

Attachment A: 2015 HSGP Grant Ordinance

OEM GRANT POSITION DESCRIPTIONS:

The following 5 positions have been approved by the State as authorized grant-funded positions:

- **Special Projects Manager (0866)** - Under general direction, is responsible for working within the Emergency, Financial & Governmental communities including technical experts, agency managers, and public safety department chiefs, City Officials, State and Federal Agencies in the management of the City's emergency management program. Implements the comprehensive all-hazard Emergency Management program, including Weapons of Mass Destruction (WMD)/Terrorist related activities within San Antonio.
- **Sr. Management Analyst (0999)** - Under administrative direction, this position reports to the Special Projects Manager. This position is responsible for managing Digital Sandbox and WebEOC software packages and data.
- **Sr. Management Analyst (0999)** - Under administrative direction, this position is responsible for maintaining regional planning and exercise requirements necessary to maintain grant compliance and eligibility.
- **Management Analyst (046)** - Under administrative direction, this position is responsible for inventory management of grant funded assets; creating and compiling periodic reports related to grant funded materials and equipment; maintaining operational readiness of grant funded materials, machinery and equipment; and maintaining database of grant funded equipment and materials. This position will provide assistance with fiscal procurement and special projects related to grant reconciliation.
- **Accountant (2220)** - Under administrative direction, this position is responsible for processing grant management activities to include procurement, reimbursement processing, auditing support, and equipment tracking.

SUITE OF HOMELAND SECURITY GRANT PROGRAMS:

1. Urban Area Security Initiatives (UASI) provides funds for unique planning, equipment, training, and exercise needs of high-threat, high-density 63 Urban Areas throughout the Nation, and assist them in building an enhanced and sustainable capacity to prevent, protect against, respond to, and recover from acts of terrorism.
2. State Homeland Security Grant (SHSP), provides program funds to support the implementation of Texas Homeland Security Strategies and law enforcement activities to address identified planning, equipment, training, and exercise necessary to prevent, protect, respond, and recover from acts of terrorism.