

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU: 1, 4, 9, 10, 11, 12 & 14

EMPLOYEE	CLASS TITLE: Associate Construction Analyst	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Recovery Directorate/Hazard Mitigation Section	POSITION NUMBER: 550-4106-001 (12005)	CBID: R09
TENURE: Perm	TIME BASE: Full Time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: <input checked="" type="checkbox"/> 6 Mos. <input 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 Associate Construction Analyst is under the direction of the Assistant Director (AD) of the Hazard Mitigation Section within the Recovery Directorate.
2. **SUPERVISION EXERCISED:**
None
3. **PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):**
The Associate Construction Analyst (ACA) will frequently travel and conduct fieldwork. The position may work in the Joint Field Office or Area Field Office. Sitting, standing, and walking requirements are consistent with office and fieldwork.
4. **PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):**
This position requires frequent and direct contact with California Governor's Office of Emergency Services (Cal OES) personnel at the staff, management, and Executive levels; leadership and Executive management of other state agencies, local government, contractors, the general public, and federal agencies; the Legislature, Department of Finance and Governor's Office.
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, regulations, policies, plans and procedures. This could result in statewide impacts, including, but not limited to, loss of federal funding and/or regulatory compliance, as well as audit findings.

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:

May 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 assist emergency response and recovery operations. All staff are required to complete operational related training and participate in one of three Readiness Teams that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region). May be required to participate in emergency drills, training and exercises.

Staff need to work effectively under stressful 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.

On Call/Standby/Duty Officer (if applicable)

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 Governor's Office of Emergency Services (Cal OES) Management (including contact from the State of California Warning Center) and report to work in a fit and able condition, if necessary, as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

The Hazard Mitigation Section consists of a team of dedicated and passionate professionals focused on increasing resiliency and reducing risk to lives and property throughout California. The Hazard Mitigation Section consists of two Branches, the Hazard Mitigation Assistance Branch and Resilience Branch. Four Divisions (Hazard Mitigation Quality Assurance, Hazard Mitigation Grants, Technical Assistance and Hazard Mitigation Planning) and eleven Units make up the section.

The Hazard Mitigation Section, within the Recovery Directorate, supports the Cal OES mission and strategic plan through the planning, development, and implementation of mitigation-focused projects. The Section is responsible for technical assistance to state and local jurisdictions to assist them in developing mitigation plans and projects that will advance resilient infrastructure and communities. The Section conducts mitigation outreach and education and technical assistance to communities in relation to state and federal mitigation programs. The Section is responsible for the programmatic and environmental review of associated projects. Mitigation staff frequently interact with stakeholders from Local, State, Tribal, Federal, community-based organizations, and private sector agencies. This collaborative Section strives to create innovative and accessible plans that reduce the risk to lives, property, and the environment throughout the State.

As part of the Hazard Mitigation Section the Associate Construction Analyst (ACA) provides subject matter expertise and technical assistance to support integration of building codes and sustainable construction practices for project development, scoping, and implementation. Under the direction of the Assistant Director, the ACA is responsible for leading the coordination and outreach to internal and external organization relating to building codes and project designs for the implementation of work program objectives supporting) projects in the FEMA Hazard Mitigation Assistance (HMA) grant programs, including the Hazard Mitigation Grant Program (HMGP), Flood Mitigation Assistance (FMA), Building Resilient Infrastructure and Communities (BRIC), and Pre-Disaster Mitigation (PDM) program; and other related programs at the state and federal levels.

The ACA will be a resource for the various programs within the Section and may act as the lead of multidisciplinary teams of Environmental Planners, Emergency Services Coordinators, and Associate Governmental Program Analysts to achieve the goals of the Section. Specifically, the ACA will support development of subapplication proposals in the various HMA grant programs by reviewing proposals, ensuring that building code standards and construction best practices are incorporated into the designs to maximize resiliency and enable the projects to withstand a wider range of hazards expected to occur in California. The incumbent will coordinate and provide technical assistance and review of pending state- and FEMA HMA-funded grant awards to determine whether the proposed projects follow state and federal programmatic regulations, design best practices, align with hazard-specific building codes and design specifications, as well as direct and provide outreach and technical assistance for project development in alignment with state and federal mitigation grant programs. This position may require extensive travel across the State, including overnight stays to conduct field/site visits.

Percent of Time

ESSENTIAL FUNCTIONS

<p>30%</p>	<p>Technical Assistance Planning & Review</p> <p>Develops and maintains current training and outreach information related to the building codes, project designs for state and FEMA-funded hazard mitigation programs. Conducts outreach to state and local agencies to provide sustainable construction practices for mitigation project development and scoping. Coordinates assistance with Environmental and Historic Preservation (EHP) review of the most complex state and local Hazard Mitigation grant projects and applications for compliance with the California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), Section 106 of the National Historic Preservation Act, Endangered Species Act, and other applicable state and federal laws, regulations, and policies.</p> <p>Work with Section team members and managers in conducting analyses on complex projects. Conduct site inspections for hazard mitigation projects planning and project scoping on behalf of the Cal OES Recovery Directorate and its recipients/subrecipients, to identify opportunities and methods to reduce environmental, historic, and cultural impacts in accordance with program requirements and state/federal law.</p> <p>May conduct reviews of field and desktop surveys and reports and lead other team members in conducting less complex analyses supported by state and local building codes. May lead Tribal coordination to advance construction reviews and compliance for grant programs. May serve as the lead to assist FEMA in the review and approval Hazard Mitigation grant applications and closeouts in accordance with relevant federal and State regulations and policies.</p> <p>Facilitate technical assistance, virtually and in person, to federal, state, Tribal, local, and non-governmental partners related to compliance for mitigation project development, scoping and implementation.</p>
<p>30%</p>	<p>Hazard Mitigation Construction Technical Assistance and Review</p> <p>Reviews the most complex hazard mitigation applications and projects for compliance and competitiveness with state and federal mitigation grant programs for capability and capacity building. Perform technical assistance to local governments, Tribes, and non-governmental organizations to plan, design, and seek funding for state and FEMA funded hazard mitigation projects.</p> <p>Leverage subject matter expertise to provide technical assistance to integrate principles of construction design, support integration of building codes and sustainable construction practices, land use planning, environmental planning, nature-based solutions, and equity into mitigation plans and projects. Will conduct technical assistance in person and virtually and may conduct site visits to potential and active project sites.</p> <p>Participate in subapplication review with state, federal, local, tribal, and NGO partners. May perform project monitoring for compliance with state and federal laws, regulations, and policies, and closeout of completed projects.</p>

<p>20%</p>	<p>Education and Outreach</p> <p>Create and deliver tools, job aids, training, and materials to enhance hazard mitigation subapplication design, scoping, prioritization, development, and post-award project implementation, building code compliance, and other related topics.</p> <p>Lead and deliver trainings virtually and in person. May develop and conduct training to assist local, state, and federal employees in the understanding of local, state and federal building codes, regulations and policies, and assist in improving program compliance and efficiency.</p> <p>Provide education to federal, state, Tribal, local, and non-governmental stakeholders, and the general public, related to hazard mitigation, environmental and land-use planning to reduce hazard risk, EHP compliance, climate change and climate adaptation, innovative mitigation strategies including nature-based solutions, equity in mitigation, and other related topics.</p> <p>May represent the Hazard Mitigation Section at conferences, task force meetings, interagency workgroups, and similar events.</p>
<p>15%</p>	<p>Coordination</p> <p>Lead coordination with local, state and federal staff, and their contractors to assure that Recovery Directorate grant applications are processed in a fair and expeditious manner, including scope of work/budget/schedule development, completion of EHP review processes, verifying permitting processes were followed, and project completion occurs in alignment with FEMA and Cal OES approved scopes of work. Track technical assistance for project approvals by state and federal agencies and work with all interested parties in quickly resolving construction and environmental/historic concerns.</p> <p>Work with Cal OES project monitoring staff to identify and review changes in approved scopes of work, consider effects on building codes, time extension requests, and to evaluate project timetables to expedite project completion and compliance, and ensure quality control. Participate in meetings and public informational sessions as subject matter expert.</p> <p>Coordinate Cal OES review of various FEMA program documents relating to specific HMA issues. This includes the review of FEMA-generated grant program guidelines and requirements. Coordinate with internal and external stakeholders to advance mitigation project development, scoping and implementation across Cal OES Directorates and in coordination with other state agencies.</p> <p>Review State and Local Hazard Mitigation Plans and coordinate with relevant stakeholders to expedite plan implementation. Write reports, talking points, summaries, legislative analysis, and other documentation for diverse audiences.</p> <p>Complete other related coordination duties, as assigned.</p>

<i>Percent of Time</i>	MARGINAL FUNCTIONS
5%	<p data-bbox="297 212 769 243">Other Related Duties as Required</p> <p data-bbox="297 283 1425 422">Duties may include representing the department at meetings and making presentations on environmental/historical planning and recovery activities to executive staff, Governor's Office, legislative staff, and professional associations and performing other duties as required.</p> <p data-bbox="297 462 1448 743">During emergency operations, the Director may require you to work in the State Operation Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), or Local Assistance Center (LAC), to provide assistance in emergency response and recovery activities. All staff are required to complete SEMS/NIMS/ICS, RIMS, SOC Activation and Operations and SOC Position training courses, and participate in one of three Readiness Teams which rotate activation ability on a quarterly basis. Staff may be required to participate in emergency drills, training, and exercises.</p> <p data-bbox="297 783 1490 921">Under these emergency operations, staff need to work effectively under stressful conditions; work effectively & cooperatively under the pressure of short lead times; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice.</p>

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 checked="" type="checkbox"/>	<input type="checkbox"/>
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing; hiking; walking.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BALANCING:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
interaction from other staff.					
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLIMBING: stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WORKING IN CONFINED SPACE: Enclosed office environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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