

DUTY STATEMENT

Employee Name:	Position Number: 580-230-4926-007
Classification: Emergency Services Coordinator, OES	Tenure/Time Base: Permanent-Full-Time
Working Title: Emergency Services 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 (CPR)/Division of Program and Response	Branch/Section/Unit: Program and Response Branch/Response Section/Response Readiness 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 acting as an Emergency Services Coordinator in the preparation for and response of during public health and medical incidents, providing support and coordination to CDPH Centers and Programs and assisting in the wellbeing of healthcare communities, stakeholders, and citizens of California.

The incumbent works under the direction of the Program Manager I of the Response Readiness Unit. The Emergency Services Coordinator will have responsibility for a wide range of programs within the

Response Readiness Unit related to the receiving, coordination, and dissemination of information. Provides situational analysis of emergency response activities and gaps and prepares situation reports. Based on situational analysis, the incumbent will work with Senior Emergency Services Coordinators to assist in formulating possible course of actions and makes recommendations to appropriate emergency response coordinators. The Emergency Services Coordinator provides analysis and develops recommendations, develops Standard Operating Procedures (SOP) and training.

Up to 15% travel is required to attend meetings, conduct/participate in trainings, and participate in workgroups on behalf of the Center for Preparedness and Response (CPR) relating to public health emergency and response issues; attend Federal and State training programs, in-services and continuing education courses, workshops, conferences, and local site visits. To address urgent operational needs or to conduct emergency-related response activities, the incumbent may be required to work outside core business hours, work as an ESF-8 agency representative within the State Operations Center or within another Emergency Operations Center as needed. May need to transport up to 25 lbs.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 15%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 30% Establishes and maintains a working knowledge of the Incident Command System (ICS) ICS related forms, and the Medical and Health Coordination Center (MHCC) 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 Center for Preparedness and Response (CPR) in support of emergency response and recovery operations and ensures consistency with the CDPH Emergency Operations Manual, CDPH Emergency Operations Response Plan, State Emergency Plan, SEMS, ICS, and NIMS. Develops and administers emergency management trainings to both internal and external stakeholders and partners and works collaboratively with the Response Unit to address training needs.
- 30% Maintains extensive knowledge of California Public Health and Medical Emergency Operations Manual. Maintains current working knowledge of state-level public health plans and policies relating to emergency preparedness and response to ensure CDPH response activity aligns with SEMS/NIMS and is consistent with the CDPH emergency operations response plan and continuity plans. Ensures compliance with federal, state, and local guidelines, consistency across response efforts, and makes appropriate recommendations to management for procedural updates based off response and planning efforts. Working with Senior Emergency Service Coordinators, assists in formulating recommendations for public health emergency and

response gaps and considerations, develops alternatives, solutions, and recommendations to CDPH management and other state, federal, and local partners/stakeholders. Assists the Response Unit with incident coordination for low to moderate scale level events, as needed.

- 20% Works with State and Regional ESF-8 stakeholders and representatives to collaborate in pre-disaster planning and exercise drills. Participates in CDPH workgroups and projects as assigned. Prepares after-action reports and identifies improvement plans. Working with other CDPH programs, representing the Response Unit, to develop agency disaster plans and exercises. Participates in workshops, drills, and training exercises on public health emergency response (i.e., SEMS/NIMS, Disaster Service Worker, MHCC, Strategic National Stockpile, etc.).
- 15% Up to 15% travel is required to attend meetings, conduct/participate in trainings, and participate in workgroups on behalf of the Center for Preparedness and Response (CPR) relating to public health emergency and response issues; attend Federal and State training programs, in-services and continuing education courses, workshops, conferences, and local site visits.

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 to work outside core business hours, work within an Incident Response Team (IRT) at the MHCC, work as an ESF-8 agency representative within the State Operations Center or within another Emergency Operations Center as needed.

☐ 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: AR

Date: 10/15/25