

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU: 2, 7, & Non-represented

EMPLOYEE:	CLASS TITLE: Emergency Services Coordinator	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Recovery / Interagency Recovery Coordination Branch / Recovery Support Functions Division / Recovery Support Functions Unit I	POSITION NUMBER: 163-566-4926-004 CN (11310)	CBID: R07
TENURE: Permanent	TIME BASE: Full time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	Range (If Applicable):	PROBATIONARY PERIOD: <input type="checkbox"/> 6 Mos. <input checked="" type="checkbox"/> 12 Mos. <input type="checkbox"/> N/A
IMMEDIATE SUPERVISOR:	CONFLICT OF INTEREST CATEGORY: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DMV PULL PROGRAM: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1. SUPERVISION RECEIVED: The Emergency Services Coordinator (ESC) is under the direction of the Program Manager I.		
2. SUPERVISION EXERCISED: None		
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES): Physical tasks include, but are not limited to driving, riding in an aircraft, standing, lifting, typing, bending, reading, writing, and public speaking; and the ability to sit in a normal seated position for extended periods of time. Must possess a current California driver's license and demonstrate the ability to lift/carry a laptop computer and other safety equipment as needed. Mental tasks include, but are not limited to working well with others, working under changing priorities, multi-tasking, and the potential of working long and irregular hours in stressful conditions. Willingness and ability to travel statewide routinely for work related meetings and conferences, as well as extended travel due to disaster activations.		
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): This position will have considerable direct contact with every level of emergency management, including but not limited to, internal California Governor's Office of Emergency Services (Cal OES) staff and branches, external state, federal, local government representatives, voluntary agencies, public groups, and individuals or high-level administrators.		
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): Failure to effectively perform the duties of the position will result in the department's inability to ensure consistency and compliance with state and federal law; regulation; policies; plans and procedures. This could result in statewide impacts; including but not limited to; loss of state and federal disaster assistance funding and/or regulatory compliance; as well as audit findings and health and safety concerns. Failure to perform the duties and responsibilities as described within this duty statement, could result in consequences that influence the effectiveness and efficiency of a jurisdictions recovery, cause inconvenience, impede information sharing, affect the health/safety of personnel and citizens, and delay completion of important assignments thereby influencing Cal OES and its partners. The magnitude of the impact would vary from low to critical dependent upon circumstances involved. Failure to effectively perform the duties of the position could result in not meeting Executive deadlines, resulting in potential negative fiscal and public relations' impacts for Cal OES.		

6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:

When requested to fill an operational assignment and until demobilized, the following duties will be performed and your regular duties may temporarily cease:

When not on-call, standby or Duty Officer status, if called upon by Governor's Office of Emergency Services (Cal OES) Management (including contact from the California State Warning Center), you are required to make contact as soon as possible.

Shall be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other location to provide assistance in emergency response and recovery activities. All staff is required to complete operational related training. May be required to participate in emergency drills, training and exercises.

Staff need to work effectively under demanding conditions; work effectively & cooperatively under the pressure of short leave time; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.

While fulfilling an operational assignment it is important to understand that you are filling a specific "position" and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

If assigned on-call, standby or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Cal OES Management (including contact from the California Warning Center) and report to work in a fit and able condition, if necessary, as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

Under the direction of the Program Manager I, the Emergency Services Coordinator (ESC) complete technical, analytical, and research assignments relevant to the planning, development, implementation, and coordination of emergency management operations, related to the provision of federal and state disaster assistance grant programs to build, sustain, and deliver state resources to support local, tribal, and state recovery after a disaster has occurred which includes, but is not limited to: California Disaster Assistance Act (CDAA), Fire Management Assistance Grant (FMAG), Hazard Mitigation Grant Program (HMGP), Hazardous Materials Emergency Preparedness grant (HMEP), Pre-Disaster Mitigation program (PDM), Flood Mitigation Assistance (FMA), Interagency Recovery Coordination (IRC), and others. The ESC understands the recovery structures and resources of State and federal governments.

The ESC aligns recovery activities with the National Disaster Recovery Framework and the California Disaster Recovery Framework (CDRF) to assist in the coordination of special assignments identified to support the most critical and/or complex disaster recovery projects to support short and long-term recovery operations, in concert with other Cal OES, state, federal, and local government and non-government partners.

The Housing RSF ESC, while focused on housing, understands coordination concept, and works with the six (6) Recovery Support Functions (RSF) to facilitate State support for overwhelmed communities in key functional areas: Community Planning and Capacity Building; Economic; Health and Social Services; Housing; Infrastructure Systems; and Natural and Cultural Resources.

Participates with a team of professionals, technical, and analytical staff consisting of program analyst(s), research data specialist(s) (RDS), and Emergency Service Coordinators (ESC)s. May be called upon to support response and recovery operations at the JFO and in the development/revision of operational recovery plans and documents. Assists in organizing the resources and implementation of objectives that support the department's pre-and post-disaster recovery objectives, such as disaster recovery planning and preparedness, assessments, vulnerability studies, and financial incentives.

CONTINUED - JOB DESCRIPTION/GENERAL STATEMENT:

The ESC may be independently responsible for a significant, specialized housing emergency management project; may act as lead person or be assigned staff responsibilities in support of other technical or programmatic functions; may be responsible for and act as the liaison between the department and emergency management agencies, organizations, and groups on all program matters, including interpreting laws and department policy; assist in problem solving and program implementation; assist in development and implementation of program policies; plan and coordinate activities to develop emergency management plans and systems; and provide assistance, advice, and consultation to departmental staff, external entities, or individuals regarding the development and maintenance of emergency management programs and operations.

This position requires knowledge and experience in the disaster program laws, regulations, policies, and damage assessments. The incumbent must be able to prepare detailed plans and specifications, conduct technical research, make detailed analysis; and analyze situations in order to make appropriate recommendations. The incumbent must possess the ability to analyze situations accurately, reason logically, implement policy and regulations, and be able to effectively communicate with Cal OES staff and management, public agency representatives, and federal staff for proper action.

Functions in a demanding and changing environment, which requires the incumbent to act with independence while effectively maintaining a routine workload and also regularly responding to short term tasks. Responsible for meeting regulatory and internal deadlines on all assignments.

Duties will be performed during both normal and disaster recovery operations, within the context of Cal OES, as well as part of field activities, such as those associated with Preliminary Damage Assessments (PDAs), Joint Field Office (JFO) operations, and various disaster assistance centers. May be required to travel on short notice.

Percent of Time	ESSENTIAL FUNCTIONS
40%	<p><u>SPECIAL PROJECT COORDINATION</u></p> <p>In collaboration with other stakeholders or individually serve as a project coordinator for the Recovery Directorate in the delivery of disaster recovery programs, emergency plans, and technical assistance to local and state agencies with a focus in the housing RSF Unit.</p> <p>Monitor and manage the housing project activities to effectively coordinate the objectives and promote implementation of statewide emergency relief, planning and preparedness programs; identify and coordinate work activity and training to support Cal OES' compliance with state/federal laws and regulations, state and regional policies, procedures and guidelines to include, but are not limited to, the Standardized Emergency Management System (SEMS), National Incident Management System (NIMS), the Emergency Services Act, the Robert T. Stafford Act, Code of Federal Regulations, etc. The incumbent is responsible for providing technical and administrative assistance in the maintenance and updating of the project related training materials and all other public information pertaining to the project.</p> <p>Provide technical assistance, planning, coordination, and project management guidance particular to housing for impacted communities. Communicate effectively verbally one-on-one, in small and large groups, over the telephone, remotely, and in person, and be able to write clearly and concisely on all aspects of the project. The incumbent is also required to resolve issues or conflicts that arise with diplomacy and sensitivity.</p>

<p>25%</p>	<p><u>PROGRAM COORDINATION AND TECHNICAL ASSISTANCE</u></p> <p>Work to empower local communities and help strengthen their ability to plan for housing recovery needs and unmet gaps, engage the community in an equitable whole community planning process, and build capacity for local recovery plan and project development and implementation.</p> <p>Provides consultation and technical assistance and support to the Cal OES regions and local governments and communities on various aspects of state and federal disaster recovery operations and processes. This assistance includes coordinating with other recovery programs managed by Cal OES or partners to share funding, resources, and other relevant information with local, county, regional, tribal, state, and federal partners. The Housing RSF ESC will also coordinate with other RSFs to share information and support overall community assistance efforts.</p> <p>Coordinates and contributes key information to various state emergency and disaster related plans to assist with disaster preparedness, planning, mitigation, and recovery phases.</p> <p>Coordinates development of and monitors implementation of short and longer-term housing recovery plans and special projects. Provides technical assistance to local governments and communities with developing long-term recovery plans (LTRPs) and integration of LTRPs with other local planning documents and efforts. Supports equitable engagement and whole community planning concepts during recovery planning processes at all levels of government. Works with other RSFs and stakeholders to gather data that measures the impacts of disasters to a community, including the efficacy of various recovery operations and community resiliency. Researches and looks to apply resilient rebuilding measures into recovery planning efforts at the local, county, regional, and state levels.</p> <p>Responsible to analyze, research, and provide timely and accurate technical program assistance in the form of detailed plans and specifications; comprehensive reports and recommendations; technical reports, memos, correspondence, and oral presentations.</p>
<p>20%</p>	<p><u>PROGRAM DEVELOPMENT</u></p> <p>Independently review, analyze, process, and prepare responses to a variety of written communication such as: federal policy memos, state and federal laws and regulations, complex documents and correspondence pertaining to federal and state disaster assistance and related housing programs.</p> <p>The incumbent may conduct office work in connection with writing plans, making detailed analysis of proposed projects identified by the Housing RSF; analyze technical studies and investigations, and perform difficult research work; and prepare complete and comprehensive reports and make recommendations on potential issues.</p>
<p>10%</p>	<p><u>EMERGENCY SERVICES COORDINATION AND LIAISON</u></p> <p>Act as liaison between Cal OES Directorates, state, federal, local, and private partners regarding various aspects and changes to disaster assistance programs. Coordinate inspections, meetings, and research with professional organizations, consultants, and other state, federal, and local agencies.</p>

<p>Percent of Time</p>	<p>MARGINAL FUNCTIONS</p>
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5%	<p><u>Other Related Duties as Required</u></p> <p>The incumbent will perform other related duties as required to fulfill the Cal OES mission, goals, and objectives. Additional duties may include, but not be limited to: (a) assisting where needed within the program, which may include special assignments; (b) complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and (c) attendance at staff meetings.</p> <p>May represent the Recovery Program Manager or Branch Chief, and/or other Recovery Operations staff at meetings; make presentations on program-related activities/operations to Cal OES staff and other entities; assist with planning and facilitating JFO; participate in drills, training exercises, and disaster response/recovery operations; coordinate with representatives of other state, federal, local, and/or voluntary agencies, to promote effective implementation of the Cal OES mission, Recovery Operations Directorate objectives, and disaster assistance programs; and, perform other duties as required.</p>
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PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SITTING: At a computer terminal or desk; conferring with employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STANDING:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BALANCING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINGERING: Pushing buttons on telephone; typing; copying.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REACHING: Answering phones.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CARRYING: Distributing mail; reports; stocking supplies.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLIMBING: stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BENDING AT WAIST:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNEELING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUSHING OR PULLING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HANDLING: Documents, manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DRIVING:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKING INDOORS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING OUTDOORS:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKING IN CONFINED SPACE: Enclosed office environment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OTHER INFORMATION

Must have knowledge of the state and related federal laws, rules, regulations, policies, and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/Employee

Note – If any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.

I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor:

Employee's Signature

Date

I certify that the above accurately represents the duties of the position:

Supervisor's Signature

Date

Civil Service Title