

JH CONSULTING, LLC
ANALYST
JOB ANNOUNCEMENT

Date: February 7, 2019

Location: Buckhannon, WV

Position: Analyst

Description:

Through guiding principles of partnership, presence, and expertise, JH Consulting, LLC's Preparedness Division provides all-hazards risk assessment, operations planning, and training/exercising services to public and private sector clients. JHC is currently seeking resumes for an Analyst.

Roles & Responsibilities

- Support the completion of project activities from kickoff through completion
- Job focus is on research, modeling, and interviewing (for the purposes of data collection); the successful candidate should be comfortable doing academic-level research
- Participate in problem solving
- Support the logistics of projects (e.g., research, narrative completion, compilation, etc.)

Qualifications:

- Associate's or Bachelor's degree in a related field preferred (e.g., emergency management/homeland security, community planning, risk management, public health, or safety engineering)
- First responder experience is helpful but not required
- Strong written and oral communication skills (must provide a writing sample)
- Ability to travel and ability to produce valid driver's license; position requires up to 20% travel
- Pass a background check and pre-employment drug screen

Payroll: Non-exempt, hourly position; pay range \$14.42 to \$18.27/hr., commensurate on education and/or experience; bi-weekly pay schedule

Benefits: Competitive medical insurance (for employee and dependents), life insurance, retirement, education reimbursement, paid time off, professional development opportunities

Shift and Schedule: Day job, full time

Potential for Teleworking: No, position will require relocation to North Central West Virginia

Travel: Yes, up to 20% of time

JH Consulting, LLC Overview:

JHC was founded in 2006 in Buckhannon, WV to meet the public and private sectors' growing emergency preparedness and safety engineering needs. With an extensive background in community planning, technical writing, and safety engineering, JHC is your resource for assessing vulnerability, planning, and exercising for the events that you may face as well as maintaining compliance with the standards that will ensure your people go home each night. JHC currently employs 13 employees and sees revenues of \$1,000,000 annually. The firm serves clients primarily in the Mid-Atlantic region of the United States.

Company Values:

Every individual hired at JHC must be willing to exhibit certain core values in every interaction and action. These will be evaluated during performance reviews and may lead to disciplinary action if not adhered to.

- **Dealing Well with Criticism:** We believe in using positive criticism and being able to listen to advice on becoming more effective.
- **Initiative:** We do not wait for someone else to tell us what to do or ask us for our ideas.
- **Making the Complex Manageable:** We keep our company nimble by minimizing complexity and finding time to simplify.
- **Trustworthiness:** We strive to earn the confidence of others because they know we can be counted on to work in their best interests.
- **Fantastic Communicators:** We listen well, instead of reacting fast, so we can better understand. We are concise and articulate in speech and writing. We

say what we think even if it is controversial.

- **Personal Accountability:** We take ownership for our individual choices, decisions, and actions.
- **Constantly Learning:** We value learning and believe it is through continually educating ourselves and raising the bar with our knowledge that we will remain a superior organization.
- **Working Collaboratively:** Working together in ways that bring forth the best of everyone's abilities.
- **Setting Priorities:** We smartly separate what must be done well now and what can be improved later.
- **Ingenuity:** Dealing with challenges in new and creative ways.