automatically attached to your application. You will need to select which documents to attach to each application. (The last 15 attachments

uploaded are available for selection).

I understand that my response to the experience question will be confirmed. I have included my related work experience in the Work Experience Section of my application.

I understand that I must complete the Certificates and Licenses section of my application or attach proof of this license/certificate to my application if this position has a statutory requirement.

I understand that my application will not be further considered if I fail to provide this required information and documentation at the time my application is submitted.

I understand

\* Required Question