



## Howard County Department of Fire and Rescue Services

### General Order 100.02 Organizational Relationships

*Attachment A:  
Support Bureau Position Summary*

**Update 03/03/2021 1500**

## ADMINISTRATIVE SERVICES BUREAU (ASB) Support Position Summary

Update 03/03/2021 1500

This represents the structure as of the date indicated. Position descriptions, position ranks, primary and secondary project assignments, and qualifications are subject to change and re-organization. Not all responsibilities and duties listed.

Functional DFRS Title (Projects Title)	Type	JD Title	Functional JD Title	Current Emp Name	Reports To	Worksite	Primary Projects & Duties	Secondary Projects & Duties
Bureau Chief	Uniformed	Assistant Chief	Bureau Chief	V. Baker	Finance/Admin DC	HQ	<ul style="list-style-type: none"> <li>- Bureau vision, planning, representation, &amp; oversight</li> <li>- Bureau budget development and oversight</li> <li>- Personnel management</li> <li>- Project management oversight</li> <li>- Law Liason</li> </ul>	<ul style="list-style-type: none"> <li>- Human Resources mgmt</li> <li>- DFRS procurement and grants administrator</li> <li>- Contracts administrator</li> <li>- Department counsel</li> </ul>
Professional Standards Officer, Exec BC	Uniformed	Battalion Chief	Professional Standards	J. Carter	Bureau Chief	HQ	<ul style="list-style-type: none"> <li>- Personnel review Case Manager</li> <li>- Professional Standards Policy Development</li> <li>- Volunteer Standards</li> </ul>	<ul style="list-style-type: none"> <li>- Payroll Authorization</li> <li>- Tuition assistance authorizer</li> <li>- Weekly Bureau Report</li> <li>- PAF Authorizer</li> </ul>
Administrative Services Coordinator	Civilian	Admin Analyst II 7003	Administrative Services	T. Sheppard	Bureau Chief	HQ	<ul style="list-style-type: none"> <li>- Promotional process coordination</li> <li>- Human Resources liason</li> <li>- Position requests and job descriptions</li> <li>- Hiring process</li> </ul>	<ul style="list-style-type: none"> <li>- FMLA</li> <li>- HR counsel</li> <li>- Cultural inclusion</li> </ul>
Research Policy and Planning Specialist	Civilian	Admin Analyst I	Research Policy and Planning Specialist	C. Clary	Bureau Chief	HQ	<ul style="list-style-type: none"> <li>- Research</li> <li>- Policy Coordination</li> <li>- ASB Policy Development</li> <li>- Records Retention</li> <li>- PDQ Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>- RIM for ASB</li> <li>- Department COOP coordinator</li> </ul>
Financial Services Manager	Civilian	Fiscal Specialist I	Financial Services Officer	R. Watson	Bureau Chief	HQ	<ul style="list-style-type: none"> <li>- SAP/Quickbooks entry and reconciliation</li> <li>- Employee Inventory</li> <li>- Budget development</li> </ul>	<ul style="list-style-type: none"> <li>- LOSAP Forms</li> <li>- Purchasing Coordinator/liason</li> <li>- Assist with mail</li> </ul>
Payroll Administrator	Civilian	Administrative Assistant	Payroll Manager	T. Jenkins	Bureau Chief	HQ	<ul style="list-style-type: none"> <li>- Payroll Verification/Entry</li> <li>- Overtime Report Development</li> <li>- FMLA Time Keeper portion</li> <li>- EID Corrdinator</li> </ul>	<ul style="list-style-type: none"> <li>- PAF's for various requests</li> <li>- Time loss reports</li> <li>- Assist with mail</li> </ul>
Administrative Assistant	Civilian	Admin Support Tech III	Admin Services	C. Adcock	Bureau Chief	Sta2	<ul style="list-style-type: none"> <li>- Volunteer administrative support</li> <li>- Back up payroll processing</li> </ul>	
Front Officer Customer Service Agent	Civilian	Admin Support Tech II 7450	Admin Services	Vacant Holding	Bureau Chief	HQ	<ul style="list-style-type: none"> <li>- Phone receptionist for 6000</li> <li>- Greet visitors at from desk</li> <li>- Assit with ASB filing</li> <li>- Assist with mail dispersal</li> </ul>	
Front Officer Customer Service Agent	Contract	Admin Services	Admin Services	B. Bright	Bureau Chief	HQ	<ul style="list-style-type: none"> <li>- Phone receptionist for 6000</li> <li>- Greet visitors at from desk</li> <li>- Assit with ASB filing</li> <li>- Assist with mail dispersal</li> </ul>	
Grants and SAP Manager	Civilian	Fiscal Manager I	Grants/SAP Mgr	M. Kordusky	Bureau Chief	HQ	<ul style="list-style-type: none"> <li>- Ensures the Department is Fiscally sound.</li> <li>- Monthly analysis of business areas, expenses, and OT.</li> <li>- Grant application, fund mgmt, &amp; compliance.</li> <li>- SAP data/shopping cart coordination.</li> </ul>	<ul style="list-style-type: none"> <li>- Grant research Grant liason with OEM</li> <li>- Grant budget development</li> <li>- Assist with operating budget development</li> </ul>
Administrative Assistant	Civilian	Admin Support Tech III	Admin Services	K. Harold	Bureau Chief	Sta1	<ul style="list-style-type: none"> <li>- Station Administration (Station 1)</li> <li>- Back up payroll processing</li> </ul>	
Volunteer Budget Coordinator	Civilian	Admin Analyst I	Volunteer Budget Coordinator	R. Pipik	Bureau Chief	HQ	<ul style="list-style-type: none"> <li>- Financial liason between the Dept. &amp; volunteer corps.</li> <li>- Compile monthly vol expense reconciliation.</li> <li>- Review financial admin &amp; budget issues for vol corps.</li> </ul>	<ul style="list-style-type: none"> <li>- Participate in audits</li> <li>- Monitor budget centers</li> <li>- Submit volunteer budget requests</li> </ul>
Administrative Assistant	Contingent	Paraprofessional	Admin Services	P. Thompson	Bureau Chief	Sta6	<ul style="list-style-type: none"> <li>- Station Administration (Station 1)</li> <li>- Back up payroll processing</li> </ul>	

## LOGISTICS BUREAU (Logs) Support Position Summary

Update 03/03/2021 1500

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Functional DFRS Title (Projects Title)	Type	JD Title	Functional JD Title	Current Emp Name	Reports To	Worksite	Primary Projects & Duties	Secondary Projects & Duties
Bureau Chief	Uniformed	Assistant Chief	Bureau Chief	M. LePore	Logistics DC	HQ	<ul style="list-style-type: none"> <li>- Bureau vision, planning, representation, &amp; oversight</li> <li>- Bureau budget development and oversight</li> <li>- Personnel management</li> <li>- Project management oversight</li> </ul>	<ul style="list-style-type: none"> <li>- Policy development</li> <li>- Personnel supervision</li> <li>- Contingency planning</li> <li>- Bureau liaison</li> </ul>
Bureau Admin Support Specialist	Civilian	Admin Analyst I	Admin Analyst I	A. Anuszewski	Bureau Chief	HQ	<ul style="list-style-type: none"> <li>- Process requests for goods and services</li> <li>- Process reimbursements</li> <li>- Bureau SAP super user</li> <li>- FAICS tag mgmt</li> </ul>	<ul style="list-style-type: none"> <li>- Monthly mileage reporting</li> <li>- PDQ records maintenance</li> <li>- RIM Manager</li> <li>- Purchasing/Finance liaison</li> </ul>
Logistics Exec BC	Uniformed	Battalion Chief	Support Services Branch	P. Blaney	Bureau Chief	HQ	<ul style="list-style-type: none"> <li>- Coordinates vehicle procurement</li> <li>- Coordinates vehicle disposal</li> <li>- Assists with vehicle specifications</li> <li>- Risk management liason</li> </ul>	<ul style="list-style-type: none"> <li>- Central Fleet liaison</li> <li>- Replacment planning</li> <li>- EZ Pass coordinator</li> <li>- Liaison with outside vendors</li> </ul>
Ground Support Unit Leader (GSUL)	Uniformed	Fire Captain	Ground Support / Supply Unit Leader	M. Stout	Battalion Chief	PSTC	<ul style="list-style-type: none"> <li>- GSU / Supply management (QM, SCBA, O2)</li> <li>- Annual testing/compliance</li> <li>- Apparatus specification</li> <li>- Rural water supply liaison</li> </ul>	<ul style="list-style-type: none"> <li>- Opticom</li> <li>- SAP shop manager</li> <li>- Project coordination</li> </ul>
Quartermaster	Civilian	Admin Analyst I	Quartermaster	J. McComb	Battalion Chief	Other	<ul style="list-style-type: none"> <li>- Manages QM shop</li> <li>- Compiles reports as needed</li> <li>- Determines stock / supply acquisition</li> <li>- Maintains records of all transactions</li> </ul>	<ul style="list-style-type: none"> <li>- Contracts review</li> <li>- Quality control manager</li> <li>- process control manager</li> <li>- Vendor liaison</li> </ul>
Quartermaster Senior Stores Clerk	Civilian	Senior Stores Clerk	Quartermaster Senior Stores Clerk	D. Hines	Quartermaster	Other	<ul style="list-style-type: none"> <li>- Assist with order intake</li> <li>- Product inventory</li> <li>- Product acquisition</li> <li>- SAP clerk H19</li> </ul>	
Supply Unit Assistant	Contingent	Contingent Professional	Supply Unit	S. Sharpe	Quartermaster	Other	<ul style="list-style-type: none"> <li>- Assist with order intake</li> <li>- Process internal orders</li> <li>- Manage ID program</li> </ul>	
Ground Support - Shop Coordinator	Uniformed	Fire Lieutenant	Ground Support - Shop Coordinator	C. Alliger	Captain, GSUL	PSTC	<ul style="list-style-type: none"> <li>- Maintain and service equipment</li> <li>- Schedule testing of all equipment</li> <li>- Coordinate apparatus movement</li> <li>- Inventory maintenance</li> </ul>	<ul style="list-style-type: none"> <li>- Supply acquisition</li> </ul>
Ground Support Unit Technician	Contingent	Contingent Professional	Ground Support Unit	Vacant Holding	Captain, GSUL	PSTC	<ul style="list-style-type: none"> <li>- Equipment maintenance</li> <li>- Apparatus relocation</li> <li>- Snow removal</li> </ul>	<ul style="list-style-type: none"> <li>- Testing</li> <li>- Cistern maintenance</li> </ul>
Ground Support Unit Technician	Contingent	Contingent Professional	Ground Support Unit	Vacant Holding	Captain, GSUL	PSTC	<ul style="list-style-type: none"> <li>- Apparatus relocation</li> <li>- Snow removal</li> <li>- Cistern maintenance</li> </ul>	
Ground Support - Reserve Equip Mgr	Uniformed	Firefighter HVO	Ground Support - Reserve Equip Mgr	L. Yates	Lieutenant, GSSC	PSTC	<ul style="list-style-type: none"> <li>- Apparatus relocation</li> <li>- Undercarriage wash program</li> <li>- Vehicle marking</li> <li>- Snow removal</li> </ul>	
Ground Support - Vehicle Coordinator	Uniformed	Firefighter	Ground Support - Vehicle Coordinator	B. Floyd	Lieutenant, GSSC	Other	<ul style="list-style-type: none"> <li>- Shop liaison</li> <li>- Snow removal</li> <li>- Apparatus relocation</li> <li>- Imaint reporting</li> </ul>	
SCBA Maintenance Coordinator	Civilian	Operations Leader I	Support Unit - SCBA Maint Coord	T. Gajewski	Captain, GSUL	Other	<ul style="list-style-type: none"> <li>- SCBA program management</li> <li>- SCBA maintenance</li> <li>- SCBA records management</li> <li>- Compressor maintenance</li> </ul>	
SCBA Maintenance Technician	Civilian	Operations Technician I 7550	Support Unit - SCBA Maint Tech	VACANT	Captain, GSUL	Other	<ul style="list-style-type: none"> <li>- SCBA maintenance</li> <li>- SCBA records management</li> <li>- Compressor maintenance</li> </ul>	

Supply Unit Assistant	Civilian	Senior Stores Clerk	Supply Unit	R. Alves	Quartermaster	Other	<ul style="list-style-type: none"> <li>- Assist with order intake</li> <li>- Process internal orders</li> <li>- Stock</li> </ul>	
MOGS/FOGS Technician	Civilian	Operations Leader I	MOGS/FOGS Tech	C. Sherman	Captain, GSUL	Other	<ul style="list-style-type: none"> <li>- Generate, fill/refill cylinders</li> <li>- Distribution of medical grade O2</li> </ul>	- Assist with Logistics duties as needed
Logistics Special Projects Officer	Uniformed	Fire Captain	Logistics/Special Projects	Vacant Holding	Bureau Chief	Other	<ul style="list-style-type: none"> <li>- Facility maintenance coordinator</li> <li>- Contracts analysts</li> <li>- Quality control manager</li> <li>- Scheduling coordinator</li> </ul>	
Logistics Special Projects Assistant	Uniformed	Fire Lieutenant	Logistics/Special Projects	D. McKay	Captain, Logs/Spec Proj	Other	<ul style="list-style-type: none"> <li>- Contract review</li> <li>- Capital projects review</li> <li>- Special projects</li> </ul>	
Mail Carrier	Contingent	Contingent Professional	Services - Mail Carrier	Vacant Holding	Battalion Chief	HQ	<ul style="list-style-type: none"> <li>- Mail delivery</li> </ul>	

**EMERGENCY SERVICES BUREAU (ESB) Support Position Summary**

Update 03/03/2021 1500

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Functional DFRS Title (Projects Title)	Type	JD Title	Functional JD Title	Current Emp Name	Reports To	Worksite	Primary Projects & Duties	Secondary Projects & Duties
Bureau Chief	Uniformed	Assistant Chief	Bureau Chief	S. Alliger	Operations DC	HQ	<ul style="list-style-type: none"> <li>- Bureau vision, planning, representation, &amp; oversight</li> <li>- Bureau budget development and oversight</li> <li>- Personnel management</li> <li>- Project management oversight</li> </ul>	<ul style="list-style-type: none"> <li>- TEMS program management</li> <li>- UASI special operations committee</li> <li>- Operations command group</li> </ul>
Billing Program Manager	Civilian	Senior Analyst	Billing Program Manager	T. Bailey	Bureau Chief	HQ	<ul style="list-style-type: none"> <li>- Manage the EMS Reimbursement Office functions</li> <li>- Manage relationship with billing contractor</li> <li>- Develop, maintain, and monitor polices and procedures</li> <li>- Supervise staff</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure program compliance with legal and regulatory requirements</li> <li>- Patient advocate</li> <li>- Interface with internal/external stakeholders</li> <li>- Design, develop, and assist delivery of public information initiatives</li> </ul>
Billing Program Fiscal Specialist	Civilian	Fiscal Specialist II 7448	Billing Program Fiscal Specialist	Vacant Holding	Billing Program Mgr	HQ	<ul style="list-style-type: none"> <li>- Execute billing transactions</li> <li>- Maintain detailed records for accounts receivables</li> <li>- Produce reports</li> <li>- Interface with internal/external stakeholders</li> </ul>	
Bureau Admin Support Specialist	Civilian	Admin Aide	Admin Aide ESB	T. Namie	Bureau Chief	HQ	<ul style="list-style-type: none"> <li>- Bureau budget and accounts payable tracking</li> <li>- Bureau admin support</li> <li>- Bureau records mgmt to include RIM</li> <li>- Subpeona distribution coordinator</li> </ul>	<ul style="list-style-type: none"> <li>- Processing of official Leave</li> <li>- Department Notary</li> <li>- Office supply mgmt</li> <li>- Freedom of Information requests</li> </ul>
Fire & Rescue Exec BC	Uniformed	Battalion Chief	Fire & Rescue Exec BC	E. Shilling	Bureau Chief	HQ	<ul style="list-style-type: none"> <li>- Field BC liaison</li> <li>- Field personnel staffing administrator</li> <li>- Field annual leave coordinator</li> </ul>	<ul style="list-style-type: none"> <li>- Field BC meeting coordination</li> <li>- Personnel evaluations</li> <li>- Operational GO development</li> </ul>
Fire and Rescue Support Officer	Uniformed	Fire Captain	Fire and Rescue Staff Captain	J. Singletary	BC/Supp	HQ	<ul style="list-style-type: none"> <li>- Special events coordinator</li> <li>- Staffing analysis reporting</li> <li>- County Volunteer program manager</li> <li>- Bike Team Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>- Moving violations coordiantor</li> </ul>
Emergency Services and Staffing Analyst	Civilian	Tech Serv Sup Specialist III	Analyst ESB	M. Hussle	BC/Supp	HQ	<ul style="list-style-type: none"> <li>- Telestaff system administrator</li> <li>- Field staffing actions coordination</li> <li>- RIM records retention committee</li> <li>- Staffing system training delivery</li> </ul>	<ul style="list-style-type: none"> <li>- Department Telestaff Workforce Payroll program -integration</li> </ul>
Special Ops Exec BC	Uniformed	Battalion Chief	Special Ops Exec BC	S. Hardesty	Bureau Chief	HQ	<ul style="list-style-type: none"> <li>- Special Operations team leader</li> <li>- UASI US&amp;R point of contact</li> <li>- UASI hazmat county representative</li> <li>- EOC fire dept liaison</li> </ul>	<ul style="list-style-type: none"> <li>- LEPC &amp; EMOG representative</li> <li>- Special Operations purchases</li> <li>- Special Operations training budget</li> <li>- Secondary EMOG representative</li> </ul>
Special Ops Support Officer	Uniformed	Fire Captain	Special Ops Staff Captain	John Zour	BC/SO	Sta10	<ul style="list-style-type: none"> <li>- Special Operations cert training</li> <li>- SO skills enhancement (recert) development</li> <li>- SO equipment R&amp;D</li> <li>- SO assistant team leader</li> </ul>	<ul style="list-style-type: none"> <li>- Assist E&amp;T in rescue training delivery</li> <li>- MICRB Level II Instructor certification</li> <li>- Special Ops TOG maintenance</li> </ul>
Emergency Medical Services Exec BC	Uniformed	Battalion Chief Paramedic	Emergency Medical Services Exec BC	D. Sabat	Bureau Chief	HQ	<ul style="list-style-type: none"> <li>- EMS operations administrator</li> <li>- QA program administrator</li> <li>- County Rep UASI Health &amp; Medical committee</li> <li>- EMS operational orders management</li> </ul>	<ul style="list-style-type: none"> <li>- CISM MIH Billing program management</li> <li>- HCGH liaison (STEMI/Stroke)</li> <li>- MIEMSS region III representative (Comm)</li> <li>- MAB program manager</li> </ul>
EMS Suport Officer, Infection Control Officer	Uniformed	Fire Captain Paramedic	Infection Control Officer	E. Cohn	BC/EMS	HQ	<ul style="list-style-type: none"> <li>- Infection Control Officer</li> <li>- CISM program administration</li> <li>- QA officer</li> <li>- Narcotics program management</li> </ul>	<ul style="list-style-type: none"> <li>- MIEMSS ambo inspections (VAIP)</li> <li>- Ambulance specs committee ESB rep</li> <li>- HoCo gov vulnerable adults</li> <li>- Liaison with health dept</li> </ul>
eMeds and Preplan Administrator	Uniformed	Lieutenant Temp a FF Position (ESB 2018-12-11)	eMeds and Preplan Administrator	V. Conner	BC/EMS	HQ	<ul style="list-style-type: none"> <li>- EMS documentation program mangement</li> <li>- Building preplan program coordinator</li> <li>- CommandScope system administrator</li> <li>- eMeds system administrator</li> </ul>	
Quality Assurance Officer	Civilian	Admin Analyst	Quality Assurance Officer	K. Rubach	BC/EMS	HQ	<ul style="list-style-type: none"> <li>- Conduct PCR review and analysis</li> <li>- Generate feedback for providers and management</li> <li>- Recommend improvement strategies and training programs</li> <li>- Coordinate QA programs with field supervisors, ESB, and OMD</li> </ul>	<ul style="list-style-type: none"> <li>- Oversee QA/QI records management</li> <li>- Ensure compliance with MIEMSS, state, and local statute</li> <li>- Conduct audits to assess quality of care</li> </ul>
MIH Coordinator	Uniformed	Firefighter Paramedic	MIH Coordinator	C. Castro	BC/EMS	HQ	<ul style="list-style-type: none"> <li>- Plan, design, develop and manage County MIH program</li> <li>- Coordinate internal elements of the MIH program</li> <li>- Coordinate external elements with interagency partners</li> <li>- Participate on interagency groups and task forces</li> </ul>	<ul style="list-style-type: none"> <li>- Establish strategic relationships with public and private entities</li> <li>- Monitor EMS system and MIH service performance</li> <li>- Coordinate and conduct patient visits and MIH care delivery</li> <li>- Develop policies and procedures related to MIH</li> </ul>

**OFFICE OF FIRE MARSHAL (OFM) Support Position Summary**

Update 03/03/2021 1500

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Functional DFRS Title (Projects Title)	Type	JD Title	Functional JD Title	Current Emp Name	Reports To	Worksite	Primary Projects & Duties	Secondary Projects & Duties
Bureau Chief	Uniformed	Assistant Chief Paramedic	Bureau Chief	T. Concha	Operations DC	HQ	- Bureau vision, planning, representaiton, & oversight - Bureau budget development and oversight - Personnel management - Project management oversight	- County Fire Marshal - BRIMT Team Leader - Dept legislative representative in Annapolis - County development plans review oversight
OFM Executive BC	Uniformed	Battalion Chief Paramedic	Code Enforcement & Investigations	J. Clancy	Bureau Chief	HQ	- Inspection program oversight - Fire Investigation & HCPD Liaison - Fire Marshals SubCommittee Representative - Electronic reporting oversight for bureau	- RIM - Backup Fire Investigator - Manage Inquiries/complaints
Bureau Admin Support Specialist	Civilian	Administrative Aide	OFM Support	R. Kelly	Bureau Chief	HQ	- Bureau budget and accounts payable tracking - Bureau admin support - Bureau records mgmt to include RIM - Accounts receivable for inspections	- Secretary, MD State Fire Marshals Sub-Comm - Recreational burn permits - Freedom of Information requests - Emergency Building Coordinator
Code Development & Plans Review Specialist	Contingent	Contingent Professional	OFM Research	C. Ridgely	Bureau Chief	HQ	- Amending the fire code - Initial plans reviewer - Code reasearch - Pdox (plans review) software administrator	
Fire Investigations Officer	Uniformed	Captain	Investigations	M. Plumer	Battalion Chief	Other	- Fire Investigator schedule oversight - Fire investigation - Law Enforcement FI - Juvenile Fire Setter program oversight	- IT research for the Bureau - Produces internal Reports for the Bureau - 17.105 and 17.106 complaints - 4 Pyrotechnics
Fire & Explosive Investigations Officer	Uniformed	Lieutenant Paramedic	Investigations	K. Frizzell	Captain, Investigations	Other	- Fire investigations - Oversees explosives & fireworks - On call fire marshal - Fire inspections	- Audio/Visual equipment for bureau
Fire Investigations Officer	Uniformed	Lieutenant	Investigations	K. Hubbard	Captain, Investigations	Other	- Fire investigations - Fire inspections - Juvenile fire setter coordinator - On call fire marshal	- Support canine program (past handler)
Fire Investigator & Canine Officer	Uniformed	Captain	Investigations K-9	C. Matthews	Battalion Chief	Other	- Fire investigations - Canine handler - Fire inspections - On call fire marshal	- Assist with Juvenile Fire Setter program
Fire Investigator & Background Specialist	Uniformed	Lieutenant	Investigations	VACANT	Captain, Investigations	Other	- Fire Investigations - Fire Inspector - Department Background checks - On Call Fire Marshal	- Bureau apparatus management
Code Enforcement & Hazmat Inspections	Uniformed	Lieutenant (Temp as a FF)	Code Enforcement	C. McClintock	Captain, Code Enforcement	Other	- Fire inspections - Hazmat Facility inspections - Hazmat Permitting - Liaison with ESB for HM Pre plans	- Special Events Inspections
Fire Investigator & Code Enforcement Specialist	Uniformed	Firefighter	Code Enforcement & Investigations	C. Leonard	Capt, Code Enforcement	Other	- Fire inspections - Fire investigations - Liaison with fire protection community - Training Coordinator for the Bureau	- Mobile Eyes system coordinator - Hazmat inspections - Liqour license enforcement (HCPD Det) - Knox Box system coordinator
Code Enforcement Officer	Uniformed	Captain	Code Enforcement	K. Panizari	Battalion Chief	Other	- Fire inspections - Coordinate fire prevention activities - Supervises uniform inspection program - Special hazards	- Accela (DILP Inspections software)
Code Enforcement & Contingent Programs Officer	Uniformed	Lieutenant	Code Enforcement	A. Breznak	Capt, Code Enforcement	Other	- Fire & life safety inspections - HCPSS liaison - Fire lane enforcement - Supervises the contingent inspectors	- Special Events inspection coordinator
Fire Code Enforcement Specialist	Uniformed	Lieutenant	Code Enforcement	J. Shim	Capt, Code Enforcement	Other	- Fire inspections - Mobile home park inspections - Knox box coordinator - Supervise fire drills	

Contingent Fire Inspector & Code R&D Specialist	Contingent	Contingent Professional	Fire Inspector	C. Brown	Lt/Code Enforcement	HQ	<ul style="list-style-type: none"> <li>- Code research and development</li> <li>- Crowd Manager program</li> <li>- Internet fire code inquiry/complaints</li> <li>- Capacity ratings</li> </ul>	<ul style="list-style-type: none"> <li>- Fire inspections</li> <li>- Assisted living education program</li> <li>- Liquor license inspections</li> </ul>
Contingent Fire Inspector	Contingent	Contingent Professional	Fire Inspector	D. Heath	Lt/Code Enforcement	HQ	<ul style="list-style-type: none"> <li>- Fire inspections</li> <li>- Eastern county and Route 1 inspections</li> </ul>	
Contingent Fire Inspector	Contingent	Contingent Professional	Fire Inspector	N. Myers	Lt/Code Enforcement	HQ	<ul style="list-style-type: none"> <li>- Fire inspections</li> <li>- Private school inspector</li> <li>- Day care center inspector</li> </ul>	
Contingent Fire Inspector	Contingent	Contingent Professional	Fire Inspector	E. Randall	Lt/Code Enforcement	HQ	<ul style="list-style-type: none"> <li>- Fire inspections</li> <li>- Day care home inspections coordinator</li> <li>- Daycare centers and private schools</li> </ul>	
Contingent Fire Inspector	Contingent	Contingent Professional	Fire Inspector	A. Magnus	Lt/Code Enforcement	HQ	<ul style="list-style-type: none"> <li>- Fire inspections</li> <li>- Columbia Mall &amp; Town Center</li> <li>- Central county area inspections</li> <li>- Cold weather shelters</li> </ul>	
Contingent Fire Inspector	Contingent	Contingent Professional	Fire Inspector	R. Robey	Lt/Code Enforcement	HQ	<ul style="list-style-type: none"> <li>- Fire inspections</li> <li>- Ellicott City &amp; western county inspections</li> </ul>	
Contingent Fire Inspector	Contingent	Contingent Professional	Fire Inspector	G. Paige	Lt/Code Enforcement	HQ	<ul style="list-style-type: none"> <li>- Fire inspections</li> <li>- Health care inspector</li> <li>- Assisted living facility inspector</li> </ul>	
Contingent Fire Inspector	Contingent	Contingent Professional	Fire Inspector	B. Bennett	Lt/Code Enforcement	HQ	<ul style="list-style-type: none"> <li>- Fire inspections</li> </ul>	
Contingent Fire Inspector	Contingent	Contingent Professional	Fire Inspector	T. Hoffman	Lt/Code Enforcement	HQ	<ul style="list-style-type: none"> <li>- Fire inspections</li> </ul>	
Contingent Fire Inspector	Contingent	Contingent Professional	Fire Inspector	B. Gearhart	Lt/Code Enforcement	HQ	<ul style="list-style-type: none"> <li>- Fire inspections</li> <li>- Eastern county and Route 1 inspections</li> </ul>	

## BUREAU OF OCCUPATIONAL HEALTH & SAFETY (BOSH) Support Position Summary

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Bureau Chief	Uniformed	Assistant Chief	Bureau Chief Safety and Health Officer	Vacant Holding	Plans DC	HQ	<ul style="list-style-type: none"> <li>- Bureau vision, planning, representation, &amp; oversight</li> <li>- Bureau budget development and oversight</li> <li>- Personnel management</li> <li>- Project management oversight</li> </ul>	<ul style="list-style-type: none"> <li>- Department Safety Officer</li> <li>- Primary BOSH liaison</li> <li>- OSH program approval &amp; oversight</li> </ul>
Risk Mgmt Analyst & Programs Administrator	Civilian	Senior Admin Analyst	Risk Mgmt Analyst & Programs Admin	K. Derthick	Bureau Chief	HQ	<ul style="list-style-type: none"> <li>- Risk management program manager</li> <li>- RM outreach programs delivery</li> <li>- RM tracking programs mgmt</li> <li>- IndustrySafe Administrator</li> </ul>	<ul style="list-style-type: none"> <li>-</li> <li>-</li> <li>-</li> <li>-</li> </ul>
Bureau Admin Support Specialist	Civilian	Admin Aide	Bureau support	H. Hause	Bureau Chief	HQ	<ul style="list-style-type: none"> <li>- Bureau budget and accounts payable tracking</li> <li>- Bureau admin support</li> <li>- Bureau records mgmt to include RIM</li> <li>- Medical exam scheduling coordination</li> </ul>	<ul style="list-style-type: none"> <li>- Assist with bureau task tracking</li> <li>- Office supply mgmt</li> </ul>
Safety Programs Officer, Exec BC	Uniformed	Battalion Chief	Occupational Safety and Health	M. Stoner	Bureau Chief	HQ	<ul style="list-style-type: none"> <li>- Safety programs mgmt</li> <li>- OSH committee mgmt</li> <li>- Safety event review/investigation mgmt</li> <li>- Program development</li> <li>- Medical programs mgmt</li> <li>- OSHA log reporting</li> <li>- Work status restriction and modified duty mgmt</li> <li>- Infection Control Support Officer</li> </ul>	<ul style="list-style-type: none"> <li>- Liaison for ESB and Field Safety Officers</li> <li>- Assists with bureau reporting</li> <li>- Paramedic Program Director/Accreditation SME</li> <li>- Bureau rep and POC as needed</li> <li>- Liaison to occ med providers</li> <li>- EMS Support Officer</li> <li>- Assist with Safety Event Reviews/Investigations</li> <li>-</li> </ul>
Health & Wellness Officer	Uniformed	Captain Paramedic	Health & Wellness Officer	S. Ruehl	Battalion Chief	HQ	<ul style="list-style-type: none"> <li>- Behavioral Health Program Coordinator</li> <li>- Health/Wellness Program Coordinator</li> <li>- Program Education Coordinator -Tracking -Research</li> <li>- Stakeholder Liaison</li> </ul>	<ul style="list-style-type: none"> <li>- Peer Support (CISM) Team Leader</li> <li>- Bureau Program Coordinator</li> <li>- Peer Fitness Manager</li> <li>- CPAT Management</li> </ul>
Health and Wellness Coordinator	Uniformed	Lieutenant	Health and Wellness Coordinator	J. Jacobson	Captain	HQ		
Occupational Programs Coordinator	Uniformed	Firefighter	Occupational Programs Coordinator	P. Huang	Lieutenant	HQ		
Standards and OSHA Compliance Officer	Civilian	Admin Analyst I 7043	Standards and OSHA Compliance Officer	VACANT	Battalion Chief	HQ	<ul style="list-style-type: none"> <li>- Audit compliance with established standards &amp; policy</li> <li>- Produce reports</li> </ul>	



## BUREAU OF TECHNOLOGY SERVICES (BOTS) Support Position Summary

Update 03/03/2021 1500

This represents the structure as of the date indicated. Position descriptions, position ranks, primary and secondary project assignments, and qualifications are subject to change and re-organization. Not all responsibilities and duties listed.

Functional DFRS Title (Projects Title)	Type	JD Title	Functional JD Title	Current Emp Name	Reports To	Worksite	Primary Projects & Duties	Secondary Projects & Duties
Chief Technology Officer	Civilian	IT Manager	Chief Technology Officer	S. Wilson	Plans DC	HQ	<ul style="list-style-type: none"> <li>- Bureau vision, planning, representation, &amp; oversight</li> <li>- Bureau budget development and oversight</li> <li>- Personnel management</li> <li>- Project management oversight</li> </ul>	<ul style="list-style-type: none"> <li>- Coordinate with DTCS &amp; other county agencies</li> <li>- Plan, develop, and manage technology solutions</li> </ul>
Bureau Admin Support Specialist	Civilian	Admin Aide	Helpdesk and Admin Aide	D. Goddard	CTO	HQ	<ul style="list-style-type: none"> <li>- Bureau phone presence</li> <li>- HelpDesk phone presence</li> <li>- SAP management</li> <li>- Comcast account management</li> </ul>	<ul style="list-style-type: none"> <li>- Bureau budget and accounts payable tracking</li> <li>- Bureau admin support</li> <li>- Bureau records mgmt to include RIM</li> <li>- User password and email group management</li> </ul>
IT Manager	Civilian	Tech Serv Sup Specialist IV	Deputy Chief Technology Officer	T. Lang	CTO	HQ	<ul style="list-style-type: none"> <li>- Manage IT operations</li> <li>- Advanced troubleshooting / support</li> <li>- Maintain server and network infrastructure</li> <li>- IT project management</li> </ul>	<ul style="list-style-type: none"> <li>- Maintain the EMD server/client software and the Aqua program</li> <li>- Coordinate with Public Safety Group on 911 IT hardware and software</li> </ul>
Technical Support Specialist	Civilian	Tech Serv Specialist II	Helpdesk Manager and End User Support	M. Saunders	CTO	HQ	<ul style="list-style-type: none"> <li>- Manage IT Helpdesk</li> <li>- Maintain Hardware Inventory</li> <li>- Desktop / MDT / User Support</li> <li>- Comms &amp; technology projects</li> </ul>	<ul style="list-style-type: none"> <li>- BOTS helpdesk response</li> </ul>
Comms Liaison Supervisor	Uniformed	Captain Paramedic	Captain Liaison to Comms	G. Burns	CTO	Comm Ctr	<ul style="list-style-type: none"> <li>- Operational Comms liaison (Center staff, Radio Shop)</li> <li>- CAD database mgmt (deployments, users, units)</li> <li>- ProQA determinant mgmt</li> <li>- Station / personnel alerting management</li> </ul>	<ul style="list-style-type: none"> <li>- Comms &amp; technology projects</li> <li>- BOTS helpdesk response</li> </ul>
Fire CAD/RMS Administrator	Civilian	Tech Serv Specialist II	RMS Administrator and Project Manager	R. Wilson	Captain, Comms	HQ	<ul style="list-style-type: none"> <li>- Comms &amp; Technology Project Management</li> <li>- Technical Comms liaison (DTCS, GIS)</li> <li>- GIS report development</li> <li>- CAD database mgmt (deployments, users, units)</li> </ul>	<ul style="list-style-type: none"> <li>- Maintain software inventory</li> <li>- BOTS helpdesk response</li> </ul>
Communications Liaison	Uniformed	Lieutenant	Lt. Liaison to Comms	K. Cugle	Captain, Comms	Comm Ctr	<ul style="list-style-type: none"> <li>- Mobile data hardware installer</li> <li>- MDT support</li> <li>- Comms &amp; technology projects</li> </ul>	<ul style="list-style-type: none"> <li>- BOTS helpdesk response</li> </ul>

## OFFICE OF EMERGENCY MANAGEMENT (OEM) Support Position Summary

Update 03/03/2021 1500

This represents the structure as of the date indicated. Position descriptions, position ranks, primary and secondary project assignments, and qualifications are subject to change and re-organization. Not all responsibilities and duties listed.

Functional DFRS Title (Projects Title)	Type	JD Title	Functional JD Title	Current Emp Name	Reports To	Worksite	Primary Projects & Duties	Secondary Projects & Duties
Director of OEM	Civilian	Administrator	Director of OEM	M. Hinson	Fire Chief	EOC	<ul style="list-style-type: none"> <li>- Office vision, planning, representation, &amp; oversight</li> <li>- Office budget development and oversight</li> <li>- Personnel management</li> <li>- Project management oversight</li> </ul>	<ul style="list-style-type: none"> <li>- UASI Fiscal &amp; Budget Committee</li> <li>- On-call emergency manager</li> <li>- OEM grants management</li> <li>- Agency liaison</li> </ul>
Deputy Director, OEM	Civilian	Assistant Administrator 7396	Deputy Director, OEM	M. Bernadzikowski	Director, OEM	EOC	<ul style="list-style-type: none"> <li>- OEM operations supervision</li> <li>- OEM planning supervision</li> <li>- Staff supervision</li> <li>- OEM training &amp; exercise supervision</li> </ul>	<ul style="list-style-type: none"> <li>- On-call emergency manager</li> <li>- UASI regional recovery committee chairman</li> <li>- UASI training and exercise committee</li> <li>- Agency liaison</li> </ul>
OEM Operations Specilaist	Uniformed	Lieutenant (Temp filled as FF as of 2020)	OEM Operations	A. Bright	Director, OEM	EOC	<ul style="list-style-type: none"> <li>- Command Unit program manager</li> <li>- OEM logistics manager</li> <li>- EOC Program Manager</li> <li>- OEM Fleet Manager</li> </ul>	<ul style="list-style-type: none"> <li>- On-call emergency manager</li> <li>- UASI interoperability communications comm</li> <li>- RACES coordinator</li> <li>- Agency liaison</li> </ul>
Emergency Mgmt Specialist	Civilian	Senior Admin Analyst	Senior Emergency Mgmt Specialist	VACANT	Deputy Director, OEM	EOC	<ul style="list-style-type: none"> <li>- OEM plans manager</li> <li>- OEM public outreach manager</li> <li>- Accreditation manager</li> <li>- OEM planner</li> </ul>	<ul style="list-style-type: none"> <li>- On-call emergency manager</li> <li>- UASI regional evacuation committee</li> <li>- UASI emergency management committee</li> <li>- Agency liaison</li> </ul>
Emergency Mgmt Specialist	Civilian	Admin Analyst II	Emergency Mgmt Specialist	T. Talay	Deputy Director, OEM	EOC	<ul style="list-style-type: none"> <li>- OEM long term projects manager</li> <li>- OEM grants manager</li> <li>- OEM planner</li> <li>- OEM budget/finance</li> </ul>	<ul style="list-style-type: none"> <li>- On-call emergency manager</li> <li>- UASI Fiscal &amp; Budget committee</li> <li>- Agency liaison</li> </ul>
Administrative Support Specialist	Civilian	Admin Aide	Admin Support (Grant Funded)	Vacant Holding	Deputy Director, OEM	EOC	<ul style="list-style-type: none"> <li>- Critical infrastructure program manager</li> <li>- Continuity programs manager</li> <li>- Resiliency program manager</li> <li>- OEM planner</li> </ul>	<ul style="list-style-type: none"> <li>- On-call emergency manager</li> <li>- Anti-Terrorism Advisory Council</li> <li>- Resiliency committee chairman</li> <li>- Agency liaison</li> </ul>
Emergency Mgmt Specialist	Civilian	Admin Analyst II 7456	Emergency Mgmt Specialist	Vacant Holding	Deputy Director, OEM	EOC	<ul style="list-style-type: none"> <li>- Aide to Director</li> <li>- Correspondence manager</li> <li>- Calendar manager</li> <li>- Social media</li> </ul>	<ul style="list-style-type: none"> <li>- OEM special projects</li> </ul>
Emergency Mgmt Specialist	Civilian	Admin Analyst II	Emergency Mgmt Specialist	K. Canady	Deputy Director, OEM	EOC	<ul style="list-style-type: none"> <li>- Correspondence manager</li> <li>- Calendar manager</li> <li>- Social media</li> </ul>	<ul style="list-style-type: none"> <li>- OEM special projects</li> </ul>
OEM Operations Specilaist	Contingent	Contingent Professional	OEM Operations	R. Philips	Deputy Director, OEM	EOC	<ul style="list-style-type: none"> <li>- Public outreach coordination</li> <li>- Outside training coordination</li> <li>- OEM logistics</li> <li>- OEM special projects</li> </ul>	
Emergency Mgmt Planner	Contract	CHHS Contract	Emergency Mgmt Planner	S. Durbin	Senior Emergency Mgmt Specialist	EOC	<ul style="list-style-type: none"> <li>- Duties of vacant Admin Aide</li> <li>- Key officials list program manager</li> </ul>	
Emergency Mgmt Planner	Contract	CHHS Contract	Emergency Mgmt Planner	Vacant Holding	Senior Emergency Mgmt Specialist	EOC	<ul style="list-style-type: none"> <li>- Regional planning</li> <li>- County recovery framework</li> </ul>	

## Office of the Fire Chief (OFC) Support Position Summary

Update 03/03/2021 1500

This represents the structure as of the date indicated. Position descriptions, position ranks, primary and secondary project assignments, and qualifications are subject to change and re-organization. Not all responsibilities and duties listed.

Functional DFRS Title (Projects Title)	Type	JD Title	Functional JD Title	Current Emp Name	Reports To	Worksite	Primary Projects & Duties	Secondary Projects & Duties
Fire and EMS Chief	Uniformed	Chief, Fire and Rescue	Interim Chief, Fire and Rescue	W. Anuszewski	CAO	HQ	<ul style="list-style-type: none"> <li>- Dept vision, planning, representation, oversight</li> <li>- Appointing and jurisdictional authority</li> <li>- OFC oversight</li> <li>- Organizational policy and direction</li> </ul>	<ul style="list-style-type: none"> <li>- Liaison County Admin</li> <li>- Local, regional, and national integration</li> <li>- Emergency Management oversight</li> <li>- Public interface</li> </ul>
Department Planning Officer	Uniformed	Deputy Chief Paramedic	Department Planning Officer, Office of the Fire Chief	J. Jerome	Fire Chief	HQ	<ul style="list-style-type: none"> <li>- Oversight for BOTS, BOSH, Planning/Analysis, OMD</li> <li>- Resource projections related to budget</li> <li>- Strategic planning and analysis oversight</li> <li>- Acting Fire Chief &amp; OFC event support as needed</li> </ul>	<ul style="list-style-type: none"> <li>- Oversight for other bureaus</li> <li>- Official Leave request oversight</li> <li>- Special Order oversight</li> <li>- Local and regional integration</li> </ul>
Department Operations Officer	Uniformed	Deputy Chief Paramedic	Department Operations Officer, Office of the Fire Chief	G. Wallace	Fire Chief	HQ	<ul style="list-style-type: none"> <li>- Oversight for ESB, OFM, Volunteer Corporations</li> <li>- Significant current operational issue resolution</li> <li>- Operational policy development oversight</li> <li>- Acting Fire Chief &amp; OFC event support as needed</li> </ul>	<ul style="list-style-type: none"> <li>- Oversight for other bureaus</li> <li>- Official Leave request oversight</li> <li>- Special Order oversight</li> <li>- Local and regional integration</li> </ul>
Department Logistics Officer	Uniformed	Deputy Chief	Department Logistics Officer, Office of the Fire Chief	Vacant Holding	Fire Chief	HQ	<ul style="list-style-type: none"> <li>- Oversight for COMA, LOGS, OEM</li> <li>- Construction &amp; facility project coordination</li> <li>- Significant emergency management issue resolution</li> <li>- Acting Fire Chief &amp; OFC event support as needed</li> </ul>	<ul style="list-style-type: none"> <li>- Oversight for other bureaus</li> <li>- Official Leave request oversight</li> <li>- Special Order oversight</li> <li>- Local and regional integration</li> </ul>
Department Administrative Services Officer	Uniformed	Deputy Chief Paramedic	Department Administrative Services Officer, Office of the Fire Chief	R. Smeltzer	Fire Chief	HQ	<ul style="list-style-type: none"> <li>- Oversight for ASB, E&amp;T</li> <li>- Oversight for Department training plan</li> <li>- Administrative policy development oversight</li> <li>- Acting Fire Chief &amp; OFC event support as needed</li> </ul>	<ul style="list-style-type: none"> <li>- Oversight for other bureaus</li> <li>- Official Leave request oversight</li> <li>- Special Order oversight</li> <li>- Local and regional integration</li> </ul>
Executive Assistant to the Fire Chief	Civilian	Assistant Administrator	Executive Assistant, Office of the Fire Chief	C. Beatty	Fire Chief	HQ	<ul style="list-style-type: none"> <li>- Strategic project development</li> <li>- Fire Chief schedule and administrative support</li> <li>- OFC services coordination</li> <li>- OFC event planning and mgmt</li> </ul>	<ul style="list-style-type: none"> <li>- OFC budget and accounts payable tracking</li> <li>- OFC records mgmt to include RIM</li> <li>- Deputy Chief and OFC admin support</li> <li>- DC and Acting FC schedule integration</li> </ul>
Data Analysis Manager	Civilian	Admin Analyst II	Data Analysis Mgr, Office of the Fire Chief	D. Goodwin	Planning DC	HQ	<ul style="list-style-type: none"> <li>- Research/analysis report development</li> <li>- Performance measures development process</li> <li>- Results Scorecard system admin</li> <li>- Business intelligence systems development</li> </ul>	<ul style="list-style-type: none"> <li>- Data research and compilation</li> </ul>
Administrative Assistant	Civilian	Admin Tech III	Administrative Assistant, Office of the Fire Chief	Vacant Holding	Executive Assistant	HQ	<ul style="list-style-type: none"> <li>- Administrative support for the office of the Fire Chief</li> <li>- Oversees the Official Leave paperwork process</li> <li>- Processes leave donation spreadsheet/paperwork</li> <li>- Maintains schedules and calendars</li> </ul>	<ul style="list-style-type: none"> <li>- Assistant to the Metro Fire Chief Chair</li> </ul>
Medical Director	Contract	Medical Director	Medical Director, Office of the Medical Director	M. Levy	Fire Chief	HQ	<ul style="list-style-type: none"> <li>- EMS Quality Assurance oversight</li> <li>- Delegation of ALS and BLS practice</li> <li>- SME for EMS systems, training, education</li> <li>- Occupational medicine advisor</li> <li>- Alternate to the medical director</li> </ul>	<ul style="list-style-type: none"> <li>- Oversight of Resuscitation Academy programs</li> <li>- County first responder Medical Director</li> <li>- EMS education &amp; training delivery</li> <li>- Medical liaison with outside depts, reg, &amp; natl orgs</li> </ul>
Associate Medical Director	Contract	Associate Medical Director	Associate Medical Director, Office of the Medical Director	A. Margolis	Medical Director	HQ	<ul style="list-style-type: none"> <li>- Support medical direction &amp; QA initiatives</li> <li>- Support education &amp; training design and delivery</li> <li>- Facilitate DFRS prehospital research initiatives</li> </ul>	<ul style="list-style-type: none"> <li>- Assist ESB with patient outcome follow ups</li> <li>- Support EMS Fellowship program collaboration</li> <li>- Support RSI education programs</li> <li>- Support BLS and ALS precepting programs</li> </ul>
EMS Data Analyst	Contract	Contracted Professional	EMS Data Analyst, Office of the Medical Director	B. Scharf	Medical Director	HQ	<ul style="list-style-type: none"> <li>- Research, analysis, and report development</li> <li>- Clinical EMS performance analytics</li> <li>- Cardiac Arrest Registry (CARES) program mgr</li> <li>- Cardiac arrest outcome data</li> </ul>	<ul style="list-style-type: none"> <li>- Cardiac arrest dashboard</li> <li>- Coordinate quality assurance initiatives</li> <li>- Special projects as assigned</li> </ul>
Special Projects, Change Management	Contingent	Contingent Professional	Special Projects, Change Management	L. Winston	Fire Chief	HQ	<ul style="list-style-type: none"> <li>- Research, analysis, and report development</li> <li>- Policy development</li> <li>- Change management</li> </ul>	
Special Projects, Strategic Planner	Contingent	Contingent Professional	Special Projects, Strategic Plan	S. Watts	Fire Chief	HQ	<ul style="list-style-type: none"> <li>- Research, analysis, and report development</li> <li>- Policy development</li> <li>- Strategic planning</li> <li>- Change management</li> </ul>	

**EDUCATION & TRAINING (E&T) Support Position Summary**

*E&T as of 03/03/2021*

Update 03/03/2021 1500

*This represents the structure as of the date indicated. Position descriptions, position ranks, primary and secondary project assignments, and qualifications are subject to change and re-organization. Not all responsibilities and duties listed.*

Functional DFRS Title (Projects Title)	Type	JD Title	Functional JD Title	Current Emp Name	Reports To	Worksite	Primary Projects & Duties	Secondary Projects & Duties
Bureau Chief	Uniformed	Assistant Chief	Bureau Chief	J. Ross	Plans DC	PSTC	<ul style="list-style-type: none"> <li>- Bureau vision, planning, representation, &amp; oversight</li> <li>- Bureau budget development and oversight</li> <li>- Personnel management</li> <li>- Project management oversight</li> </ul>	<ul style="list-style-type: none"> <li>- DFRS education &amp; training plan</li> <li>- PSTC campus oversight</li> <li>- Curric approval &amp; oversight</li> <li>- Educational technology oversight</li> </ul>
Bureau Admin Support Specialist	Civilian	Admin Aide	E&T Admin Support	D. Weist	Bureau Chief	PSTC	<ul style="list-style-type: none"> <li>- Bureau budget and accounts payable tracking</li> <li>- Bureau admin support</li> <li>- Bureau records mgmt to include RIM</li> <li>- Training records custodian</li> </ul>	<ul style="list-style-type: none"> <li>- Virtual Academy system support</li> <li>- Office supply mgmt</li> <li>- BR1aAN System Administrator</li> <li>- Inclement weather info coordination</li> </ul>
Registrar & Records Mgmt Coordinator	Contingent	Contingent Professional	Registrar/Records Mgmt	B. Ditch	Bureau Chief	PSTC	<ul style="list-style-type: none"> <li>- Records retention</li> <li>- Course registrations</li> <li>- RMS training module custodian</li> </ul>	
Registrar & Records Mgmt Coordinator	Civilian	Admin Aide 7557	Registrar/Records Mgmt	Vacant Holding	Bureau Chief	PSTC	<ul style="list-style-type: none"> <li>- Records retention</li> <li>- Course registrations</li> <li>- RMS training module custodian</li> </ul>	
Facility & Multi-Media Specialist	Contingent	Contingent Professional	Facility and Multi-Media Specialist	G. Jones	Bureau Chief	PSTC	<ul style="list-style-type: none"> <li>- Faculty resource mgmt</li> <li>- facility technology mgmt</li> <li>- Liaison County facilities, Highways</li> </ul>	<ul style="list-style-type: none"> <li>- Media lab inventory</li> <li>- Media development</li> </ul>
LMS Manager & eLearning Developer	Civilian	Admin Analyst II	LMS Manager & eLearning Developer	S. Diz	Bureau Chief	PSTC	<ul style="list-style-type: none"> <li>- Hybrid &amp; online education planning</li> <li>- Administrate Virtual Academy LMS</li> <li>- Develop eLearning &amp; extended classroom programs</li> <li>- Manage eLearning development projects and teams</li> </ul>	<ul style="list-style-type: none"> <li>- Personnel management</li> <li>- Ensure design of VA is congruent with needs</li> <li>- Provide support for multimedia use in eLearning</li> <li>- Facilitate SME and instructor integration w LMS</li> </ul>
Curriculum and eLearning Developer	Civilian	Admin Analyst I 7042	Curriculum and eLearning Developer	N. Jacobsen	LMS Manager	PSTC	<ul style="list-style-type: none"> <li>- Administrate Virtual Academy LMS</li> <li>- Develop eLearning &amp; extended classroom programs</li> <li>- Manage eLearning development projects and teams</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure design of VA is congruent with needs</li> <li>- Provide support for multimedia use in eLearning</li> <li>- Facilitate SME and instructor integration w LMS</li> </ul>
All-Hazards Education Programs Officer, Exec BC	Uniformed	Battalion Chief Paramedic	Fire-EMS-All hazards Instructor	D. Becker	Bureau Chief	PSTC	<ul style="list-style-type: none"> <li>- Training plan (Fire, Rescue, Hazmat, HVO)</li> <li>- Trainee Academy program director</li> <li>- MFRI Liaison</li> <li>- Accreditation (MFSPQB ATRA)</li> </ul>	<ul style="list-style-type: none"> <li>- High-risk training approvals</li> <li>- Liaison Council of Academies</li> <li>- MICRB instructor records custodian</li> <li>- Instructor development projects</li> </ul>
<b>Professional Development Manager</b>	Uniformed	Fire Captain	Professional Development Manager	K. Tozaki	Battalion Chief	PSTC	<ul style="list-style-type: none"> <li>- Certification project</li> <li>- Officer development project</li> <li>- OCS project</li> <li>- Lessons Learned project</li> <li>- Command sim education programs</li> </ul>	<ul style="list-style-type: none"> <li>- Liaison NFA and higher ed</li> </ul>
Career Development Officer	Uniformed	Lieutenant (Temp a FF 03/01/2021)	Fire-EMS-All hazards Instructor	J. Kaminski	Captain Professional Development	PSTC	<ul style="list-style-type: none"> <li>- Virtual Academy admin support</li> <li>- Instructional support</li> <li>- Certification Projects Support</li> </ul>	<ul style="list-style-type: none"> <li>- Online curriculum development</li> <li>- Lessons Learned project support</li> </ul>
Vehicle Operator Development Officer	Uniformed	Lieutenant Paramedic (Temp a FF 03/30/2020)	Fire-EMS-All hazards Instructor	MFF D. Murray	Captain Professional Development	PSTC	<ul style="list-style-type: none"> <li>- Primary driving courses (NFPA 1002)</li> <li>- Driver's retraining requests</li> <li>- Driver/operator continuing education</li> <li>- Engine/ambo clearance process (DFRS)</li> </ul>	<ul style="list-style-type: none"> <li>- Driving simulator</li> <li>- Tiller operator's training</li> <li>- Training Academy driving programs</li> <li>- Online curriculum development</li> </ul>
Fire, Rescue, Hazmat Education Specialist	Uniformed	Firefighter	Fire-EMS-All hazards Instructor	C. Everret	Captain, All Hazards	PSTC	<ul style="list-style-type: none"> <li>- THOAR instruction &amp; support</li> </ul>	
ALS Academic Education Officer	Uniformed	Lieutenant Paramedic	Fire-EMS-All hazards Instructor	W. Huber	EMS Education Programs Manager	PSTC	<ul style="list-style-type: none"> <li>- EMT-IF, EMT-I, EMT-P Bridge mgmt</li> <li>- Accreditation MIEMSS, CoAEMSP</li> <li>- ALS ConEd coordination</li> <li>- RSI program</li> </ul>	<ul style="list-style-type: none"> <li>- Online curriculum development</li> <li>- Liaison book and resource vendors</li> <li>- Bureau grant mgmt</li> <li>- Virtual Academy admin support</li> </ul>
EMS Continuing Education Specialist	Uniformed	Firefighter Paramedic	Fire-EMS-All hazards Instructor	A. Alejandre	Lieutenant, EMS	PSTC	<ul style="list-style-type: none"> <li>- MIEMSS ALS affiliation mgmt</li> <li>- HCGH partnership (ACLS, PALS)</li> <li>- STEMI database &amp; feedback program</li> <li>- ALS ConEd delivery</li> </ul>	<ul style="list-style-type: none"> <li>- Online curriculum development</li> <li>- Training Academy BLS programs</li> <li>- EMS precepting programs</li> <li>- Virtual Academy admin support</li> </ul>
EMS Clinical Education Specialist	Uniformed	Firefighter Paramedic	Fire-EMS-All hazards Instructor	S. Paul	Lieutenant, EMS	PSTC	<ul style="list-style-type: none"> <li>- Clinical programs, ALS Con Ed, Precepting mgmt</li> <li>- BBP compliance</li> <li>- Accreditation compliance (MIEMSS, CoAEMSP)</li> <li>- ALS education analysis &amp; reporting</li> </ul>	<ul style="list-style-type: none"> <li>- Online curriculum development</li> <li>- Branch inventory maint &amp; mgmt</li> <li>- Human patient sim lab mgmt</li> <li>- Virtual Academy admin support</li> </ul>

EMS Clinical Education Specialist	Uniformed	Firefighter Paramedic	Fire-EMS-All hazards Instructor	R. Meneses	Lieutenant, EMS	PSTC	<ul style="list-style-type: none"> <li>- Career BLS continuing ed</li> <li>- Liaison MIEMSS BLS Educ SubComm</li> <li>- MIEMSS BLS affiliation mgmt</li> <li>- Instructional support</li> </ul>	<ul style="list-style-type: none"> <li>- Online curriculum development</li> <li>- ASHI CPR franchise</li> <li>- Pathways Liaison</li> </ul>
EMS Education Programs Manager	Civilian	Senior Analyst	EMS Education Programs Manager	D. Weigel	Battalion Chief	PSTC	<ul style="list-style-type: none"> <li>- EMS training plan (BLS, ALS primary, ALS ConEd)</li> <li>- EMS Ed Programs Director</li> <li>- Paramedic accreditation oversight</li> <li>- BRlaAN database custodian</li> </ul>	<ul style="list-style-type: none"> <li>- Online curriculum development</li> <li>- Liaison MIEMSS ALS Ed Subcomm</li> <li>- Accreditation oversight (CoAEMSP, MIEMSS)</li> <li>- ITLS franchise mgmt</li> </ul>
Fire, Rescue, Hazmat Education Manager	Uniformed	Fire Captain	Fire, Rescue, Hazmat Education Manager	B. Theibeault	Battalion Chief	PSTC	<ul style="list-style-type: none"> <li>- Fire ConEd/Live Burn coordination (NFPA 1001)</li> <li>- Acquired structures (NFPA 1403)</li> <li>- Trainee Academy programs Captain</li> </ul>	<ul style="list-style-type: none"> <li>- Online curriculum development</li> <li>- Resource donations</li> </ul>
Training Facilities Education Officer	Uniformed	Lieutenant	Fire-EMS-All hazards Instructor	J. Oursler	Captain, All Hazards	PSTC	<ul style="list-style-type: none"> <li>- Fire sim operational support</li> <li>- Branch inventory maintenance &amp; mgmt</li> <li>- Instructional support</li> <li>- RSO and ALS Clinical Coordination</li> </ul>	<ul style="list-style-type: none"> <li>- Online curriculum development</li> <li>- Allied agency training</li> <li>- HVO training support</li> </ul>
Fire, Rescue, Hazmat Education Specialist	Uniformed	Firefighter	Fire-EMS-All hazards Instructor	J. Tran	Lieutenant, All Hazards	PSTC	<ul style="list-style-type: none"> <li>- Hazmat continuing education (OSHA 1910.120)</li> <li>- Confined space continging ed (OSHA 1910.46)</li> <li>- Simulation resource maintenance</li> </ul>	<ul style="list-style-type: none"> <li>- PSTC breathing apparatus (NFPA 1852)</li> <li>- BA compliance (NFPA 1852, OSHA 1910.134)</li> <li>- Online curriculum development</li> </ul>
Trainee Class Academy Manager	Uniformed	Fire Captain	Trainee Class Academy Manager	J. Hummel	Battalion Chief	PSTC	<ul style="list-style-type: none"> <li>- Trainee Class instructional duties</li> <li>- Trainee Class management duties</li> <li>- Other duties as assigned</li> </ul>	
Trainee Class Academy Instructor	Uniformed	Lieutenant	Trainee Class Academy Instructor	L. Kerby	Captain, Trainee Class	PSTC	<ul style="list-style-type: none"> <li>- Trainee Class instructional duties</li> <li>- Trainee Class coordination duties</li> <li>- Other duties as assigned</li> </ul>	
Trainee Class Academy Instructor	Uniformed	Firefighter	Trainee Class Academy Instructor	M. Johnson	Lieutenant, Trainee Class	PSTC	<ul style="list-style-type: none"> <li>- Trainee Class instructional duties</li> <li>- Trainee Class coordination duties</li> <li>- Other duties as assigned</li> </ul>	
Paramedic Education Specialist/Instructor	Civilian	Admin Analyst II 7558	Paramedic/OSHA Instructor	B. Witmer	EMS Education Programs Manager	PSTC	<ul style="list-style-type: none"> <li>- ALS instructional delivery</li> <li>- EMT-I, EMT-PB</li> <li>- Online EMS curriculum development</li> </ul>	<ul style="list-style-type: none"> <li>- Training Academy ALS &amp; EMS programs</li> <li>- Curriculum research &amp; development</li> </ul>
Instructor	Civilian	Admin Analyst I 7549	Fire-EMS-All hazards Instructor	Vacant Holding		PSTC		

## Community Outreach and Media Affairs (COMA) Position Summary

Update 03/03/2021 1500

This represents the structure as of the date indicated. Position descriptions, position ranks, primary and secondary project assignments, and qualifications are subject to change and re-organization. Not all responsibilities and duties listed.

Functional DFRS Title (Projects Title)	Type	JD Title	Functional JD Title	Current Emp Name	Reports To	Worksite	Primary Projects & Duties	Secondary Projects & Duties
Dir of Community Outreach and Media Affairs	Civilian	Senior Admin Analyst	Community Outreach Specialist	B. Tanner	DC Logistics	HQ	<ul style="list-style-type: none"> <li>- Community outreach</li> <li>- Community risk reduction</li> <li>- CPR program</li> <li>- Safe Kids program</li> </ul>	<ul style="list-style-type: none"> <li>- Public education</li> <li>- HCPS liaison with educational programs</li> <li>- Represents HCDFRS with MALSC &amp; FABSCOM</li> <li>- Project Safe</li> </ul>
Digital Media Specialist	Civilian	Admin Analyst I	Digital Media Specialist, Office of the PIO	M. Hogg	Comm Outreach Spec	HQ	<ul style="list-style-type: none"> <li>- Social media coordination</li> <li>- Intranet system administrator</li> <li>- PIO project &amp; Internet development</li> <li>- PIO press release and content development</li> </ul>	<ul style="list-style-type: none"> <li>- PIO records management and RIM</li> <li>- Public Information Act requests and tracking</li> <li>- PIO agency contact info database management</li> <li>- After hours social media monitoring</li> </ul>
PIO & Photography Project Assistant	Contingent	Contingent Professional	Digital Media Project Assistant, Office of the PIO	D. Walton	Comm Outreach Spec	HQ	<ul style="list-style-type: none"> <li>- Photography events, projects, and initiatives</li> <li>- Monitor social media &amp; news coverage</li> <li>- Intranet/Internet photo &amp; graphics processing</li> <li>- PIO content curation and release</li> </ul>	<ul style="list-style-type: none"> <li>- DFRS virtual photo &amp; image library maintenance</li> <li>- After hours incident photography as available</li> </ul>
Risk Reduction Educator	Civilian	Admin Aide	Community CPR Programs Specialist	E. McNamara	Comm Outreach Spec	HQ	<ul style="list-style-type: none"> <li>- Public CPR program coordination</li> <li>- Public education delivery</li> <li>- Remembering When (senior adult education)</li> </ul>	
Risk Reduction Educator	Civilian	Admin Aide 7041	Fall Prevention Program Specialist	Vacant Holding	Comm Outreach Spec	HQ	<ul style="list-style-type: none"> <li>- Public Fall Prevention program coordination</li> </ul>	
Safe Kids Program Coordinator	Contingent	Contingent Professional	Safe Kids	T. Taylor	Comm Outreach Spec	HQ	<ul style="list-style-type: none"> <li>- Safe Kids car seat coordinator</li> <li>- Bike rodeos coordinator</li> <li>- Assists with safe driving</li> <li>- Pediatric public education</li> <li>- Fire safety house</li> </ul>	
Public Education Specialist	Uniformed	Firefighter	Public Education Specialist	T. Sinz	Comm Outreach Spec	HQ	<ul style="list-style-type: none"> <li>- Coordinates evacuation drills</li> <li>- School education programs</li> <li>- Fire inspections</li> </ul>	<ul style="list-style-type: none"> <li>- Liaison Mid Atlantic Life Safety Conf Comm</li> <li>- Smoke Alarm Program</li> <li>- Prom Promise</li> <li>- Dress the Firefighter (KS program)</li> </ul>

## TEMPLATE BUREAU (ABBREV) Position Summary

Update 03/03/2021 1500

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Functional DFRS Title (Projects Title)	Type	JD Title	Functional JD Title	Current Emp Name	Reports To	Worksite	Primary Projects & Duties	Secondary Projects & Duties
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