

DUTY STATEMENT

Employee Name:	
Classification: Senior Emergency Services Coordinator, Office of Emergency Services	Effective Date:
Working Title: Senior Emergency Services Coordinator	Position Number: 312-700-8085-007
Collective Bargaining Unit: R07	Work Location: 11120 International Drive, Suite 200, Rancho Cordova, CA 95670
Center/Office/Division/Unit: Disaster Medical Services/Response Resource Unit	Tenure/Time Base: Permanent/Full Time

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.

Emergency Medical Services Authority (EMSA) is responsible for the equitable coordination, administration, and integration of the statewide emergency medical services system to reduce suffering and save lives throughout California.

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.

During emergency operations, may be required to work in EMSA's Departmental Operations Center, other governmental Emergency Operations Centers, or in EMSA's field Mission Support Teams to provide assistance in emergency response and recovery activities. EMSA staff are required to complete emergency management and Incident Command System training based on their respective roles in a response and participates in periodic departmental and statewide readiness drills and exercises. Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

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](#).

Job Summary

Under the general direction of the Program Manager I of the Response Resource Unit (RRU), the Senior Emergency Services Coordinator (Sr. ESC) performs the most complex, difficult, and sensitive emergency management and response duties. The Sr. ESC plans, organizes, and prepares for disaster medical response operations and deployment of mobile medical assets in accordance with the appropriate California codes, regulations, statutes, and departmental policies and procedures. The Sr. ESC functions as a highly skilled technical program consultant in a program that is one of the Governor's Disaster Preparedness initiatives and is critical to Emergency Medical Services Authority's (EMSA)'s basic missions.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☒ Department of Motor Vehicles (DMV) Pull Notice Required
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel Required: 15%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☒ License/Certification: Possession of a valid class C driver license issued by the California DMV
- ☒ Telework Eligible: Up to 3 days.
- ☐ Other:

Essential Functions (including percentage of time)

25% Coordinates the RRU Mobile Medical Assets program to support and coordinate statewide emergency medical preparedness, mitigation, response, and recovery. Determines response readiness and availability of assets and equipment within the Disaster Medical Services (DMS) Division. Manages, tracks, and maintains readiness and upkeep of all the DMS Division's facilities including medical and non-medical assets.

25% Serves as a DMS lead subject matter expert in disaster medical response logistics including medical supply caches and equipment. Assesses statewide medical needs and coordinates logistics support during emergency activations. Supports the emergent deployment of Mobile Medical Assets by coordinating supply, resupply, resource tracking, inventory, and recovery.

20% Serves as an EMSA liaison working with local, regional, State, and Federal partners to coordinate requests for medical mutual aid as well as identify and solve unique disaster

medical preparedness, mitigation, response, and recovery needs. Uses modern communicative methods as necessary to ensure adequate fulfillment of external stakeholder requests for support during a disaster response. Prepares staff for emergency field response using training resources such as manuals, video conferencing software, email, and face-to-face instruction to ensure EMSA is ready and able to respond to statewide disasters and major medical events.

15% Supports DMS Division programs in accordance with the California Patient Movement Plan and Emergency Operations Manual, including California Medical Assistance Teams, Mission Support Teams, Ambulance Strike Team, and management of DMS Units. Researches and develops policies and procedures to support EMSA's medical mutual aid system and provides expertise regarding Emergency Support Function 8 (Public Health and Medical Services).

10% Performs the role of Duty Officer upon assignment by effectively leading, planning for, and responding to emergencies/disasters under all conditions. Applies emergency management principles to the specific immediate situation and applying professional knowledge to all situations of coordination, mitigating hazards, and communicating risks to appropriate personnel.

Marginal Functions (including percentage of time)

5% Serves as an EMSA Agency Representative and oversees emergency-hired staff while assigned to an alternate care location or emergency operations center. Establishes pre-disaster and just-in-time Memorandums of Understandings with Local Emergency Medical Services Agencies and local Public Health Departments.

☐ 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.		☐ 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.)	
Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: CO

Date: 3/17/25