

# Deputy Regional Administrator, Region 4 - Atlanta

DEPARTMENT OF HOMELAND SECURITY  
Federal Emergency Management Agency

## Summary

This is a Senior Executive Service (SES) position located within FEMA Region IV. The Deputy Regional Administrator will hold the skills and experience required for Regional daily operations, to include personnel, facilities, and program operations in Atlanta, GA, providing executive-level direction and management for regional activities in concert with the Regional Administrator. View [common definitions](#) of terms found in this announcement.

## Overview

Accepting applications

### Open & closing dates

🕒 11/21/2023 to 12/21/2023

### Salary

\$183,500 - \$212,100 per year

Salary range may be adjusted if SES payscale is adjusted for 2024.

### Pay scale & grade

ES ES

### Location

1 vacancy in the following location:

📍 Atlanta, GA

1 vacancy

### Remote job

No

### Telework eligible

Yes—as determined by the agency policy.

### Travel Required

50% or less - This position may require mandatory travel for emergencies and occasional non-emergency travel.

### Relocation expenses reimbursed

Yes— Relocation incentives MAY be authorized.

## Appointment type

Permanent -

## Work schedule

Full-time -

## Service

Senior Executive

## Promotion potential

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## Job family (Series)

[0340 Program Management](#)

[\(/Search/Results?j=0340\)](/Search/Results?j=0340)

## Supervisory status

Yes

## Security clearance

[Sensitive Compartmented Information](#)

[\(/Help/faq/job-announcement/security-clearances/\)](/Help/faq/job-announcement/security-clearances/)

## Drug test

Yes

## Position sensitivity and risk

[Special-Sensitive \(SS\)/High Risk](#)

[\(https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/\)](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)

## Trust determination process

[National security](#)

[\(https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/\)](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)

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## Announcement number

FEMA-24-CB-DRAR4-SES

## Control number

761788700

# This job is open to



## [The public](#)

U.S. Citizens, Nationals or those who owe allegiance to the U.S.



## [Senior executives](#)

Those who meet the five Executive Core Qualifications (ECQs).

## Clarification from the agency

You must complete the application process and submit all required documents by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement. This Senior Executive Service job is open to: U.S. Citizens (all qualified U.S. Citizens).

## Duties

The DRA provides executive leadership of the Regional Office and works in partnership with state, local, and tribal and territorial governments, emergency managers, emergency response providers, medical providers, the private sector, nongovernmental organizations, multijurisdictional councils of governments, and regional planning commissions and organizations in the geographical area served by the Regional Office. The DRA shares fully with the RA to implement and administer FEMA policies and programs in support of Agency and Administration goals and objectives, and to ensure customer satisfaction. Conducts strategic planning, coordination, analysis, and evaluation of Regional programs. Incumbent serves as the advocate of Administration policy for all FEMA programs based on headquarters guidance and in the absence of the RA, can be the point of contact to appropriate members of Congress, State Governors, Federal, state, and local officials, tribal governments, and territories on matters concerning FEMA's regional policy, programs, and operations.

The DRA makes day-to-day operational and management decisions, with signatory authority on matters not requiring the Regional Administrator's review. Represents and speaks for the RA on matters concerning regional program operations in contacts with other components of the Department of Homeland Security (DHS), the Federal Emergency Management Agency (FEMA), other Federal departments and agencies, customers, contractors, other business partners and the general public.

Works in concert with the RA and regional staff in the development of business practices, procedures and guidelines relating to reengineering and benchmarking initiatives as well as other actions to improve competitive standing of regional programs and activities. This includes assisting in identifying performance measures and methods for tracking, monitoring, evaluating and supporting performance improvement plans focused on cost, timeliness, and customer satisfaction or other performance measures associated with regional and local operations in connection with national goals and objectives.

Specific programs administered by the RA requiring Deputy Regional Administrator oversight and support:

- Regional comprehensive emergency preparedness and continuity programs including devolution planning in an all-hazards approach to emergency management. Assist in the development of regional capabilities needed for a national catastrophic response system.
- Disaster preparedness, response and recovery activities, and disaster assistance in accordance with the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (the Stafford Act), when an emergency or a major disaster is declared by the President, including damage assessment, mitigation assistance, grants administration, and overall coordination of Federal, state, Local, Tribal, Territorial, private, and volunteer response efforts.
- Regional Floodplain Management and Hazard Mitigation programs, in accordance with the National Flood Insurance Act of 1968, as amended, and Hazard Mitigation under Section 404 of the Stafford Act.
- Environmental and historic preservation measures to ensure compliance; Floodplain Management and Protection of Wetlands under EO 11988 and 11990, respectively.
- The National Flood Insurance Program (NFIP) that encourages state and local participation in the NFIP, in accordance with the national Flood Insurance Act of 1968, as amended.
- The Technological Hazards program that supports state and local governments in the development and exercise of emergency response plans involving chemical or radiological incidents at commercial nuclear power plants as well as transportation accidents involving hazardous materials.

**EMERGENCY ASSIGNMENT:** Every FEMA employee has regular and recurring emergency management responsibilities, though not every position requires routine deployment to disaster sites. All positions are subject to recall around the clock for emergency management operations, which may require irregular work hours, work at locations other than the official duty station, and may

include duties other than those specified in the employee's official position description. Travel requirements in support of emergency operations may be extensive in nature (weeks to months), with little advance notice, and may require employees to relocate to emergency sites with physically austere and operationally challenging conditions.

# Requirements

## Conditions of Employment

- You must be a U.S. Citizen to apply for this position.
- File a Public Financial Disclosure (SF-278) within 30 days of appointment.
- If selected, a one-year SES Probationary period may be required.
- Must be able to obtain/maintain a Top Secret (SCI) clearance.
- This position is subject to random drug testing.

## Qualifications

Each applicant is required to submit a comprehensive narrative statement, which addresses BOTH the Mandatory Technical Qualifications and the Executive Core Qualifications (ECQs) outlined below. **Applicants who do not submit a supplemental narrative statement that addresses these factors will be ineligible for further consideration. The narrative portion for the Technical Qualifications MUST NOT EXCEED 6 PAGES TOTAL.** The supplemental narrative statement for the Executive Core Qualifications should address the necessary level of management skills, characteristics, qualities, specialized knowledge, and technical competence that would indicate successful performance in the SES. This evidence must include clear and concise examples that emphasize the applicant's level of responsibilities, scope, and complexity of programs managed, program accomplishments, policy initiatives, and level of contacts. **The narrative portion for the Executive Core Qualifications MUST NOT EXCEED 10 PAGES.** For guidance in preparing a narrative statement addressing the ECQs, applicants can access OPM's website at <https://www.opm.gov/policy-data-oversight/senior-executive-service/executive-core-qualifications/> (<https://www.opm.gov/policy-data-oversight/senior-executive-service/executive-core-qualifications/>).

The following categories of applicants may omit the mandatory Executive Core Qualifications (ECQs), but MUST address the Technical Qualification factors:

- Applicants who are currently serving under a SES career appointment (must provide a copy of Standard Form 50--Notification of Personnel Action that documents career appointment to the SES).
- Applicants who are eligible for reinstatement to the SES (must provide a copy of Standard Form 50--Notification of Personnel Action that documents career appointment to the SES).
- Applicants who are graduates of OPM-approved SES Candidate Development Programs (must provide proof of OPM Qualifications Review Board certification).

All required application materials will be reviewed to determine if applicants meet the mandatory qualification requirements. Qualification and experience determinations will be based only on the information supplied by the applicant. The best-qualified candidates for this position will be distinguished from other minimally qualified applicants by an evaluation committee to determine the degree to which qualification requirements are met. Applicants should provide specific evidence of possession of the mandatory Technical and Executive Core Qualifications, as outlined under Qualifications Criteria, to assist the evaluation committee in determining the best-qualified candidates that will be considered for final selection. The Executive Core Qualifications of the selectee are subject to approval by the Office of Personnel Management Qualifications Review Board (QRB). Unless you have already been certified by an OPM QRB in the past, your ECQs must be certified by an OPM QRB before appointment can occur. The Office of Personnel Management (OPM) must authorize employment offers made to current or former political appointees.

If you are currently, or have been within the last 5 years, a political Schedule A, Schedule C, Non-career SES or Presidential Appointee employee in the Executive Branch, you must disclose this information to the Human Resources Office.

### **TECHNICAL QUALIFICATIONS – MANDATORY**

1. Comprehensive knowledge and demonstrated ability to successfully apply emergency management principles and practices and the Federal Government's disaster response and recovery authorities to compliment and support state, tribal, territorial, and/or local governments as well as the non-profit and private sectors during all phases of emergency management.
2. Knowledge of organization and program management theories, principals and techniques and ability to successfully use them to exercise leadership, manage a diverse and complex organization, and build effective and diverse teams.
3. Demonstrated experience in collaborating with and building partnerships across federal and/or state and local agencies as well as with private and nonprofit organizations.

**Applicants currently serving under a career Senior Executive Service (SES) appointment, eligible for reinstatement into SES, or have successfully completed a SES Candidate Development Program (CDP) approved by OPM are not required to address the Executive Core Qualifications (ECQs); but a narrative statement for each of the Technical Qualifications (TQs) is recommended.**

### **EXECUTIVE CORE QUALIFICATIONS (ECQs):**

**ECQ 1: LEADING CHANGE:** This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

**ECQ 2: LEADING PEOPLE:** This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

**ECQ 3: RESULTS DRIVEN:** This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

**ECQ 4: BUSINESS ACUMEN:** This core qualification involves the ability to manage human, financial, and information resources strategically.

**ECQ 5: BUILDING COALITIONS:** This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

## **Education**

There are no educational requirements for this position.

## **Additional information**

- To ensure the accomplishment of our mission, DHS requires every employee to be reliable and trustworthy. To meet those standards, all selected applicants must undergo, successfully pass, and maintain a background investigation for **TOP SECRET/SCI** clearance as a condition of placement into this position. This may include a credit check after initial job qualifications are determined ([Mythbuster \(https://chcoc.gov/sites/default/files/Mythbuster\\_on\\_Federal\\_Hiring\\_Policies\\_0.pdf\)](https://chcoc.gov/sites/default/files/Mythbuster_on_Federal_Hiring_Policies_0.pdf)), review of financial issues, such as delinquency in the payment of debts, child support and/or tax obligations, as well as

certain criminal offenses and illegal use or possession of drugs. *For more information on background investigations for Federal jobs please visit the OPM website at <https://www.opm.gov/investigations/background-investigations/> (<https://www.opm.gov/investigations/background-investigations/>).*

- If you receive a conditional offer of employment for this position, you will be required to complete an [Optional Form 306, Declaration for Federal Employment](https://www.opm.gov/forms/pdf_fill/OF0306.pdf) ([https://www.opm.gov/forms/pdf\\_fill/OF0306.pdf](https://www.opm.gov/forms/pdf_fill/OF0306.pdf)), and to sign and certify the accuracy of all information in your application, prior to entry on duty. False statements on any part of the application may result in withdrawal of offer of employment, dismissal after beginning work, fine, or imprisonment.
- DHS uses E-verify, an internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about [E-Verify](http://www.uscis.gov/e-verify) (<http://www.uscis.gov/e-verify>), including your rights and responsibilities.
- This is a Non-Bargaining Unit position.
- Relocation expenses may be authorized.
- All candidates must be able to deploy with little or no advance notice to anywhere in the United States and its territories for an extended period of time.
- If selected, you will be subject to 24-hour on-call in the event of an emergency. In this event, this service may include duties other than those specified in the official position description. Selectee must be able to relocate to emergency sites with little advance notice and function under intense physical and mental stress.
- Mandatory Direct Deposit/Electronic Funds Transfer (DD/EFT) for salary payment is a condition of employment at DHS/FEMA. Selectee will be required to participate in DD/EFT.
- This position has been identified as a Testing Designated Position (TDP) because of its security, public health, and/or public safety sensitivity; if selected, you will be subject to random drug testing under FEMA's Drug-Free Workplace Plan (DWP). Refusal to be tested will result in disciplinary action up to and including removal from federal service.

## Benefits

A career with the U.S. government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. [Learn more about federal benefits](https://www.usajobs.gov/Help/working-in-government/benefits/) (<https://www.usajobs.gov/Help/working-in-government/benefits/>).

DHS offers competitive salaries and an attractive benefits package, including: health, dental, vision, life, and long-term care insurance; retirement plan; Thrift Savings Plan [similar to a 401(k)]; Flexible Spending Account; Employee Assistance Program; personal leave days; and paid federal holidays. Other benefits may include: flexible work schedules; telework; tuition reimbursement; transportation subsidies; uniform allowance; health and wellness programs; and fitness centers. DHS is committed to employee development and offers a variety of employee training and developmental opportunities. For more information, go to the [DHS Careers](http://www.dhs.gov/careers) (<http://www.dhs.gov/careers>) website and select "Benefits".

[Review our benefits](https://www.dhs.gov/homeland-security-careers/benefits/) (<https://www.dhs.gov/homeland-security-careers/benefits/>).

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time or intermittent. Contact the hiring agency for more information on the specific benefits offered.

## How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above.

You will be evaluated on the quality and extent of your total accomplishments and experience. Your application will be evaluated by an internal rating and ranking panel. Highly qualified candidates may undergo an interview and a reference check. Unless you have already been previously certified by a Qualifications Review Board (QRB), your Executive Core Qualifications must be certified by an OPM-sponsored QRB prior to appointment.

You may [preview questions](#) for this vacancy.

## Required Documents

1. **Your resume.**
2. **Your responses to the Executive Core Qualifications (not to exceed 10 pages total).** NOTE: If you are graduate from an Office of Personnel Management (OPM) approved Senior Executive Service Candidate Development Program or are a current or former Career Senior Executive Service member, you do not need to respond to the ECQs.
3. **Your responses to the Mandatory Technical Qualifications (not to exceed 6 pages total).**
4. **Are you a current or former career Senior Executive Service (SES) member?** Submit a copy of your SF-50, Notification of Personnel Action, that verifies SES Career status.

Failure to provide all the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

### If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education

(<http://www.ed.gov/admins/finaid/accred/>)

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

## How to Apply

## Agency contact information

 Christine Benner

### Phone

[\(202\) 868-3711](tel:(202)868-3711)  
[\(tel:\(202\) 868-3711\)](tel:(202)868-3711)

### TDD

800-877-8339

### Fax

000-000-0000

### Email

[christine.benner@fema.dhs.gov](mailto:christine.benner@fema.dhs.gov)  
[\(mailto:christine.benner@fema.dhs.gov\)](mailto:christine.benner@fema.dhs.gov)

[Learn more about this agency.](#)  
[.#agency-modal-trigger](#)

### Address

FEMA - Federal Emergency Management Agency  
Please read entire announcement  
Please apply online.  
Washington, District of Columbia 20472  
United States

## Next steps

We expect to make a selection within 90 business days of the closing date of this announcement. You will be notified of the outcome by email.

View more information on [applying for the Senior Executive Service](https://www.opm.gov/faqs/topic/Senior-Executive-Service/index.aspx)  
[\(https://www.opm.gov/faqs/topic/Senior-Executive-Service/index.aspx\)](https://www.opm.gov/faqs/topic/Senior-Executive-Service/index.aspx)

Any offers of employment made pursuant to this announcement will be consistent with all applicable authorities, including Presidential Memoranda, Executive Orders, interpretive U.S. Office of Management and Budget (OMB) and U.S. Office of Personnel Management (OPM) guidance, and Office of Management and Budget plans and policies concerning hiring. These authorities are subject to change.

## Fair & Transparent

The Federal hiring process is set up to be fair and transparent. Please read the following guidance.

[Equal Employment Opportunity \(EEO\) Policy](#)  
[\(/Help/equal-employment-opportunity/\)](#)

[Financial suitability](#)  
[\(/Help/working-in-government/fair-and-transparent/financial-suitability/\)](#)

[New employee probationary period](#)

[Reasonable accommodation policy](#)  
[\(/Help/reasonable-accommodation/\)](#)

[Selective Service](#)  
[\(/Help/working-in-government/fair-and-transparent/selective-service/\)](#)

[Signature and false statements](#)



[\(/Help/working-in-government/fair-and-transparent/probationary-period/\)](/Help/working-in-government/fair-and-transparent/probationary-period/)

[Privacy Act](#)

[\(/Help/working-in-government/fair-and-transparent/privacy-act/\)](/Help/working-in-government/fair-and-transparent/privacy-act/)

[\(/Help/working-in-government/fair-and-transparent/signature-false-statements/\)](/Help/working-in-government/fair-and-transparent/signature-false-statements/)

[Social security number request](#)

[\(/Help/working-in-government/fair-and-transparent/social-security-number/\)](/Help/working-in-government/fair-and-transparent/social-security-number/)