

DUTY STATEMENT

Employee Name:	Position Number: 580-230-8085-xxx
Classification: Senior Emergency Services Coordinator, CalOES	Tenure/Time Base: Permanent/Full-Time
Working Title: Regional Disaster Public Health Representative	Work Location: Various locations available. Location to be determined upon hire.
Collective Bargaining Unit: R07	Position Eligible for Telework (Yes/No): Yes - Hybrid
Center/Office/Division: Center for Preparedness and Response (CPR)/Division of Program and Response	Branch/Section/Unit: Program and Response Branch/Response 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 enhancing preparedness and response for emerging public health threats through serving as a Regional Disaster Public Health Representative (RDPHR).

The Senior Emergency Services Coordinator, California Governor's Office of Emergency Services (Sr. ESC) works under the general direction of the Response Section Chief in the Program and Response Branch of the Center for Preparedness and Response (CPR). The incumbent will work in conjunction with the existing Regional Disaster Medical Health Specialists subcontracted through the

Emergency Medical Services Authority to support regional preparedness, response, recovery, and mitigation activities. The Sr. ESC performs the most complex, difficult, and sensitive emergency management, emergency response, recovery, and planning work. The incumbent is independently responsible for significant, specialized emergency management projects; serves as a team lead and/or project coordinator on emergency management projects; formulates program and policy direction and alternatives; and develops methodologies for implementation.

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 50% travel is required.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 50%
- ☐ 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% Serves as a Regional Disaster Public Health Representative (RDPHR) with an emphasis on regional public health disaster response, recovery, planning, and mitigation. Represents the CDPH CPR by working in conjunction with the existing Regional Disaster Medical Health Specialists subcontracted through the Emergency Medical Services Authority. Incumbent will be assigned to represent CDPH CPR in one (1) of the six (6) mutual aid regions in California. Assists in the development of coordinated regional disaster medical and public health response systems including the development and maintenance of regional plans and procedures, regional training, and the facilitation of regional drills and exercises.
- 20% Establishes and maintains extensive knowledge of the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), the California Public Health and Medical Emergency Operations Manual (EOM), the state emergency response structure as outlined in the CA State Emergency Plan (SEP), local, regional, state, and federal emergency preparedness and response plans, resources, and authorities. Maintains current working knowledge of state and assigned regional public health plans and policies relating to emergency preparedness and response. Acts as a technical program consultant for assigned regional response operations.
- 20% Works within assigned mutual aid region in conjunction with the existing RDMHS personnel to coordinate medical and health disaster situation reporting and resource management within the region and/or in support of other affected regions during a public health and medical emergency response.

20% Travels within assigned mutual aid region, as well as occasional travel to Sacramento to attend meetings and participate in workshops, trainings, exercises, planning meetings, and other regional events on behalf of CDPH CPR related to Regional Disaster Public Health issues. Attends Federal and State training programs, in services, and continuing education courses to maintain program knowledge and skills.

Region	Counties	Available Headquarter Locations
Region I	Los Angeles, Orange, Santa Barbara, San Luis Obispo, Ventura	Los Angeles, Orange, Ventura
Region III	Butte, Colusa, Glenn, Lassen, Modoc, Plumas, Trinity, Shasta, Sierra, Siskiyou, Sutter, Tehama, and Yuba	Butte
Region VI	Imperial, Inyo, Mono, Riverside, San Bernardino, San Diego	San Bernardino, San Diego

Marginal Functions (including percentage of time)

5% 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 a CPR IRT.

☐ 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: 12/2025