



# NATIONAL QUALIFICATION SYSTEM (NQS)

## POSITION TASK BOOK

FOR THE POSITION OF

## TECHNICAL SPECIALIST, GIS

Version: March 2024

Check the appropriate position type:

Single Type

*(All WVEMD SEOC positions are Single Type)*

<b>POSITION TASK BOOK ASSIGNED TO:</b>
TRAINEE'S NAME:
DUTY STATION:
PHONE NUMBER:
E-MAIL:
<b>POSITION TASK BOOK INITIATED BY:</b>
OFFICIAL'S NAME:
TITLE:
DUTY STATION:
PHONE NUMBER:
E-MAIL:
<b>POSITION TASK BOOK WAS INITIATED:</b>
LOCATION:
DATE:

## Required Training

The following courses are required for full PTB completion:

CATEGORY	CODE	TITLE
General	IS-100	Introduction to the Incident Command System
	IS-200	Basic Incident Command System for Initial Response
	IS-700	An Introduction to the National Incident Management System
	IS-800	National Response Framework, An Introduction
Professional Development Series	IS-120	An Introduction to Exercises
	IS-230	Fundamentals of Emergency Management
	IS-235	Emergency Planning
	IS-240	Leadership and Influence
	IS-241	Decision Making and Problem Solving
	IS-242	Effective Communication
Advanced ICS	G-0191	Emergency Operations Center/ICS Interface
	IS-2200	Basic Emergency Operations Center Functions

## Recommended Training

The following courses are **not** required for full PTB completion, but are recommended to enhance your understanding of this position:

CATEGORY	CODE	TITLE
Advanced ICS	ICS 300	Intermediate ICS for Expanding Incidents
	ICS 400	Advanced ICS

### Task Completion Codes

- (C) – Task performed in a classroom or training setting.
- (E) – Task performed during full-scale exercise.
- (F) – Task performed during a functional exercise.
- (T) – Task performed during a tabletop exercise.
- (I) – Task performed during a real-life incident or event.
- (J) – Task performed during day-to-day job duties.
- (A) – Task may be endorsed at any time.

#### **Task Category: Perform action tracking**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Collect and track open tasks, issues and action items through resolution.	E, F, I		
2. Communicate about tasks, issues, and action items horizontally and vertically as necessary to create awareness and ensure completion.	E, F, I		

#### **Task Category: Complete common coordination and accountability tasks associated with all positions within the EOC**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Demonstrate understanding of EOC activation and operations, including how your function relates to other incident support activities: <ul style="list-style-type: none"> <li>• Demonstrate general awareness of local risks and hazards</li> </ul>	C, E, F, I, T		
4. Maintain positive, calm demeanor to promote a positive work environment.	E, F, I		
5. Demonstrate effective communication skills, such as the ability to translate technical jargon into plain language.	E, F, I, J		
6. Comply with relevant health and safety requirements.	E, F, I		
7. Demonstrate understanding of EOC Continuity of Operations (COOP), succession, emergency procedures, and safety guidelines.	C, E, F, I, T		
8. Participate in the EOC planning process.	E, F, I		
9. Participate in appropriate EOC meetings and briefings related to your assigned function.	E, F, I		
10. Follow general internal and external information flow processes: <ul style="list-style-type: none"> <li>• Demonstrate knowledge of information management systems, such as incident management software</li> </ul>	E, F, I		

<p><b>11.</b> Manage essential elements of information and critical information requests in accordance with processes and procedures:</p> <ul style="list-style-type: none"> <li>● Follow EOC approval authorities</li> <li>● Properly handle Personally Identifiable Information (PII) and sensitive information</li> <li>● Provide proper documentation for record-keeping and accountability</li> <li>● Provide information for reports and leadership decisions</li> </ul>	E, F, I		
<p><b>12.</b> Practice proper knowledge management processes and procedures:</p> <ul style="list-style-type: none"> <li>● File structures</li> <li>● Naming conventions</li> <li>● Archiving processes</li> <li>● Position logs</li> </ul>	E, F, I		
<p><b>13.</b> Follow processes for resource requests, prioritization, deployment, tracking, reassignment, and demobilization.</p>	E, F, I		
<p><b>14.</b> Participate in orderly transition of resources and processes from response to recovery.</p>	E, F, I		
<p><b>15.</b> Transfer responsibilities upon completion of assignment:</p> <ul style="list-style-type: none"> <li>● Transfer to replacement, recovery personnel, or other responsible party</li> <li>● If necessary, shift responsibilities to a non-disaster/day-to-day job</li> </ul>	E, F, I		
<p><b>16.</b> Participate in EOC training and exercises.</p>	E, F		
<p><b>17.</b> Participate in after action review and improvement planning.</p>	E, F, I, T		

***Task Category: Gather data and information***

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p><b>18.</b> Collect and monitor data and information:</p> <ul style="list-style-type: none"> <li>● Sources include Incident Action Plan (IAP), on-scene incident reports, EOC personnel, National Weather Service, jurisdictional liaisons, fusion centers, traditional media, social media, and others</li> <li>● Content includes demographic, damage assessment, infrastructure, supply chain, and geographic data and information</li> </ul>	E, F, I, J		
<p><b>19.</b> Coordinate information with EOC public affairs personnel and the Joint Information Center (JIC)/Joint Information System (JIS):</p> <ul style="list-style-type: none"> <li>● Receive information from JIC/JIS</li> <li>● Provide information to JIC/JIS</li> </ul>	E, F, I		
<p><b>20.</b> Coordinate with EOC personnel to gather information.</p>	E, F, I		

***Task Category: Analyze data and information***

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE

<p><b>21.</b> Establish and implement processes for estimating cascading effects of action or inaction:</p> <ul style="list-style-type: none"> <li>● Evaluate potential consequences and mitigation actions</li> <li>● Identify trends</li> <li>● Engage technical specialists</li> </ul>	E, F, I		
<p><b>22.</b> Use demographic information to inform analysis:</p> <ul style="list-style-type: none"> <li>● Cultural diversity</li> <li>● Potential vulnerabilities</li> <li>● Damage assessment</li> <li>● Specific service needs, such as:                             <ul style="list-style-type: none"> <li>○ Individuals with disabilities and other access and functional needs</li> <li>○ Individuals with critical transportation needs</li> </ul> </li> </ul>	E, F, I		
<p><b>23.</b> Analyze information:</p> <ul style="list-style-type: none"> <li>● Establish and implement procedures for verifying, organizing, prioritizing, and tracking information</li> <li>● Convert raw data into information</li> <li>● Identify and address misinformation</li> <li>● Verify and analyze input for critical information</li> <li>● Clarify incomplete information</li> <li>● Identify incident-specific essential elements of information and critical information requests</li> </ul>	E, F, I		
<p><b>24.</b> Recognize incident-specific critical information to be disseminated immediately.</p>	E, F, I		
<p><b>25.</b> Prepare situational briefings, reports, displays, briefing tools, and other information products.</p>	E, F, I		

**Task Category: Disseminate information**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
<p><b>26.</b> Establish and implement a process for developing and disseminating situational information at regular intervals:</p> <ul style="list-style-type: none"> <li>● Obtain approval for distribution in accordance with policies and procedures</li> <li>● Determine distribution lists</li> <li>● Determine methods for distribution</li> </ul>	E, F, I		
<p><b>27.</b> Follow processes for identifying, verifying, and disseminating critical information:</p> <ul style="list-style-type: none"> <li>● Coordinate with public affairs to disseminate information externally</li> </ul>	E, F, I		
<p><b>28.</b> Display within the EOC situational information and data about significant events.</p>	E, F, I		
<p><b>29.</b> Use visualizations such as graphs, photographs, and maps to graphically depict information.</p>	E, F, I		
<p><b>30.</b> Use mapping/geospatial data and sources, including Geographic Information Systems, web-based maps, and paper maps.</p>	E, F, I, J		
<p><b>31.</b> Present and distribute situational briefings, reports, displays, briefing tools, and other information products.</p>	E, F, I		
<p><b>32.</b> Ensure proper security when sharing sensitive, classified, or protected information.</p>	E, F, I		