## Duty Statement

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Position Number:</th>
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<tbody>
<tr>
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<td>580-230-8085-909</td>
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<table>
<thead>
<tr>
<th>Classification:</th>
<th>Tenure/Time Base:</th>
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<tbody>
<tr>
<td>Senior Emergency Services Coordinator, Office of Emergency Services</td>
<td>Permanent / Full-Time</td>
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<tr>
<th>Working Title:</th>
<th>Work Location:</th>
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| Technical Program Consultant for Emergency Planning | 1615 Capitol Avenue
Sacramento, CA 95814 |

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<tr>
<th>Collective Bargaining Unit:</th>
<th>Position Eligible for Telework (Yes/No):</th>
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<tbody>
<tr>
<td>R07</td>
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<thead>
<tr>
<th>Center/Office/Division:</th>
<th>Branch/Section/Unit:</th>
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| Emergency Preparedness Office | Planning, Recovery, Evaluation
Branch/Planning, Preparedness and Coordination Section |

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

### Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource’s Job Descriptions webpage](http://www.cdph.ca.gov).

### Job Summary

This position supports the California Department of Public Health’s (CDPH) mission and strategic plan by serving in a senior level position in the Planning, Preparedness and Coordination Section of the Emergency Preparedness Office (EPO) and performing as a technical program consultation lead for CDPH emergency planning efforts including providing support and coordination to CDPH Center and Programs and assisting in the wellbeing of healthcare communities, stakeholders, and citizens of California in the State’s emergency preparedness planning efforts.
The incumbent works under the general direction of the Staff Services Manager II (SSM II) of the Planning, Preparedness and Coordination Section. The Senior Emergency Services Coordinator, Office of Emergency Services (Sr. ESC) performs the most complex, difficult, and sensitive emergency management, emergency response, recovery, and planning work above the journey level. The Sr. ESC is independently responsible for significant, specialized emergency management projects; serves as a lead person, team leader, and/or project coordinator on the most difficult and complex emergency management projects; formulates program and policy direction and alternatives, which are highly complex and select and develop methodologies for their implementation.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
  - Up to 15% travel is required to attend meetings and participate in workgroups on behalf of EPO relating to public health emergency response; attend federal and state training programs, in-services and continuing education courses, workshops, conferences, and local site visits.
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
  - Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. Applicants who do not possess the license will be admitted to the examination but must secure the license prior to employment.
- Other:
  - In order to address urgent operational needs or conduct emergency-related response activities, incumbent may, on occasion, be required to work outside core business hours, travel, and transport up to 25 lbs.

Essential Functions (including percentage of time)

40% Performs as lead technical program consultant for CDPH emergency planning efforts and in particular, climate-related disasters and emergencies. This includes, but not limited to: development, coordination, and leading of CDPH-wide planning activities based on both an all-hazards approach and specific scenario-based emergencies or events. Independently review and research climate and preparedness related scientific research and articles to incorporate into planning. Responsible for training, developing and delivering presentations to key partners. Consults with local jurisdictions, state and federal agencies, non-profit organizations, and community groups regarding major program development issues or operations. Serves as lead and directs public health and medical (CA-ESF 08) planning efforts with local, state, and federal response partners. Collaborates with federal, state, and local agencies involved in emergency preparedness and disaster response planning to ensure a coordinated, multidisciplinary response effort.

20% Independently serves as the California Emergency Support Function (CA-ESF) 8 Public Health and Medical Representative at the California Governor’s Office of Emergency Services (Cal OES) State Operations Center (SOC) during large activations, as needed. Establishes and
maintains a working knowledge of the Incident Command System (ICS), and the Medical and Health Coordination Center (MHCC) structure, including all sections within the MHCC. Serves in any of the ICS positions in the MHCC that is within the scope of Sr. ESC duties, should the need arise during activations. Maintains awareness of priorities and functions to ensure continuity of operations within the MHCC organizational structure during activations. Independently works with CDPH Center/Programs and EPO executive management pertaining to emergency response and recovery and works with the MHCC to ensure a unified and coordinated effort during emergencies. Collaborates and coordinates with EPO Incident Response Team (IRT) Members for the development, implementation, revision, and maintenance of complex MHCC standardized operating procedures (SOP), to ensure continuity of effort and a streamlined process for response and recovery activities during public health and medical emergencies. SOPs will be consistent with the CDPH Emergency Operations Manual, CDPH Emergency Operations Response Plan, State Emergency Plan, Standardized Emergency Management Systems (SEMS), ICS, and National Incident Management System (NIMS).

15% Directs review of program-specific plans and procedures to ensure compliance with SEMS/NIMS and consistency with CDPH emergency and continuity plans and acts as a technical program expert; consults and negotiates with local jurisdictions, state and federal agencies, community based organizations, and community groups regarding major planning development issues or implementations; mentors new staff; reviews technical work products of staff; analyzes legislation having a statewide program impact; and recommends legislative proposals, implementation, and strategic planning.

15% Establishes and maintains extensive knowledge of the SEMS, the state emergency response structure (as outlined in the CA State Emergency Plan), local, state, and federal emergency preparedness and response plans, resources, and authorities. Maintains current working knowledge of state-level public health plans and policies relating to emergency preparedness and response in order to represent CDPH at all levels for public health and medical needs across numerous planning efforts. Ensures compliance and consistency across all planning efforts that contain a public health and medical component and make appropriate recommendations for inclusion of public health and medical considerations in plans that do not. Formulates recommendations for emergency planning gaps and considerations, develops alternatives, solutions, and recommendations to CDPH Management, and other state, federal, and local partners/stakeholders.

5% Travels to attend and participate in workshops, training exercises, and planning meetings on behalf of EPO as a lead related to public health and medical emergency planning (i.e., SEMS/NIMS, The Public Health and Medical Emergency Operations Manual (EOM), the CDPH Emergency Operations Response Plan (EORP), etc.).

Marginal Functions (including percentage of time)

5% Performs other job-related duties as required. In the event of an emergency activation, the incumbent may be required, on short notice, to work irregular and overtime hours during disaster operations in order to support one of four Emergency Operations Centers (EOC). The incumbent is required to participate on EPO IRT. Works as lead on special projects / presentations for CDPH.
I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

<table>
<thead>
<tr>
<th>Supervisor’s Name:</th>
<th>Date</th>
<th>Employee’s Name:</th>
<th>Date</th>
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<tbody>
<tr>
<td>Supervisor’s Signature</td>
<td>Date</td>
<td>Employee’s Signature</td>
<td>Date</td>
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HRD Use Only:
Approved By: JA
Date
11/29/22

I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)