

State of California  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

**POSITION DUTY STATEMENT**

BU: 2, 7, & Non-represented

EMPLOYEE	CLASS TITLE: Career Executive Assignment	HEADQUARTERS: Coastal Region
PROGRAM/UNIT: Response/Regional Operations/Coastal	POSITION NUMBER: 163-330-7500-001	CBID: M01
TENURE: Career Executive Assignment	TIME BASE: Full-Time	WORK WEEK GROUP: E
SALARY RANGE:	RANGE (IF APPLICABLE): Level A	PROBATIONARY PERIOD: <input type="checkbox"/> 6 months <input type="checkbox"/> 12 months <input checked="" type="checkbox"/> N/A
EFFECTIVE DATE:	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
IMMEDIATE SUPERVISOR:		

1. SUPERVISION RECEIVED:  
The Regional Administrator (CEA Level A) reports to the Assistant Director, Response.
2. SUPERVISION EXERCISED:  
The Regional Administrator directly supervises two (2) Program Manager I's with thirteen (13) additional professional staff.
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES)
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):  
Frequent and direct contact with California Governor's Office of Emergency Services (Cal OES) Program personnel; federal agencies; local government; special districts, public officials, etc.
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):  
If the incumbent fails to perform their duties and responsibilities as described within this duty statement, the consequences will impact the effectiveness and efficiency of the Region, cause inconvenience, impede information sharing, affect the health/safety of personnel and citizens, and delay completion of important assignments thereby impacting the California Governor's Office of Emergency Services (Cal OES) and its partners. The magnitude of the impact would vary from low to critical depending upon the commission or omission of the action and the circumstances involved at the time of a major event.
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 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 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.

(Continued) EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:

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 Cal OES Management (including contact from the California Warning Center) and report to work in a fit and able condition if necessary as requested.

**JOB DESCRIPTION/GENERAL STATEMENT:** Under the general direction of the Assistant Director, Response, the Regional Administrator is responsible for program planning and administration to ensure effective preparedness for, response and recovery to any and all forms (all-risk) of disasters and emergencies within an Administrative Region of the state comprised of several counties and mutual aid regions. The Regional Administrator (RA) plays a key role in the development, interpretation, review and implementation of policies regarding emergency management/response within the assigned Region and Agency. The RA serves as the Cal OES representative for the region to a broad range of local, state, federal, tribal officials, policy-makers, community-based organizations, private sector, and the media. The incumbent will perform the following duties:

<i>Percent of Time</i>	<b>ESSENTIAL FUNCTIONS</b>
30%	(E) Plan, organize, assign, coordinate, review and supervise the work of the regional staff (Coastal Division) in administering response, recovery and planning for emergency operations, emergency communications, and emergency operations exercise efforts, and emergency operation center readiness and activations (Coastal Regional Emergency Operations Center) in support of local government.
30%	(E) In conjunction with the other Regional Administrators and Headquarters, will participate in the formulation and establishment of policies and procedures for Cal OES regional programs and operations; plan improvements in regional programs; identify program and policy needs; propose recommendations to the Assistant Director, Undersecretary and Secretary; establish and enforce policy within the region; coordinate effectively with other division, branches, and programs within the agency; represent the department in contact with officials of federal, tribal, state and local governments, legislators, members of the Governor’s staff, the news media, private sector representatives, community-based organizations and the general public.
15%	(E) Advise and consult with federal, tribal, state, regional and local governing bodies and agencies, private industry, and community-based organizations in the administration of agency and Federal Emergency Management Agency (FEMA) and other state administered or coordinated programs, including the Emergency Management Performance Grant (EMPG).
10%	(E) The Regional Administrator will evaluate the emergency management needs of tribal, local, government, regional entities, the private sector and community-based organizations through the established Standardized Emergency Management Maintenance System, ad hoc advisory committees, or through other methods to advise Cal OES in improving its services and to enhance emergency management programs/activities.
5%	(E) The Regional Administrator will ensure the coordination and integration of Recovery programs and activities within the Region. Following a Declaration of Major Disaster and in collaboration with FEMA, the RA will ensure the establishment of an Initial Operating Facility and serve as a Deputy State Coordinating Officer/Governor’s Authorized Representative (GAR) at a Joint Field Office.
5%	(E) Coordinate homeland security duties and functions with employees and key partners for the region, as well as make recommendations to improve homeland security, transit security and emergency preparedness functions
<i>Percent of Time</i>	<b>MARGINAL FUNCTIONS</b>
5%	(M) <b>Other Related Duties</b> (include some specifics): May serve as the Governor’s Authorized representative (GAR) in implementing state and federal disaster assistance programs subsequent to gubernatorial and/or presidential disaster declarations.

**PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS**

<b>Activity</b>	<b>Not Required</b>	<b>Less than 25%</b>	<b>25% to 49%</b>	<b>50% to 74%</b>	<b>75% or More</b>
<b>VISION:</b> 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 checked="" type="checkbox"/>	<input type="checkbox"/>
<b>HEARING:</b> 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"/>
<b>SPEAKING:</b> 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"/>
<b>MOVEMENT:</b> Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SITTING:</b> At a computer terminal or desk; conferring with employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>STANDING:</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BALANCING:</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CONCENTRATING:</b> 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>COMPREHENSION:</b> 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"/>
<b>WORKING INDEPENDENTLY:</b> 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 type="checkbox"/>	<input checked="" type="checkbox"/>
<b>LIFTING UP TO 10 LBS. OCCASIONALLY:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS**

<b>Activity</b>	<b>Not Required</b>	<b>Less than 25%</b>	<b>25% to 49%</b>	<b>50% to 74%</b>	<b>75% or More</b>
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REACHING: Answering phones.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DRIVING:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 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*