



The County of San Bernardino
invites application for the position of

Medical Emergency Planning Specialist

Job Number: 15-13087-01

SALARY

\$24.33 - \$33.46 Hourly \$4,217.20 - \$5,799.73 Monthly \$50,606.40 - \$69,596.80 Annually

APPLY BY: 02/13/15 05:00 PM

Applicants are encouraged to apply online: <http://www.sbcounty.gov/hr>

THE POSITION



The **Department of Behavioral Health (DBH)** is recruiting for a **Medical Emergency Planning Specialist** who will function as a community planning/liaison specialist. The incumbent will plan and prepare public and private partners for pandemic events, bio-terrorism attacks, hazardous materials or other natural disasters such as earthquake, wildfire, flood, landslides, and severe weather; develop and maintain plans for the provision of emergency public health care services; and ensure compliance with state and federal guidelines. ***The resulting eligible list may be used to fill future vacancies in DBH and other departments as they occur.***

For more detailed information, refer to the [Medical Emergency Planning Specialist](#) job description.

This opportunity offers highly competitive benefits which include:

- *Medical and dental premium subsidy*
- *Vacation leave - 80 - 160 hours annual*
- *Sick leave - 88 hours annual with unlimited accrual*
- *Perfect Attendance leave - 16 hours or annual gym membership*
- *Holidays - 14 days*
- *Paid Vision insurance for employee*
- *Tuition Reimbursement*
- *Bereavement Leave - 2 days*
- *Dependent Care Assistance Plan*
- *Paid Short-Term Disability Insurance*
- *Retirement Medical Trust Fund (VEBA)*
- *Medical Expense Reimbursement Account (FSA)*
- *Retirement Plan/457 with employer match after one year of service*
- *\$50,000 paid Term Life Insurance with option to purchase additional coverage*

CONDITIONS OF EMPLOYMENT

Travel: Employees in this class will be required to use their personal vehicle to travel to various office locations as needed (*mileage reimbursement is available*). At the time of hire, a valid California driver license and proof of automobile liability insurance must be produced for the individual providing the transportation.

MINIMUM REQUIREMENTS

Education: A Bachelor's degree in Health Science, Public Health, Behavioral Health sciences, Occupational Health and Safety, Industrial Hygiene, Emergency Services, or Public Administration.

-AND-

Experience: Two (2) years of experience in a health care or emergency services program, one (1) year of which must have included program planning, development, implementation and/or evaluation.

Applicants with an equivalent combination of experience and education may be considered.

DESIRED QUALIFICATIONS

The Department of Behavioral Health encourages candidates to apply who possess a master's degree in one of the qualifying fields listed above or who have experience in a behavioral health setting.

SELECTION PROCESS

There will be a **competitive evaluation** of qualifications based upon a review of the Application and the Supplemental Questionnaire. It is to your advantage to provide complete, organized, detailed, and relevant information on the application and in your responses to each item on the supplemental questionnaire. ***Resumes will not be accepted in lieu of the application materials.***

The Human Resources Department reserves the right to modify the examination process in accordance with the Personnel Rules and accepted selection practices.

Applications may be obtained and filed online at: <http://www.sbcounty.gov/hr>
(909) 387-8304 • TTY Users: 711
157 West Fifth Street, 1st Floor, San Bernardino, CA 92415
An Equal Employment Opportunity and ADA Compliant Employer

Issue Date: 1/24/15 AW