

DUTY STATEMENT

Employee Name: John Wogec	Position Number: 580-230-8085-026
Classification: Senior Emergency Services Coordinator, OES	Tenure/Time Base: Permanent/Full-Time
Working Title: Medical Health Coordination Center Response Coordinator	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R07	Position Eligible for Telework (Yes/No): Yes - Hybrid
Center/Office/Division: Center for Preparedness and Response	Branch/Section/Unit: Program and Response Branch/ Response Section/ Response Readiness Unit

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](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by enhancing preparedness and response for emerging public health threats in support of the health and well-being of California's diverse people and communities.

The incumbent works under the general direction of the Program Manager I, in the Response Readiness Unit (RRU) of the Center for Preparedness and Response (CPR). The Senior Emergency Services Coordinator (Sr ESC) performs the most complex, difficult, and sensitive emergency

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management and emergency response duties to function as a highly skilled technical consultant in a program that is one of the Governor's Disaster Preparedness Initiatives. This position supports the CDPH mission and strategic plan by participating and leading emergency planning, mitigation, response, and recovery activities. During emergency operations, incumbent may be required to work in the State Operations Center (SOC), the Medical Health Coordination Center (MHCC), or other external governmental Emergency Operations Centers (EOC).

The Senior Emergency Services Coordinator (Sr. ESC) will lead a MHCC Section as a MHCC Section Coordinator, during public health and medical emergency response activities and assist in the management of day-to-day activities in the MHCC. The incumbent works with internal and external partners including the Emergency Medical Services Authority (EMSA), California Governor's Office of Emergency Services (CalOES), and departments within the California Health and Human Services Agency to ensure continuity of preparedness, response, and recovery activities. The incumbent develops, implements, and revises standardized operating procedures (SOP), advises and makes recommendations to CPR leadership on the status of daily operations pertaining to emergency response, and works with the CPR 24/7 Intelligence Section and Incident Response Teams (IRT) to ensure a unified and coordinated effort during public health and medical emergencies.

The incumbent must be ready to deploy for up to two (2) weeks to austere conditions, adhere to all safety rules, exercise good judgment, build extensive relationships across all disciplines and jurisdictions, influence and lead change, and practice appropriate procedures. 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. Up to 15% travel is required.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 15%
- ☐ 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:

Essential Functions (including percentage of time)

- 30% Serves as a Section Coordinator for one of the MHCC's sections by maintaining daily situational awareness, leading section staff, establishing section objectives and priorities, developing staffing plans and maintaining IRT rosters, and ensuring all section deliverables are completed. Communicates with internal and external public health and medical stakeholders and continuously informs management of daily events. Establishes and maintains a working knowledge of all MHCC Section priorities and functions to ensure continuity of operations within the MHCC organizational structure. Coordinates with the CPR 24/7 Intelligence Section

to ensure integration and unification of effort in day-to-day activities and during public health and medical emergency response activities.

- 20% Collaborates and coordinates with other Section Coordinators within the Response Readiness and Operational Readiness units, MHCC leadership, CPR staff and subject matter experts to develop, implement, revise, and maintain emergency policies, SOPs, ensuring continuity of effort and a streamlined process for response activities during public health and medical emergencies. SOPs will be consistent with the CDPH Emergency Operations Manual (EOM), CDPH Emergency Operations Response Plan (EORP), State Emergency Plan, Standardized Emergency Management Systems (SEMS), Incident Command System (ICS), and National Incident Management System (NIMS).
- 20% Leads the development and implementation of a standardized training curriculum for CPR staff and provides training to other CDPH centers or programs as requested to ensure vital components of emergency response operations are tested and validated prior to an emergency activation. Serves as the instructor for ICS, SEMS, and NIMS courses as needed. Travel is required to attend meetings, participate in workgroups, and trainings.
- 10% Oversees CPR responder uniform and credentialing program and related responsibilities for CPR staff. This includes managing and tracking uniform inventory, issuing and replacing uniform items as needed, and ensuring staff are regularly educated on the CPR Uniform Policy. For credentialing, the duties include tracking badge assignments, issuing and collecting credentials during MHCC onboarding and offboarding, maintaining the ID/badging equipment, and overseeing procurement and tracking of related supplies.
- 10% Collaborates with the Program and Response Branch and the Planning, Recovery, and Evaluation Branch to ensure continuity of operations and to establish working knowledge of all cross-functional activities, including emergency response training and exercises, within the CPR Division of Program and Response. Leads MHCC outreach and recruitment efforts for new IRT members.

Marginal Functions (including percentage of time)

- 10% 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 to support CDPH emergency response. During emergency operations, incumbent may be required to work in the State Operations Center (SOC), the Medical Health Coordination Center (MHCC), or other external governmental Emergency Operations Centers (EOC).—The incumbent is required to participate on a CPR Incident Response Team.

☐ 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: AC

Date: 7/30/25