

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU: 2 & 7 Non-Represented

EMPLOYEE:	CLASSIFICATION: Manager II	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Finance & Logistics Administration Logistics/ Logistical Support – Internal Branch	POSITION NUMBER: 881-4802-001 (11800)	CBID: M01
TENURE: Permanent	TIME BASE: Full-Time	WORK WEEK GROUP: E
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: <input type="checkbox"/> 6 Mos. <input checked="" type="checkbox"/> 12 Mos. <input type="checkbox"/> N/A
IMMEDIATE SUPERVISOR: Assistant Director, logistics	CONFLICT OF INTEREST CATEGORY: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DMV PULL PROGRAM: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1. SUPERVISION RECEIVED: The Manager II is under the general direction of the Assistant Director of Logistics.		
2. SUPERVISION EXERCISED: The Manager II supervises a team of staff responsible for Business Services, Fleet Management, Asset Management, Facilities, and Facilities Project Ops.		
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES): Physical tasks include sitting for extended periods at a computer workstation. Travel in automobile, commercial aircraft and public transportation along with deployment to State Staging Areas, Base Camps, JFO's, AFO's and multiple other sites.		
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): Direct contact with department managers and supervisors, employees and Executives of California Office of Emergency Services (Cal OES), other state agencies, and the federal government to provide technical information, discuss operational or business needs and logistical requirements. This position may act as a liaison with outside contractors and vendors who are providing goods or services to Cal OES.		
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): Cal OES is responsible for logistical disaster response, planning, preparedness and training. This position holds a high-level responsibility for daily operations of the agency and disaster response, planning and training. Failure to effectively perform the duties of the position could result in the agency not being mission capable to handle daily operations as well as disaster response.		
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 general direction of the Assistant Director, Logistics Management, the Manager II serves as the Logistical Support – Internal Branch Chief. In this capacity, the Manager II provides expert knowledge and technical assistance in the day-to-day management of the Branch, with particular focus to Facilities, Property Control, Fleet, P-Card, Asset Management, Reproduction Services, Mail Room Services, Uniforms, and Capital Outlay Projects. The Manager II assists the Assistant Director in planning, organizing, directing, and evaluating the ongoing operations of the branch. The Manager II has managerial responsibility for developing and implementing program policy, priorities, and strategies to improve processes. Facility Services manages and supports statewide and regional leased facilities, property space management, construction, moving services and services for owned facilities. Business Services is responsible for forms, records management, fleet, asset management, and mail distribution. The Project Delivery Unit carries out the agency's role in the management and delivery of capital outlay projects. Apply all available resources to streamline processes, provide consistency, and mitigate risk and vulnerabilities in these functional areas and interpretations of the laws, rules, and regulations governing these state assets and functions. Manage the implementation of new Department of General Services (DGS) and Department of Finance (DOF) directives and mandates. Coordinates and collaborates with Cal OES Managers, Executive Team, and Office of Legal Services to develop and implement policies and effective processes and management tools.

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
30%	Plans, organizes, and directs the work of assigned programs. Facilities, Business Services, Asset Management, Fleet Management, Project Delivery Unit, and Facility Project Ops. Provides expert knowledge, direction and oversight for all policy, managerial, technical, and administrative aspects of the numerous and widespread functions for the agency provided by the Public Safety Communications Directorate. Establishes goals and objectives, oversees and directs the development, establishment, and implementation of organization-wide policies, procedures, and programs. Ensures all are consistent with applicable laws, regulations (e.g., Government Code, California Code of Regulations, State and Federal employment laws, etc.). Ensures that all policies and procedures are uniformly implemented and applied throughout Cal OES. Actively participates in the accomplishment of these goals and program needs, using team-based project management tools, techniques, and principles.
30%	Plan, organize, and direct staff in carrying out the functions of the Logistical Support – Internal Branch, including: developing short- and long-term goals; establishing administrative and organizational procedures and practices; reviewing and critiquing interim and final staff work; planning, organizing and directing the work of a multi-

	disciplinary team; integrating the activities of the with other organizational units within Cal OES; and setting an effective course of action to meet the goals of the Logistical Support – Internal Branch.
20%	<p>Project Management Serves on various process improvement committees and informal working groups. Participates as project manager or support to project manager to provide coordination, implementation, and development of business processes and project schedules related to records management, performance tracking, project delivery, and procedural upgrades. Plans, evaluates, and estimates resource requirements for projects. Coordinates deliverables, timelines, accomplishments, and performance metric tracking. Prepares concise and comprehensive reports and recommendations, including procedural analyses using word processing, spreadsheets, and database software. Reassesses or redefines project priorities to achieve performance objectives. Serves as a high-level liaison for Logistics Management with internal partners or stakeholders, including top leaders of other Cal OES directorates.</p>
10%	Develop and maintain cooperative working relationships with representatives of all levels of government, including the executive and legislative branches, elected local officials, Governor's Office and with the private sector. Gains the support, recognition and confidence of top-level administrators and advise them on a wide range of administrative, technical, and logistical emergency management issues.
<i>Percent of Time</i>	MARGINAL FUNCTIONS
5%	<p>Other Job-Related Duties as Required The Manager II will prepare recurring and non-recurring internal and external reports as required. The Manager II will assist in handling public inquiries and support in the planning and coordination of business functions. The Manager II may represent the agency at meetings; serve on committees and on scene emergency logistical operations. Participate in training exercises and emergency response activities of state, regional and local Emergency Operations Centers; and performing other duties that are necessary and essential to support the JFO, AFO, and LAC. Travel throughout the State could be required during disaster events in California.</p>
5%	Conduct detailed research for best practices and innovative technology solutions for agency-wide projects. Work as a leader and team member with other branches to identify business processes to improve operations.

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SITTING: At a computer terminal or desk; conferring with employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STANDING:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BALANCING:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KEYING: Pushing buttons on telephone; typing; copying.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
REACHING: Answering phones.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CARRYING: Distributing mail; reports; stocking supplies.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLIMBING: Stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BENDING AT WAIST:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNEELING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUSHING OR PULLING:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HANDLING: Documents, manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DRIVING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDOORS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING OUTDOORS:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKING IN CONFINED SPACE: Enclosed office environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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