

DUTY STATEMENT

Employee Name:	Position Number: 580-230-4926-004
Classification: Emergency Services Coordinator, Office of Emergency Services	Tenure/Time Base: Permanent/ Full Time
Working Title: Emergency Coordinator	Work Location: 1615 Capitol Ave Sacramento, CA 95814
Collective Bargaining Unit: R07	Position Eligible for Telework (Yes/No): Yes - Hybrid
Center/Office/Division: Center for Preparedness and Response Division of Program and Response	Branch/Section/Unit: Program and Response Branch 24/7 Intelligence 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](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by monitoring public health hazards and providing emergency response communication in support of the health and wellbeing of California's diverse people and communities.

The incumbent works under the direction of the Program Manager II of the 24/7 Intelligence Section, Program and Response Branch, Center for Preparedness and Response. The Emergency Services Coordinator, Office of Emergency Services (ESC) will work within the 24/7 Intelligence Section, which operates in 8-hour shifts, 24 hours a day, seven days a week watching over California to identify

potential and emerging public health threats, provide alert notification to all levels of government as well as critical situational awareness during an emergency or disaster. The incumbent is expected to rotate through various work schedules including day, swing, and night shifts.

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)

- 35% Produces threat and disaster-related work products in support of the CPR including daily public health intelligence reports, advanced planning documentation such as a 7-day public health threat outlooks, and other reports relating to chemical, biological, radiological and nuclear threats for situational awareness of active and potential public health and medical incidents. Sources intelligence information from various monitoring systems, platforms, organizations, and open-source media to effectively collect, deconflict, produce, and disseminate critical intelligence products. Disseminates intelligence reports to both internal and external stakeholders to ensure real-time situational awareness on emerging public health threats, emergencies, and trends.
- 25% Serves as a technical and programmatic subject matter expert (SME) for public health coordination within the CPR. Works as part of a team responsible for maintaining 24/7 situational awareness for all public health and medical inquiries and intelligence-gathered. Provides review, support, and communication for complex CDPH Duty Officer inbox requests and responses. Works with appropriate Public Health and Medical SMEs to gather intelligence which evaluates and vets all incoming intelligence sources to inform the CPR management and personnel of potential public health threats. Identifies needs and emergency management systems deficits and develops recommendations for improvement. Works with section Research Data Analysts to analyze incoming data sources, review and synthesize surveillance, and monitor data to inform response operations and communication priorities. Maintains a working knowledge of the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), the CDPH Emergency Operations Response Plan (EORP) and the California Public Health and Medical Emergency Operations Manual (EOM).
- 20% Maintains a working knowledge of Incident Command Systems (ICS) and the Medical and Health Coordination Center (MHCC) principles and structure, including all sections within the MHCC. Maintains awareness of priorities and functions to ensure continuity of operations within the MHCC organizational structure during activations. Works with CDPH Centers, Programs, and the CPR executive management team in support of identifying emerging public health threats and emergency response and recovery operations. SME for alert notifications for all levels of

government and provides critical situational awareness during an emergency or disaster. Utilizes and trains others on the California Health Alert Network (CAHAN) platform to effectively disseminate critical health information and guidance when necessary. Trains staff in principles and methods of risk assessment and communication.

- 15% Participates in workshops, drills, and training exercises on public health emergency awareness and response (e.g., SEMS/NIMS, Disaster Service Worker, MHCC, Strategic National Stockpile, etc.). Travel is required to attend meetings, participate in workgroups, exercises, and trainings.

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.

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 6/17/25		