



Logistics Planner

Hawai'i Emergency Management Agency (HIEMA)

Department of Defense – Logistics Branch

Location: O'ahu

The Hawai'i Emergency Management Agency (HIEMA) is seeking a skilled and detail-oriented Logistics Planner to support statewide disaster logistics planning, coordination, and operational readiness.

Position Summary

The Logistics Branch provides planning, supply chain, facilities, and transportation services necessary for HIEMA to respond to and recover from disasters and emergencies. Branch staff serve as multi-functional specialists capable of supporting four designated logistics functions.

The Logistics Planner analyzes and coordinates supply chain operations to support emergency and disaster response, with an emphasis on wildfire operations. This position manages the lifecycle of resources and commodities, directs allocation of materials and supplies, develops cost- and time-efficient transportation strategies, reviews logistical functions, and identifies operational improvements.

This position serves as a State Emergency Response Team (SERT) and Emergency Response Team (ERT) member during emergencies and disasters and may deploy as required.

Key Responsibilities

Plan Development, Maintenance & Evaluation

- Develop and maintain State logistics plans, annexes, and support documents addressing disaster response and recovery operations
- Evaluate plans to ensure alignment with stakeholder plans and compliance with federal doctrine and planning frameworks
- Identify capability gaps and develop policy recommendations or corrective actions to improve logistics operations and recovery capacity

- Research best practices and lessons learned from other jurisdictions and real-world events to enhance logistics planning
- Review and interpret federal laws, regulations, and FEMA guidance to ensure State plan compliance
- Support development and maintenance of Agency-level plans, including the Strategic Plan and Continuity of Operations Plans (COOP)
- Establish and enforce recurring review cycles for Agency-developed plans and planning components

Interagency Planning Coordination & Support

- Engage county, state, federal, non-governmental, and private sector stakeholders to ensure coordinated logistics planning and a whole-community approach
- Facilitate regular planning meetings to update joint plans and address corrective actions from exercises or real-world incidents
- Provide technical assistance in the development of logistics management plans
- Review county and partner plans for alignment with State policies, organization, clarity, and operational feasibility
- Develop planning tools, standard operating procedures (SOPs), and action-oriented checklists to strengthen logistics readiness
- Support departments and agencies in developing continuity of logistics operations plans to ensure uninterrupted essential services
- Provide planning guidance and system evaluation for the Distribution Management Plan Integrated Logistics System (DMPILS) used to track equipment and resource distribution
- Represent HIEMA at meetings, conferences, workshops, and exercises

Training, Exercise & Emergency Management Support

- Provide input to exercise design and planning objectives
- Ensure corrective actions from exercises are incorporated into plan updates

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- Collaborate with the Training Officer to identify training needs that support logistics planning and response capabilities
- Assist in developing training materials for SERT members, senior leaders, county agencies, and response partners
- Serve in an operational role in the State Emergency Operations Center (SEOC), Joint Information Center, field offices, or command posts during emergencies
- Deploy to neighbor islands as required to support response operations

Other Duties

- Perform related duties as assigned in support of Agency mission requirements
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Supervision

Supervisor: Emergency Management Logistics Officer (Position No. 12743).

Work is performed under general supervision. Assignments are provided with direction regarding objectives and methods. Work is reviewed for accuracy, completeness, and compliance with established guidelines.

Required Licenses & Certifications

- Valid driver's license to operate a vehicle in the State of Hawaii
 - Ability to obtain and maintain a security clearance
 - Must be available for travel and deployment during emergency activations
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Recommended Qualifications

Knowledge of:

- Operational and disaster logistics planning principles
 - State of Hawaii Emergency Management laws and authorities
 - Federal emergency management doctrine and FEMA Comprehensive Preparedness Guides (CPG)
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- FEMA National Planning Frameworks and Hazard Mitigation Assistance guidance
- State of Hawaii Emergency Operations Plan (EOP), Hazard Mitigation Plan, and related statutes

Skills & Abilities:

- Strong written and verbal communication skills
- Ability to conduct complex research and develop comprehensive plans and reports
- Proficiency in computer software applications
- Ability to establish and maintain effective working relationships with public officials, private organizations, and stakeholders
- Analytical skills to assess logistics systems and recommend operational improvements

Working Conditions

- Work may occur in the State Emergency Operations Center (SEOC).
- The SEOC may be activated during disasters or emergencies. During activations, the SEOC operates on a 24-hour schedule and work conditions may be highly stressful.
- Must be able and willing to work shift assignments, overtime with little advance notice, and extended or long work hours when required, including nights, weekends, and holidays.
- Must be able to travel to disaster-affected areas on neighbor islands for multiple consecutive days and to represent the Agency at regional, national, or county meetings and disaster-affected areas.
- Ability to perform effectively in fast-paced, high-pressure emergency environments is essential.

Join the Hawai'i Emergency Management Agency and be part of a dedicated team committed to building a ready and resilient Hawai'i through preparedness, coordination, and all-hazards emergency management.

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