State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

POSITION DUTY STATEMENT

BU: 1, 4, 9, 10, 11, 12 & 14

EMPLOYEE:	CLASSIFICATION: Disaster Assistance Programs Specialist I	HEADQUARTERS: Mather Campus
Recovery Directorate/Recovery Operations Section/Closeout and Debris Division/Closeout Unit IV	POSITION NUMBER: 163-532-8025-904 (CN 51544)	CBID: R11
TENURE: Limited Term	TIME BASE: Full Time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: ☐ 6 Mos. ☐ 12 Mos. ☒ N/A
IMMEDIATE SUPERVISOR:	CONFLICT OF INTEREST CATEGORY: ☒ Yes ☐ No	DMV PULL PROGRAM: ☒ Yes ☐ No

1. SUPERVISION RECEIVED:

   The Disaster Assistance Program Specialist I (DAPS I) is under the supervision of the Program Manager I, Office of Emergency Services.

2. SUPERVISION EXERCISED:

   N/A

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
   The DAPS I will be required to use a personal computer, perform word processing and data entry, create files, create reports, and handle telephone inquiries. The position also requires photocopying, mail outs, and other document processing activities. This position may at times require field work which includes walking and standing for periods of time.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
   The DAPS I will have daily contact with all levels of California Governor's Office of Emergency Services (Cal OES) staff; consultants; federal, state, and local government representatives; and serve as a point of contact for local agencies.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
   If the DAPS I fails to complete written assignments by regulatory deadlines, subgrantees may lose their appeal rights or their disaster funding may be impacted. If the DAPS I fails to complete work assigned to them by their manager and/or lead by the designated deadline, the manager's and/or lead's ability to complete their work tasks may be affected.

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:

May 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/PSC Operations (Technicians)/PSC Engineering (Engineers). May be required to participate in emergency drills, training, and exercises.
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 Governor's Office of Emergency Services (Cal OES) Management (including contact from the State of California Warning Center) and report to work in a fit and able condition, if necessary, as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

Under the supervision of the Program Manager I, the DAPS I performs journey level work relating to the provision of federal and state disaster assistance within the Cal OES Recovery Branch. Work within various programs including grants management, public assistance, research, analysis and documentation, and administration pursuant to the federal Public Assistance Disaster Grant, federal Fire Management Assistance Grant (FMAG), California Disaster Assistance Act (CDAA) grants, and other grant programs. Executes assignments related to open state and federal disasters and emergency declarations and is the primary point of contact for closing assigned disaster projects and/or applications. Functions in a demanding and changing environment, which requires the DAPS I to act with great independence while effectively maintaining a routine workload and also regularly responding to short term tasks. Required to meet regulatory and internal deadlines on all assignments. May be required to travel on short notice and work overtime as necessary in support of Cal OES and JFO program objectives.

In alignment with our commitment to diversity, equity, inclusion, and accessibility, all Cal OES employees are encouraged to promote and foster an equitable and inclusive workplace environment.

Percent of Time	ESSENTIAL FUNCTIONS
35%	Program Documentation Responsible for conducting validations for the purpose of identifying and documenting disaster related damage and repairs to various public and private non-profit facilities, including buildings, roads, water control systems, utilities, and others. Assembles and documents expenditures related to debris removal activities and emergency protective measures. Prepare average to difficult level Damage Survey Reports (DSRs), Project Worksheets (PWs), Final Inspection Reports (FIRs), and other required forms and reports

	under state and federal programs. Validates PWs and DSRs submitted by applicants and reviews program documents. Performs duties to assist applicants in maximizing cost recovery for eligible disaster damage repairs, emergency response measures, and hazard mitigation projects.
35%	Monitoring and Collection Pursuant to the federal Public Assistance Disaster Grant, FMAG, CDAA grants, and other grant programs, the DAPS I is responsible for the timely and accurate completion of state and federal forms, including program proposals, project monitoring reports, and final inspection reports. Identify and collect supportive material necessary to substantiate the scope of work, preliminary cost estimates, and any changes which arise during reconstruction. Conducts the collection of ordinances, policies, files, payroll records, bid and contract documentation, estimates, construction plans and specifications, and other materials provided by the applicant's representatives.
25%	Review and Report Review and report on the status of project completion including quarterly and final inspection reports. Complete internal management reports documenting the status of their work assignments, work remaining and issues requiring management attention.
Percent of Time	MARGINAL FUNCTIONS
5%	Other Job-Related Duties as Required The incumbent will perform other job-related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be limited to: assisting where needed within the program, which may include special assignments; 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 attendance at staff meetings.

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.	☐	☐	☐	☐	☒
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	☐	☐	☐	☐	☒
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	☐	☐	☐	☐	☒
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	☐	☐	☐	☒	☐
SITTING: At a computer terminal or desk; conferring with employees.	☐	☐	☐	☒	☐
STANDING:	☐	☐	☒	☐	☐
BALANCING:	☐	☐	☒	☐	☐
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	☐	☐	☐	☐	☒
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	☐	☐	☐	☐	☒
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.	☐	☐	☐	☒	☐

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
LIFTING UP TO 10 LBS. OCCASIONALLY:	☐	☐	☐	☒	☐
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	☐	☐	☒	☐	☐
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	☐	☒	☐	☐	☐
FINGERING: Pushing buttons on telephone; typing; copying.	☐	☐	☐	☐	☒
REACHING: Answering phones.	☐	☐	☐	☐	☒
CARRYING: Distributing mail; reports; stocking supplies.	☐	☐	☐	☐	☒
CLIMBING: Stairs	☐	☐	☒	☐	☐
BENDING AT WAIST:	☐	☐	☒	☐	☐
KNEELING:	☐	☒	☐	☐	☐
PUSHING OR PULLING:	☐	☒	☐	☐	☐
HANDLING: Documents, manuals	☐	☐	☐	☐	☒
DRIVING:	☐	☐	☐	☒	☐
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	☐	☐	☐	☐	☒
WORKING INDOORS:	☐	☐	☐	☒	☐
WORKING OUTDOORS:	☐	☐	☒	☐	☐
WORKING IN CONFINED SPACE: Enclosed office environment.	☐	☐	☐	☐	☒

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