

DUTY STATEMENT

Employee Name:	Position Number: 580-230-8085-909
Classification: Senior Emergency Services Coordinator, Office of Emergency Services	Tenure/Time Base: Permanent/Full-time
Working Title: 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 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 performing highly complex and sensitive duties in the area of emergency response operations.

The Senior Emergency Services Coordinator, Office of Emergency Services (Sr. ESC) performs the most complex, difficult and sensitive emergency management and emergency response duties to function as a highly skilled technical consultant in support of response operations. 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) as directed by management.

CDPH Response Unit staff are required to complete and maintain emergency management and incident Command System training, based on their respective roles in a response and participate in departmental and statewide readiness drills and exercises, attend meetings, participate in workgroups, attend Federal and State training programs, workshops, conferences and may be required to travel statewide if needed. Response Unit staff need to work effectively and cooperatively under stressful conditions with short lead times, effectively communicate with stakeholders and provide guidance and direction on the Standardized Emergency Management System and the Medical Health emergency management system. To address urgent operations needs or conduct emergency-related response activities, incumbent may be asked on short notice to work weekends, holidays, extended, or rotating shifts (day/night).

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. In order 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.

The incumbent works under the general direction of the Program Manager I in the Response Unit of the Center for Preparedness and Response (CPR).

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 25%
- 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)

- 25% Collaborates with the CPR Business Operations Branch, Planning, Recovery and Exercise Branch, and Program and Response Branch to develop response plans and procedures and works with both internal and external stakeholders to support and educate on California Emergency Support Function 8 (ESF8) which will ensure emergency response continuity and procedural standardization. Works with the Medical Health Coordination Center (MHCC) Readiness Unit to maintain a common operating picture and collaborates with the Emergency Medical Services Authority (EMSA), California Governor's Office of Emergency Services (CalOES), and other state agency partners, consultants and Public Health/EMS workgroups/taskforces to develop training curriculum topics and establish emergency response continuity. Leads statewide public health and medical disaster response readiness for internal and external stakeholders by developing, maintaining and presenting disaster

response readiness training and exercise programs. Collaborates with local public health agencies and Regional Disaster Medical Health Specialists (RDMHS) to support local and regional response capabilities. Participates in drills with State and local partners to meet Federal grant requirements.

- 25% Travels to assist in response efforts, attend meetings and participate in workgroups on behalf of CPR relating to public health emergency response issues; attends Federal and State training programs, in-services, and continuing education courses necessary to maintain program knowledge and skills; attends workshops, conferences and conducts local site visits.
- 20% Analyzes and maintains a knowledge of disaster public health and medical preparedness, mitigation, response and recovery issues and concept papers, including policies and/or legislation affecting disaster public health program development and planned implementation of policy relative to the State's role in disaster public health and medical response plans to ensure continued, effective, and coordinated emergency response efforts are occurring at all levels of the Standardized Emergency Management System (SEMS). Establishes and maintains extensive knowledge of the 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 California 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 related to emergency preparedness and response. Acts as a subject matter expert and makes recommendations to management on issues impacting program and policy areas. May serve as a team or project lead providing technical assistance and support for emergency response activities.
- 20% Researches, monitors, analyzes and evaluates complex public health emergency preparedness and response projects and/or programs including development methods to present technical project and program data to Federal, State, regional and local partners, monitoring project and program needs by meeting with involved parties, tracking interdepartmental agreements and/or contract deliverables and ensuring appropriate project timeframes in accordance with public health policies and procedures. Prepares comprehensive after-action reports and recommendations based on exercises and real-world disaster events in order to identify public health emergency management system deficits and develops recommendations for improvement of emergency management planning and emergency response operations. Supports the completion of funding deliverables, such as the Public Health Emergency Preparedness and Hospital Preparedness Program grants.

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 in order to support CDPH emergency response capabilities. 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 Operation Center (EOC). The incumbent is required to participate on a CPR Incident Response Team (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: TY

Date: 7/10/25