

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

EMPLOYEE:	CLASS TITLE: Operations Liaison	HEADQUARTERS:
PROGRAM/UNIT: Debris Incident Management Team	POSITION NUMBER:	CBID:
TENURE: E-Hire	TIME BASE: INT	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: <input type="checkbox"/> 6 Mos. <input type="checkbox"/> 12 Mos. <input checked="" type="checkbox"/> N/A
IMMEDIATE SUPERVISOR:	CONFLICT OF INTEREST CATEGORY: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DMV PULL PROGRAM: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1. SUPERVISION RECEIVED: The Operations Liaison will be under the Supervision of the Branch Director.		
2. SUPERVISION EXERCISED: N.A.		
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES) EXPECTATIONS Work Hours: 0630 – 1800, Monday through Saturday (some days may require earlier hours). Work Area: Fire burn areas, including remote areas with limited cell service and poor condition roads. Operations Liaison (OL) is expected to be in the field monitoring operations between 80% and 100% of the workday. Meals and breaks: Lunches and breaks are taken at the discretion of the OL. Lunchtime runs typically 30 minutes and breaks are 10-15 minutes. Due to the rural areas, there are often no restaurants or stores in close proximity to the work locations, so it is encouraged that the OL have food and water with them.		
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): The Operations Liaison will have daily contact with other liaisons; project operations staff; consultants; federal, state, and local government representatives; and Program Managers, and may serve as a point of contact for local, state, and federal agencies.		

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): Failure to effectively perform the duties of the position may result in administrative and program performance not being completed accurately or timely, delayed recovery activities during emergency or disaster recovery, inaccurate correspondence and/or misinformation disseminated to various entities. This position has a high confidentiality requirement. Ultimately, the consequence of error is client inability to assist local governments with response and recovery to emergency situations and resulting in potential penalties and fines 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:

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 provide aid in emergency response and recovery activities. All staff is required to complete operational related training and may participate in emergency drills, training, and exercises.

Staff need to work effectively 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 each position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on 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.

7. JOB DESCRIPTION/GENERAL STATEMENT:

Under the general direction of Program Manager II, the OL serves as a representative of the State Incident Management Team within an assigned area and is responsible for assisting in the oversight of operations within that area. This role requires the OL to assist in coordinating and supporting operations of the Task Forces, Structural Debris Removal Crews, Hazard Tree Removal Crews, and all other operational resources assigned to their area. This may include monitoring operations for safety, serving as liaison for any visitors or owners to the site, and maintaining documentation. The OL will coordinate with representatives from the Structural Debris and Hazard Tree Removal Contractor (debris contractor) and the Assessment and Management Consultant (consultant). The OL may also serve as a liaison with the US Army Corps of Engineers (USACE) where they are to work effectively with the USACE to elevate issues raised. The OL reports to the Debris Group Supervisor (DGS).

Percent of Time	ESSENTIAL FUNCTIONS
55%	<p>Daily Operations Management</p> <p>Responsible for attending the Operations Briefings and other meetings as assigned. Will review and analyze necessary operational documents each morning to confirm the work assignments within their area. Meet with assigned Task Force Leaders (consultant personnel) and contractor leads daily to ensure coordination of work assignments. Responsible for coordinating with the debris contractor to elevate concerns of field operations, as defined. All changes in workflow or scheduling are to be forwarded through the chain of command. Visiting crews in their operational area. Patrol assigned area during every shift, which may include remote locations within disaster areas with poor communication infrastructure, to check in at various work sites. Ensure that all crews have the resources required to complete the tasks assigned, and work with contractor/consultant leads to elevate any identified issues. Responsible for coordinating resolution of and elevating any problems that occur in the assigned area. May meet with property owners who have raised concerns to resolve those concerns as quickly as possible. The OL will scout the area as often as possible for situational awareness. Duties will require up to 75% of driving throughout the work day.</p>
20%	<p>Federal Technical Monitoring</p> <p>Meet the assigned USACE Technical Monitor (TM) for their area each day to discuss the intended operations for the area. Work in tandem with the TM to identify and escalate any potential eligibility issues, document the issues, and resolve the issues, if possible. Duties will require up to 75% of driving throughout the work day.</p>
10%	<p>Local Government Coordination</p> <p>May be required to coordinate with local government personnel, such as staff from County environmental health, emergency management, fire/law, code enforcement, or other departments assisting with debris operations.</p>

10%	<p>Documentation</p> <p>Maintain a Daily Activity Log (ICS Form 214) for each shift. The Log is to be turned into the Planning Section at the end of each workday. The ICS Form 214 will, at a minimum, include your name, the designator of each assigned Task Force and crew, the name of each Task Force Leader and Crew Leader, the number of people assigned to each Task Force and crew, and any significant or unusual incidents, as well as the time of occurrence of any significant incident. The ICS 214 is a public document subject to subpoena, so a high degree of accuracy is a necessity. The OL will complete other documentation, such as damage claims and incident reports, as necessary and as directed by the Incident Command Team.</p> <p>Safety Incident Reporting</p> <p>May be needed to respond to a reported accident or injury that occurs in their assigned area or as directed by the DGS. Responsible for immediately notify Debris Group Supervisor, Branch Safety Officer, and emergency services (911) as appropriate. Gather information and prepare incident reports as directed by the Branch Safety Officer.</p>
Percent of Time	MARGINAL FUNCTIONS
5%	<p>Other Job-Related Duties as Required: Perform other duties, as assigned by the Debris Group Supervisor and the Incident Management Team, as necessary to ensure the safe and effective operations of the area.</p>

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of:

- Local geographic area impacted by 2020 wildfires.

Ability To:

- Reason logically and creatively and utilize a variety of analytical techniques to resolve issues of various complexity
- Analyze data and present ideas and information effectively
- Consult with and advise other interested parties on a wide variety of subject-matter areas
- Gain and maintain the confidence and cooperation of those contacted during the course of work

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
MOVEMENT: 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"/>
SITTING: At a computer terminal or desk; conferring with employees.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STANDING:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BALANCING:	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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	<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
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.					
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HANDLING: Documents, manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DRIVING:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKING INDOORS:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKING OUTDOORS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING IN CONFINED SPACE: Enclosed office environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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