

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
Exempt Duty Statement

Title: Assistant Director, Public Safety Communications  
Class Code: 0787

The Assistant Director, Public Safety Communications works under the direct oversight of the Deputy Director, Logistics Management. The primary responsibilities of the Assistant Director include oversight, management, and support of emergency communications initiatives and programs for Cal OES, state of California public safety agencies, and communities in California. The Assistant Director provides overall direction and leadership to meet the programs' strategic and business plan, in the following areas:

- **California 9-1-1 Emergency Communications Branch** –The State 9-1-1 Program enables Public Safety Answering Points (PSAPs) to provide expedient telephone access to emergency service for all 9-1-1 callers. This office provides leadership and collaboration with state, county and local government public safety agencies and PSAPs for the development of 9-1-1 strategic and operational plans, while considering emerging technologies, mandates, funding mechanisms, diverse demographics, topography and jurisdictions. Oversee the development, implementation, and evaluation of innovative strategies to build a successful statewide Next Gen (NG) 9-1-1 infrastructure, and management of the State Emergency Telephone Number Account in concert with the Finance and Administration Directorate. The 9-1-1 Branch, implements the State 9-1-1 Advisory Board and the Assistant Director may serve as its chair on the Director's behalf.. The Branch oversees California's Communications Emergency Support Function (ESF) 2, telecommunications personnel and equipment, and interface with allied emergency communications agencies—local, state, federal, and private sector. Additionally, the Branch serves as the state representative to the southwest border communications group hosted by the Department of Homeland Security.
- **Radio Communications Branch** – The Radio Communications Branch designs, installs, licenses and maintains Public Safety Radio Systems for state, federal, and local government agencies involved in the protection of life and property for the people of California. This office serves numerous state organizations, including the following public safety agencies: Department of Water Resources, Department of

Transportation, Department of Forestry and Fire Protection, Department of Parks and Recreation, CA Department of Fish and Wildlife, CA Department of Justice, CA Department of Corrections and Rehabilitation, and CA Highway Patrol. Additional clients include the Federal Bureau of Investigation, U.S. Coast Guard, and the National Weather Service, as well as several California cities and counties. The Branch also oversees implementation, management and maintenance of the statewide California Radio Interoperability System (CRIS).

- **Technical Services Branch** - The Technical Services Branch provides a variety of services to Cal OES and public safety agencies including oversight of the California Public Safety Microwave Network (CAPSNET), licensing of public safety radio spectrum, and a host of ancillary services that support PSC's service delivery. The Branch creates an open forum for public safety agencies to influence the implementation of public safety communications systems that facilitate interoperability through the Public Safety Radio Strategic Planning Committee (PSRSPC). The Assistant Director may serve as the chair of the PSRSPC on behalf of the Director.

In addition, the Assistant Director is also responsible for the management and oversight of two fee-based funds, the State Emergency Telephone Number Account and the Public Safety Communications Revolving Fund. The Assistant Director will coordinate with the Finance and Administration Directorate to set the annual fee for each fund to ensure revenue is collected to cover all anticipated costs.