

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

POSITION DUTY STATEMENT

BU: 2, 7, & non-represented

EMPLOYEE:	CLASSIFICATION: Emergency Services Coordinator, Office of Emergency Services	HEADQUARTERS: Inland Region Sequoia Pacific Blvd
PROGRAM/UNIT: Response Operations/ Response North/ Regional Operations Inland	POSITION NUMBER: 163-320-4926-XXX CN: XXXXX	CBID: R07
TENURE: Permanent	TIME BASE: Full time	WORK WEEK GROUP: 2
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: Program Manager II	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 Emergency Services Coordinator (ESC) is under the direction of the Program Manager II of the Inland Unit.		
2. SUPERVISION EXERCISED: N/A		
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES): Must demonstrate effective written and oral communication skills and must be able to respond to all forms of disasters and emergencies, at any hour anywhere in the state, within short time frames. Must be willing to work irregular and long hours on short notice in a stressful situation when activated due to an emergency. Physical demands include, but are not limited to, driving (including driving emergency response vehicles with lights or sirens during a response to an emergency), flying, standing, sitting, bending, lifting, walking, hiking, climbing hills stairs, and ladders, typing, operating a computer, reading, writing, public speaking, potentially sleeping in a vehicle or tents and enduring austere conditions. Mental demands include, but are not limited to, working well with others, working under changing priorities and extreme time constraints, multi-tasking, and the potential of working long and irregular hours in stressful situations. Must possess an attitude of self-sufficiency in order to overcome unforeseen physical and mental challenges when support from others is unavailable. Willingness and ability to travel statewide routinely and sometime on short notice for work-related meetings and conferences, as well as for extended travel due to disaster activations.		
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): Interacts with members of the public, as well as local, state, federal, tribal and private partners, in becoming knowledgeable of unique response and recovery needs within the region. Although not all-inclusive, may be interacting with the following individuals, entities, and agencies on a regular basis: 1) peers and other employees and leaders of the California Governor's Office of Emergency Services (Cal OES); 2) Other State Agencies (e.g. CAL FIRE, Department of Fish & Wildlife, Department of Transportation, Department of Social Services, Department of Water		

Resources, Department of Public Health etc.); 3) Local Government (e.g. City, County, Special Districts, Law, Fire, Emergency Management, Public Works, etc.); 4) Federal Agencies; 5) Tribal Governments; 6) Local, State, and Federal elected officials; and 7) the general public.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):

Failure to perform their duties and responsibilities as described within this duty statement and consistent with the Cal OES Vision, Mission and Values, the consequences will influence the effectiveness and efficiency of the Region, cause inconvenience, impede information sharing, affect the health/safety of personnel and citizens, and delay completion of important assignments thereby influencing Cal OES and its partners. The magnitude of the impact would vary from low to critical and perhaps even life threatening, depending upon the commission or omission of the action and the circumstances involved at the time of a major event.

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), Emergency Operations Center (EOC), 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 are 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 California State Warning Center) and report to work in a fit and able condition, if necessary, as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

Under the direction of the Program Manager II, the Emergency Services Coordinator (ESC) will be part of a team of field coordinators with the Response Operations, Inland Region and must be able to work independently as well as contributing as part of a team.

The incumbent will function in a demanding and changing environment, which requires them to act with great independence while effectively maintaining a routine workload and regularly responding to short term tasks. They will demonstrate effective interpersonal, written and oral communication skills, and function effectively and efficiently in a fast-paced environment with competing and changing priorities. They must be able to respond to all forms of disasters and emergencies, at any hour anywhere in the state, within short time frames. They will be required to meet regulatory and internal deadlines on all assignments.

ESCs serve as the interface between local and state government, and as such, they must be able

to function as a project lead, think creatively, and possess solutions-oriented work principles. They will possess an attitude of self-sufficiency in order to overcome unforeseen physical and mental challenges when support from others is unavailable. Responsibilities include a wide variety of emergency management advisory functions in support of local and tribal governments, regional staff and state agencies.

Topics that ESCs should be knowledgeable in include, but are not limited to: the Emergency Services Act (ESA); ICS; Standardized Emergency Management System/National Incident Management System (SEMS/NIMS); Emergency Support Functions (ESF); Recovery Support Functions (RSF); Emergency Management Mutual Aid (EMMA); Hazard Mitigation Plans (HMP); Cal OES Emergency Management Software system (Salesforce); EOC operations; EOC technology and tools; and Emergency Management Performance Grants (EMPG).

The incumbent is expected to spend significant time in their assigned counties/geographic areas and be able to quickly respond to local emergencies in their assigned geographic areas.

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%	<p>External and Internal Coordination</p> <p>Provide direct support to assigned Operational Areas (OAs) (the county, cities, and special districts), and state agencies in times of actual emergency/disaster, and in all aspects of emergency planning and preparedness, mitigation, field operations, response, and recovery activities, training, exercises, and compliance activities. Serve as the interface between local and state government emergency management and supports emergency management coordination within their assigned areas. Travel to and become familiar with assigned counties and geographic areas, as well as other counties and areas within Inland Region. Develop relationships with emergency management and public safety partners.</p> <p>Represent the agency and region at various meetings with federal, state, local partners, and the public. Serve as an emergency management subject matter expert to external partners. Participate in quarterly Mutual Aid Advisory Committee (MARAC) and Local Emergency Planning Committee (LEPC) meetings.</p> <p>Assist with internal project assignments as either a project lead or project team member. Expected to be a point of contact/subject matter expert in their assigned project area(s) to assist internal and external partners. May assist or be assigned to projects/tasks involving other state agencies, federal agencies, local, or non-governmental organizations (NGO's) as a representative of Cal OES to support/lead emergency management efforts.</p>
15%	<p>Response</p> <p>Assist with response to all emergency incidents and disasters, as appropriate. Understand and support the Duty Officer program as stated in the Inland Region Duty Officer manual. Ensure that local government and state agency response is in accordance with SEMS/NIMS. Respond to significant disaster/emergency situations, reporting directly to the scene (such as an Incident Command Post) or providing technical support to the impacted jurisdiction in their EOC or other operations centers. In addition, during such disaster emergency operations, responds to the Coastal or Southern Regions, the SOC, or other locations as required.</p>

15%	<p>Planning and Preparedness</p> <p>Assist with OA and Regional planning efforts. Responsible for reviewing local and regional plans for accuracy and to ensure that all emergency plans are in conformance with Federal and state code, regulations, guidelines, and Cal OES policies and procedures. A Lead or assist with internal Cal OES planning efforts. Works with OAs to assist and ensure that After Action and Corrective Action reports are completed in accordance with SEMS and NIMS laws and regulations. Assist local governments in building local emergency management capabilities. May be asked to present to partners and the public on a variety of emergency management and preparedness topics.</p>
10%	<p>Training</p> <p>Conduct and assist with training of regional staff and OAs on various emergency management programs and procedures. Work with the Inland Region staff to ensure local government staff has full access to all emergency management training opportunities. Assist in the development of curriculum and instruct courses using adult learning concepts. Ensure that local government staff receives SEMS training, as appropriate. Attend training to update and refresh skills and keeps in compliance with EMPG training regulations.</p>
10%	<p>Exercises</p> <p>Assist Region staff and OAs with exercise scenario design, problem and message formulation, exercise drills, tabletop training, functional and full-scale exercise implementation, and exercise evaluation. Ensure that all exercises are in accordance with SEMS and NIMS regulations. Coordinate with other Cal OES entities such as Law, Fire, Tactical Communications and HQ Units to assist in evaluating or running exercises. Attend exercises put on by other agencies to keep in compliance with EMPG exercise guidelines.</p>
Percent of Time	MARGINAL FUNCTIONS
5%	<p>Recovery</p> <p>Work with Region staff, OAs, and Recovery staff to ensure that damage assessment information, local emergency proclamations, and requests for Director's Concurrence, Governor's Proclamations, and Presidential Declarations meet the requirements of ESA. Work with Regional staff, OAs, and Recovery staff to ensure that recovery efforts meet the needs of all disaster victims (e.g. individuals, businesses, public agencies, non-profits, etc.).</p>
5%	<p>Mitigation</p> <p>Work with Region staff, OAs, and Hazard Mitigation staff to ensure that mitigation planning and implementation occur in accordance with appropriate laws and regulations. Required to prepare and make presentations to public and private partners, and take the lead for special projects to facilitate disaster response, as directed by the Deputy Regional Administrator and/or the Regional Administrator.</p>
5%	<p>Other Job-Related Duties as Required</p> <p>Perform other job-related duties as required to fulfill 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 (e.g. completion of time sheets, travel requests, travel expense claims, work plans, training requests, etc.); and attend staff meetings.</p>

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 type="checkbox"/>	<input checked="" type="checkbox"/>
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
STANDING:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FINGERING: Pushing buttons on telephone;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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typing; copying.					
REACHING: Answering phones.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
WORKING OUTDOORS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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