

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Emergency Management Coordinator/Instructor II

POSITION NUMBER:

800-612-2881-001

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Executive/Disaster Services Branch

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Department Operations Bureau/Training and Exercise

SUPERVISOR'S NAME:

Kasmira Kit

SUPERVISOR'S CLASS:

Program Manager II

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- ☒ Designated under Conflict of Interest Code.
- ☒ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ None
- ☐ Other (Explain below)

I certify that this duty statement represents an accurate description of the essential functions of this position.

SUPERVISOR'S SIGNATURE

DATE

I have read this duty statement and agree that it represents the duties I am assigned.

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (Check one):

- ☐ None ☐ Supervisor ☒ Lead Person ☐ Team Leader

**FOR SUPERVISORY POSITIONS ONLY:** Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

**FOR LEADPERSONS OR TEAM LEADERS ONLY:** Indicate the number of positions by classification that this position LEADS.

1 - Associate Governmental Program Analyst (AGPA)

MISSION OF ORGANIZATIONAL UNIT:

The mission of the Disaster Services Branch (DSB) is to serve, aid, and protect individuals and families affected by disasters and emergencies by supporting local government to provide excellent training, preparedness, response, and recovery services for mass care and shelter activities while promoting an environment of inclusivity and equity.

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## CONCEPT OF POSITION:

Under the primary direction of the Program Manager II (PM II), the Emergency Management Coordinator/Instructor II (EMCI II) is responsible for leading emergency management training and exercise projects with internal and external customers on emergency response related to mass care and shelter. This position has lead responsibility over the Training and Exercise unit.

### A. RESPONSIBILITIES OF POSITION:

40% - (E) Emergency Management Exercise lead. Develops, designs, plans, manages, conducts, and evaluates exercises that address mass care and shelter priorities established by senior leaders. Exercises may include state-level exercises, internal CDSS exercises, or other exercise events. Follows Homeland Security Exercise and Evaluation Program guiding principles for exercise and evaluation programs. Collects data during exercises. Prepares After-Action Reports and contributes to Improvement Plans. Supports exercise development and execution for partners such as the California Governor's Office of Emergency Services and Operational Areas. Seeks out and participates in professional development such as the Master Exercise Practitioner Program. Creates and maintains the multi-year training and exercise plan.

35% - (E) Emergency Management Training lead. Leads training programs, such as state-level mass care and shelter training, Functional Assessment Service Team training, Volunteer Emergency Services Team training, Employee Redirect Training Program, and shelter operations training for local government. Leads training for DSB staff to ensure that staff are proficiently trained in emergency management concepts. Partners with the California Specialized Training Institute on the design and delivery of mass care and shelter courses, including: selection of course locations, co-facilitation, incorporating Disaster Services Branch content and personnel, regular course revisions, collecting feedback, and making recommendations for improvement. Seeks out and participates in professional development such as the Emergency Management Instructor Course.

15% - Special Projects. Represents the Department in discussions and planning efforts surrounding mass care and shelter, disaster response, and recovery. Represents the Department as a member on various committees and task forces that publish documentation regarding these issues and determining courses of action that can be implemented during a disaster. Researches, prepares, and conducts training courses for special projects. Researches and gathers data to prepare recommendations and statistical reports for management. Provides recommendations on procedures, policies, and project alternatives.

10% - Other Duties. Other related duties and trainings as required to support the mission of the Department's disaster response role. The EMC/I II will be cross trained to fulfill departmental disaster positions. Participates in Department Operations Center (DOC) and Mass Care and Shelter Task Force activations, as needed. Acts as Department technical expert and representative on related matters during disaster and non-disaster times. Makes Departmental presentations regarding Bureau and Branch activities, roles, and responsibilities. Supports the CDSS DOC by learning and mastering the Activu system for use during exercises, trainings, and actual events; co-leading efforts to update and improve the physical space; and ensuring the DOC is ready for activation and use on short or no notice.

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**B. SUPERVISION RECEIVED:**

The Emergency Management Coordinator/Instructor is supervised by a Program Manager II (Office of Emergency Services).

**C. ADMINISTRATIVE RESPONSIBILITY:**

The Emergency Management Coordinator/Instructor is required to track and report time, travel, and per diem on a daily basis. Ensure that duty logs, sign in sheets, and other required ICS forms are completed accurately and timely.

**D. PERSONAL CONTACTS:**

The Emergency Management Coordinator/Instructor will have frequent contact with all levels of departmental staff, management personnel, oversight and partner agencies, and with the general public. Other frequent contacts include county government representatives; other Federal, state, city and county agencies, staff from California Governor's Office of Emergency Services, the Federal Emergency Management Agency, the American Red Cross and other non-governmental agencies that assist with care and shelter. These contacts are highly sensitive, requiring good interpersonal skills, tact, and high level of skill with regard to program information.

**E. ACTIONS AND CONSEQUENCES:**

Failure to maintain and execute emergency/disaster training and exercise may result in failure to provide care and shelter to persons displaced from their dwellings by natural or human-caused emergencies and/or disasters. These failures may lead to circumstances detrimental to the health and safety of California's public. Additionally, failure to maintain and execute emergency and state disaster plans leaves the Program lacking in its ability to maintain a "readiness" mode at the onset of a future disaster.

**F. OTHER INFORMATION:**

The Emergency Management Coordinator/Instructor is subject to 24-hour on call duty officer in the event of an emergency and must be able to respond to a disaster assignment on short notice. Willingness to travel and participate in disaster related work. Willingness to monitor a mobile phone and respond to electronic mail and phone calls 24/7, including holidays and in addition may be required to travel and work mandatory overtime in a disaster situation. This service may require irregular working hours, work at locations other than the official duty station, and may include duties other than those specified in the duty statement. The ability to perform in extremely stressful situations with tact and professionalism, good organizational skills and the ability to communicate effectively orally and in writing are critical.

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Emergency Management Coordinator/Instructor I

POSITION NUMBER:

800-612-2880-001

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Executive/Disaster Services Branch

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Department Operations Bureau/Training and Exercise

SUPERVISOR'S NAME:

Kasmira Kit

SUPERVISOR'S CLASS:

Program Manager II

## SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

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I certify that this duty statement represents an accurate description of the essential functions of this position.

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**CONCEPT OF POSITION:**

Under the primary direction of the Program Manager II (PM II), the Emergency Management Coordinator/Instructor I (EMCI I) facilitates emergency management training and exercise projects with internal and external customers on emergency response related to mass care and shelter.

**A. RESPONSIBILITIES OF POSITION:**

40% - (E) Emergency Management Exercise coordination. Acts as project manager for exercises that address mass care and shelter priorities established by senior leaders. Exercises may include state-level exercises, internal CDSS exercises, or other exercise events. Follows Homeland Security Exercise and Evaluation Program guiding principles for exercise and evaluation programs. Collects data during exercises. Prepares After-Action Reports and contributes to Improvement Plans. Supports exercise development and execution for partners such as the California Governor's Office of Emergency Services and Operational Areas. Seeks out and participates in professional development such as the Master Exercise Practitioner Program. Creates and maintains the multi-year training and exercise plan.

35% - (E) Emergency Management Training coordination. Supports training programs, such as state-level mass care and shelter training, Functional Assessment Service Team training, Volunteer Emergency Services Team training, Employee Redirect Training Program, and shelter operations training for local government. Coordinates training for DSB staff to ensure that staff are proficiently trained in emergency management concepts. Partners with the California Specialized Training Institute on the design and delivery of mass care and shelter courses, including: selection of course locations, co-facilitation, incorporating Disaster Services Branch content and personnel, regular course revisions, collecting feedback, and making recommendations for improvement. Seeks out and participates in professional development such as the Emergency Management Instructor Course.

15% - Special Projects. Researches, prepares, and conducts training courses for special projects. Researches and gathers data to prepare recommendations and statistical reports for management. Provides recommendations on procedures, policies, and project alternatives.

10% - Other Duties. Other related duties and trainings as required to support the mission of the Department's disaster response role. The EMC/I I will be cross trained to fulfill departmental disaster positions. Participates in Department Operations Center (DOC) and Mass Care and Shelter Task Force activations, as needed. Act as a Department technical expert and representative on related matters during disaster and non-disaster times. Makes Departmental presentations regarding Bureau and Branch activities, roles, and responsibilities. Supports the CDSS DOC by learning and mastering the Activu system for use during exercises, trainings, and actual events; co-leading efforts to update and improve the physical space; and ensuring the DOC is ready for activation and use on short or no notice.

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