



Mitigation Planner

Hawai'i Emergency Management Agency (HIEMA)

Department of Defense – Resilience Branch

Location: O'ahu

The Hawai'i Emergency Management Agency (HIEMA) is seeking a qualified Mitigation Planner to support statewide hazard mitigation planning and implementation efforts under federally declared disasters.

Position Summary

This position serves in the Resilience Branch, Hawai'i Emergency Management Agency, Department of Defense. The Branch is responsible for preparedness planning to minimize loss of life and property within the State due to major disasters.

The Mitigation Planner supports pre-disaster hazard mitigation programs and post-disaster hazard mitigation efforts authorized under Presidential disaster declarations.

The position is responsible for developing and maintaining the State Hazard Mitigation Administrative Plan; nominating and monitoring hazard mitigation projects; administering post-disaster mitigation projects and providing technical assistance to sub-grantees regarding Hazard Mitigation Grant Program (HMGP) eligibility requirements.

Key Responsibilities

State Hazard Mitigation Administrative Plan

- Develop and maintain the State Hazard Mitigation Administrative Plan in accordance with current FEMA requirements and the Code of Federal Regulations
- Develop closeout procedures for HMGP projects consistent with FEMA guidelines

Hazard Mitigation Grant Program (HMGP) Implementation & Monitoring

- Assist sub-grantees in developing hazard mitigation projects and preparing formal grant applications in compliance with HMGP requirements
- Monitor HMGP projects as defined by approved scopes of work
- Conduct site inspections and review building inspection reports and progress reports

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- Identify potential compliance or implementation issues and recommend corrective actions

Data Collection & Reporting

- Prepare quarterly reports on all ongoing HMGP projects, including project status updates and identification of potential problems with recommended solutions
- Prepare HMGP closeout reports for completed projects, including financial statements
- Coordinate with staff engineers on construction-related projects and conduct final inspections

Other Duties

- Perform additional duties in support of FEMA-4366-DR-HI and related mitigation activities

Supervision

Supervisor: State Disaster Assistance Project Manager

Work is performed under direct supervision. Assignments are provided with guidance on objectives and applicable FEMA and State requirements. Work is reviewed for compliance, accuracy, and effectiveness.

Qualification Requirements

Education

- Graduation from an accredited college or university
- Work experience in disaster or crisis management may be substituted on a year-for-year basis

Experience

- Two (2) years of project management experience involving preparation of progress reports, monitoring deadlines, and identifying and resolving problems

Knowledge

- English grammar
- Statistical applications and research methodologies
- Computer software applications
- FEMA hazard mitigation requirements and applicable federal regulations

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Skills & Abilities

- Ability to establish and maintain effective working relationships with public officials and private organizations
- Ability to organize and conduct meetings and workshops
- Strong written and verbal communication skills
- Ability to work effectively in open office environments with interruptions and moderate noise levels
- Ability to meet deadlines under pressure

Required License

- Must possess a valid State of Hawai'i driver's license
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Working Conditions

- Work may occur in the State Emergency Operations Center (SEOC).
- The State Emergency Operations Center (EOC) may be activated during disasters or emergencies. During activation, the EOC operates on a 24-hour work 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.
- 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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