

State of California  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

**POSITION DUTY STATEMENT**

BU: 2, 7, & Non-represented

EMPLOYEE:	CLASS TITLE: Program Manager I	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Recovery Operations/ Recovery Closeout & Infrastructure/ Public Assistance Inland	POSITION NUMBER: 163-531-4924-001 (10449)	CBID: S07
TENURE: Permanent	TIME BASE: Full Time	WORK WEEK GROUP: E
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: <input type="checkbox"/> 6 Mos. <input checked="" type="checkbox"/> 12 Mos. <input type="checkbox"/> N/A
IMMEDIATE SUPERVISOR: David Gillings	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 PM I will be under the direct supervision of a Program Manager II.		
2. SUPERVISION EXERCISED: The PM I may supervise staff including permanent and possibly limited-term positions.		
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES) Appropriate business attire for a professional office environment; ability to sit in a normal seated position for extended periods of time; ability to effectively handle multiple tasks and changing priorities.		
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): The PM I will work with Public Assistance staff and managers; other staff at Cal OES; and local; state; and federal agencies		
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; regulation; policies; plans and procedures. This could result in statewide impacts; including; but not limited to; loss of state and federal disaster assistance 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:  When not on-call, standby or Duty Officer status, if called upon by Governor's Office of Emergency Services (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.		

CONTINUED: EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:

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

7. JOB DESCRIPTION/GENERAL STATEMENT:

Under the general direction of the Program Manager II; the Program Manager I is responsible for the management; supervision; and organization of resources and the implementation of work program objectives assigned to the Public Assistance (PA) Division and Unit. The PM I will perform PA program work during both normal and disaster recovery operations.

Primary duties involve supervisory responsibility for professional staff; planning; coordinating and directing resources; to effectively implement work tasks associated with collecting Preliminary Damage Assessments (PDAs) data; preparing Project Work Sheet (PWs) and Damage Survey Reports (DSRs) that identify and request reimbursement of eligible disaster damages related to federal and state declared disasters. Duties also include directing project and disaster close-out; field coordination; and recovery operations support.

Percent of Time	ESSENTIAL FUNCTIONS
35%	<p><b><u>MANAGEMENT</u></b></p> <p>Duties relate to the overall management of the PA Unit which includes the development and implementation of tasks that support the California Governor's Office of Emergency Services (Cal OES) PA Division work programs such as: professional development of unit staff; projecting; acquiring; and directing the resources needed to meet the Branch's disaster assistance objectives and the Unit's program goals.</p> <p>Duties involve the following: dispatching staff immediately following a disaster to perform the PDA for affected public facilities; applying for state and/or federal PA funding; directing staff writing the initial PWs/ DSRs and completing supplemental DSRs/ version PWs to cover additional damages not initially identified. Duties further entail overseeing project monitoring of major construction projects; submitting quarterly progress reports to the Federal Emergency Management Agency (FEMA) to provide progress on open projects; completing Final Inspection Reports (FIRs); and making recommendations to FEMA on the final disposition of the application.</p> <p>Duties also include monitoring and directing the collection; evaluation; and dissemination of information which is related to PA program.</p> <p>Duties include timely identification of program specific issues or conflicts and making recommendations for resolution; reviewing program requirements; analyzing the impact of meeting these requirements; redirecting resources as needed to accomplish work program objectives and meet federal mandates.</p>
35%	<p><b><u>FIELD COORDINATION</u></b></p> <p>Duties include collecting damage information from potential applicants; coordinating state/federal PDA field operations; conducting briefings; coordinating; organizing and overseeing detailed field inspections of damaged sites with FEMA and the applicant; overseeing the monitoring of project construction; reviewing applicable documentation to ensure that work is being done in accordance with the project scope and regulations; analyzing final inspection reports; vouchers; and federal audits to either close project applications; or to commence follow-up activities as required; preparing and reviewing the most difficult PWS/DSRs; presenting technical engineering recommendations to Cal OES' Public Assistance Officer (PAO); determining the need for assistance on other assigned tasks; and serving as the Deputy Public Assistance Officer (DPAO) in federally declared events.</p>
10%	<p><b><u>SUPERVISION</u></b></p> <p>May supervise and oversee staff in developing program work schedules; making and reviewing assignments; monitoring program products and deadlines; identifying program problems and taking corrective action; hiring and training staff; developing duty statements; evaluating job performance and conducting corrective interviews; applying progressive discipline in accordance with personnel needs and state guidelines; ensuring compliance with departmental and state fair labor standards and guidelines; and arbitrating and/or negotiating solutions in personnel conflicts or problems.</p>

15%	<p><b><u>RECOVERY OPERATIONS SUPPORT</u></b></p> <p>Duties include establishing and maintaining contact with federal; state; local and voluntary agencies and organizations participating in disaster relief and recovery operations; reviewing the operations of state and federal PA programs; and work with FEMA and applicants to insure prompt resolution of problems; and educating local governments and other eligible applicants in disaster assistance. As timely submission of required reports and expeditious payment of eligible costs occur; the Unit Program Manager reports special occurrences or events (i.e. accidents or political situations) to the PAO; and assisting in developing and updating of Public Assistance Division Action Plan.</p>
Percent of Time	MARGINAL FUNCTIONS
5%	<p><b>Other Related Duties as Required</b></p> <p>The incumbent will perform other related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be limited to: (a) assisting where needed within the program, which may include special assignments; (b) complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and (c) attendance at staff meetings.</p> <p>Additional duties may include representing the PAO at meetings and conferences and making presentations on disaster activities to executive staff and professional associations among others; assisting in JFO; participating in drills; training exercises and disaster recovery operations; coordinating with other Branch/Section Managers; Regional Administrators; and representatives of other state and federal agencies to promote effective implementation of Cal OES objectives and disaster assistance programs; and performing other duties as required.</p>
	OTHER INFORMATION
	<p>This position may require extended travel during disaster recovery operations.</p> <p>Incumbent must possess good communication skills; use sound judgment in decision-making; exercise creativity and flexibility in problem identification and resolution; manage time and resources effectively; and be responsive to Cal OES management needs. The incumbent must implement good management practices; have the understanding of and ability to effectively implement Cal OES and State Personnel Board and Department of Personnel Administration personnel management policies; and the ability to develop subordinate supervisors</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 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 type="checkbox"/>	<input checked="" type="checkbox"/>
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SITTING: 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"/>
STANDING:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BALANCING:	<input type="checkbox"/>	<input checked="" 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 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 interaction from other staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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**

<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 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 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 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DRIVING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 checked="" 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*