

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

EMPLOYEE:	CLASSIFICATION: Senior Emergency Services Coordinator	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Recovery Directorate/Hazard Mitigation Section/ Resilience Branch/ Hazard Mitigation Planning Division/ Local Hazard Mitigation Planning Unit	POSITION NUMBER: 554-8085-006 CN: 11609	CBID: R07
TENURE: Permanent	TIME BASE: Full Time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: <input checked="" type="checkbox"/> 6 Mos. <input type="checkbox"/> 12 Mos. <input type="checkbox"/> N/A
IMMEDIATE SUPERVISOR:	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 Senior Emergency Services Coordinator (SESC) is under the general direction of the Program Manager I (PM I) in the Local Hazard Mitigation Planning Unit (LHMP).		
2. SUPERVISION EXERCISED: N/A		
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES): Physical tasks include, but are not limited to driving, standing, lifting, typing, bending, reading, writing, and public speaking; and the ability to sit in a normal seated position for extended periods of time. Must possess a current driver's license and demonstrate the ability to lift/carry a laptop computer and other safety equipment as needed. Mental tasks include, but are not limited to, working well with others, working under changing priorities, multi-tasking, and the potential of working long and irregular hours in stressful conditions. Willingness and ability to travel statewide routinely for work related meetings and conferences, as well as extended travel due to disaster activations.		
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): This position will have considerable direct contact with every level of emergency management, including but not limited to, internal California Governor's Office of Emergency Services (Cal OES) staff and branches, external state, federal, local government representatives, voluntary agencies, public groups, and individuals or high-level administrators.		
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): Failure to effectively perform the duties of the position will result in the department's inability to ensure consistency and compliance with state and federal law, regulations, policies, plans, and procedures. This could result in statewide impacts; including but not limited to; loss of state and federal disaster assistance funding and/or regulatory compliance; as well as audit findings and health and safety concerns. Failure to perform the duties and responsibilities as described within this duty statement could result in consequences that influence the effectiveness and efficiency of a jurisdiction's recovery, 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 dependent upon circumstances involved. Failure to effectively perform the duties of the position could result in not		

meeting Executive deadlines, resulting in potential negative fiscal and public relation impacts for Cal OES.

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:

Shall 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 Program Manager I (PM I), the Senior Emergency Services Coordinator (SESC) performs a wide variety of consultative, advisory, and evaluative duties in the areas of multi-hazard mitigation, vulnerability assessments, risk analysis, planning and emergency management and is responsible for coordinating, tracking and analysis of hazard mitigation planning program activities. The incumbent will research, interpret, and apply federal and state legislation, rules, practices, and principles governing the Hazard Mitigation Programs. May be required to travel on short notice and work at the SOC or remote locations.

The Hazard Mitigation Planning (HMP) Division of the California Governor's Office of Emergency Services (Cal OES) is focused to reduce or eliminate the long-term risk to human life and property from natural and human-caused hazards. The essential steps of Hazard Mitigation are: (1) Hazard identification; (2) Vulnerability analysis; (3) Defining a hazard mitigation strategy; and (4) Implementation of hazard mitigation activities and projects. The incumbent is responsible for assisting in the implementation of Hazard Mitigation Programs as described in the Disaster Act Mitigation Act of 2000, Robert T. Stafford Disaster Relief Act, and the California Emergency Assistance Act, and other relevant state and federal laws and regulations.

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%	Local Hazard Mitigation Outreach and Planning Activities Act as the Cal OES lead for the Local Hazard Mitigation Planning (LHMP) program under the guidance of the LHMP Program Manager. Serve as the liaison between the Cal OES

	Mitigation Planning Division (HMP) staff and the FEMA Mitigation Planning Division staff on local planning program issues. Responsible for all aspects of the local hazard mitigation planning activities including providing outreach and support of LHMP planning staff in local jurisdiction outreach and technical assistance during plan development. Coordinate with the State Mitigation Plan Division on required LHMP elements and assessments for the Standard/Enhanced Mitigation Plan (SHMP). Assist as needed in LHMP reviews, technical assistance and training to jurisdiction preparing LHMPs and providing oral and written communication on LHMP assessments, evaluations and compliance with FEMA and State planning requirements and regulations.
25%	Local Hazard Mitigation Project Development and Reporting Serves as the liaison between the Cal OES HMP staff and the FEMA Mitigation Planning Division staff on policy development and reporting. Identify program gaps and make recommendations to improve development and implementation of program policies, plans, and coordination activities to support the requirements of the LHMP program and the LHMP requirements cited in the SHMP. Assist in identifying opportunities to develop LHMPs and mitigation projects throughout California.
25%	Local Hazard Mitigation Training Serve as the liaison between the Cal OES Mitigation Planning Division (HMP) staff and the FEMA Mitigation Planning Division staff on training and other LHMP related issues. Assist in the oversight and review of the state LHMP review process, including the training of staff and review of completed work. Responsible for coordinating LHMP training and technical assistance needs with FEMA Region IX, Operational Area staff and their consultants, local jurisdictional staff, and managers regarding Hazard Mitigation planning. Will assist with statewide jurisdictional training, exercises, and compliance activities as well as participate in meetings as needed. Act as a lead planner and will assess outreach needs and create and provide training workshops and other applicant support.
10%	Program Administration Responsible for coordinating regarding local planning with internal grants, executive office request, declaration unit staff, public assistance, and external stakeholders. Travel as assigned to include disaster duties in the event of declared, or non-declared, disasters. Assist in developing written communications including, but not limited to, procedures, policies, standard operating procedures, spreadsheets, outreach materials, research papers, reports, planning documents, and other Mitigation Planning-related written products.
Percent of Time	MARGINAL FUNCTIONS
5%	Other Job-Related Duties as Required The incumbent will perform other job-related duties as required to fulfill the 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 (i.e. completion of time sheets, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and attendance at staff meetings.

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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
REACHING: Answering phones.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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, and materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DRIVING:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKING INDOORS: Office environment.	<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:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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