

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

EMPLOYEE:	CLASSIFICATION: Program Manager I	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Hazard Mitigation Section / Resilience Branch / Hazard Mitigation Planning Division/ State Hazard Mitigation Planning Unit	POSITION NUMBER: 163-554-4924-001 (10338)	CBID: S07
TENURE: Permanent	TIME BASE: Full Time	WORK WEEK GROUP: E
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: ☐ 6 Mos. ☒ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR:	CONFLICT OF INTEREST CATEGORY: ☒ Yes ☐ No	DMV PULL PROGRAM: ☒ Yes ☐ No

1. SUPERVISION RECEIVED:
The Program Manager I (PM I) is under the direction of the Hazard Mitigation Planning Division Program Manager II.

2. SUPERVISION EXERCISED:
The PM I supervises emergency service staff in the State Hazard Mitigation Planning Unit.

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
Appropriate business attire for a professional office environment; ability to sit in a normal seated position for extended periods; ability to effectively handle multiple tasks and changing priorities.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
This incumbent will have regular contact with Cal OES executive staff, peers, subordinates, other employees of Cal OES, governmental agencies, including but not limited to federal agencies, local government officials and emergency managers, private nonprofit (PNP) organizations, the Legislature, Department of Finance, and the Governor's Office.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
Failure to effectively perform the duties of the position will result in the agency's inability to ensure consistency and compliance with state and federal law, regulation, policies, plans and procedures. This could result in statewide impacts, including, but not limited to, loss of state and federal disaster assistance funding for Cal OES, other state agencies, local agencies, PNP organizations, individuals and businesses impacted by disasters, regulatory compliance, and negative audit findings 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:

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:

The Hazard Mitigation Section supports the Cal OES mission and strategic plan through the planning, development, and implementation of mitigation-focused projects and plans. The Section is responsible for technical assistance to state and local jurisdictions to assist in developing mitigation projects and plans that will advance resilient infrastructure and communities. The Section conducts mitigation outreach, education, and technical assistance to communities in relation to state and federal mitigation regulations and programs.

Under the general direction of the Program Manager II, Hazard Mitigation Planning Division Chief, the PM I serves as Supervisor of the State Hazard Mitigation Planning Unit. The State Hazard Mitigation Planning Unit within the Resiliency Branch of Hazard Mitigation supports the Cal OES mission and strategic plan through the planning, development, and implementation of State Hazard Mitigation Plans (SHMPs). The PM I is responsible for the overall management of a team performing plan reviews and providing technical assistance to state jurisdictions to assist in the development of SHMPs in order to advance resilient communities. The Unit focuses to reduce or eliminate the long-term risk to human life, property, and the environment natural hazards. The PM I is responsible for the overall management and implementation of the State Hazard Mitigation Planning Program as provided for by the Disaster Mitigation Act of 2000, Robert T. Stafford Disaster Relief Act, 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%	Program Management Overall management of the State Mitigation Planning Unit, which includes developing and implementing broad range of tasks that are complex and sensitive in nature that support the unit/division/branch work programs; professional development and technical training of staff, and projecting, acquiring, and directing resources needed to meet the unit/division/branch objectives and goals. Directs and reviews the establishment of program policies and procedures; making recommendations for improvement and determining appropriate courses of action; and coordinating dissemination of program results as part of the program's knowledge transfer objectives.

	Responsible for directing the overall administration of state mitigation planning program and making recommendations for resolution and implementations to the Resiliency Branch Chief and the State Hazard Mitigation Officer (SHMO); reviewing federal and state policy/regulatory requirements and proposing strategies for meeting requirements. Responsible for the ongoing review, monitoring and evaluation of state mitigation planning activities and making recommendations for improvement. The position may be required to attend conferences/meetings regarding state mitigation planning program regulations and guidelines; create reports for management and executive staff on state mitigation planning grant program strategies; develop work plans, staffing patterns and direct the development and implementation of procedures to solicit, review, award and monitor state mitigation planning applications/projects to completion. Develops and implements professional development of subordinate staff; projects, acquires, and directs the resources needed to ensure efficiency and effectiveness in administering and managing them in accordance with Federal and State regulations.
35%	Coordination Responsible for directing the overall administration of state hazard mitigation planning program, including but not limited to support in the development and maintenance of the State Hazard Mitigation Plan, review of Local Hazard Mitigation Plans, and technical assistance and training related to the development and implementation of SHMPs. Coordinates resources to accomplish management objectives, developing and implementing mitigation planning-related activities. Provides program and technical assistance on state mitigation planning requirements to local, regional, state agencies, Branch Chiefs and Regional Administrators before, during, and after disasters. Directs the development of state hazard mitigation standards, planning guidelines, or other appropriate materials that can reduce risks. Makes policy recommendations to the State Hazard Mitigation Officer and the Resiliency Branch Chief and directs the development and implementation of procedures to solicit, review, award, and monitor state hazard mitigation projects to completion. Duties involve maintaining the level of state hazard mitigation plan coverage as required by FEMA State Mitigation guidance and regulations. Cultivate and maintain relationships with key stakeholders including, but not limited to, FEMA Region IX, city, county and special districts planning staff, emergency managers, regional planning staff and local, state and tribal governments. Ensure that program elements are coordinated with related program elements in other department branches, and between local, state, and federal agencies.
25%	Supervision Supervises and oversees staff in developing program work schedules; makes and reviews assignments; monitors program products and deadlines; identifies program problems and takes corrective action; hires and trains staff; develops duty statements; evaluates job performance and conducts corrective interviews; applies timely and effective progressive discipline in accordance with personnel needs and state guidelines; ensures compliance with departmental and state fair labor standards and guidelines; and arbitrates and/or negotiates solutions in personnel conflicts or problems. Review and ensures proper completion of staff's time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.

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.	☐	☐	☐	☐	☒
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	☐	☐	☐	☐	☒
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	☐	☐	☐	☐	☒
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	☐	☐	☐	☒	☐
SITTING: At a computer terminal or desk; conferring with employees.	☐	☐	☒	☐	☐
STANDING:	☐	☐	☒	☐	☐
BALANCING:	☐	☒	☐	☐	☐
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	☐	☐	☐	☐	☒
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	☐	☐	☐	☐	☒
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.	☐	☐	☐	☐	☒

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:	☐	☒	☐	☐	☐
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	☐	☒	☐	☐	☐
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	☐	☒	☐	☐	☐
FINGERING: Pushing buttons on telephone; typing; copying.	☐	☐	☐	☐	☒
REACHING: Answering phones.	☐	☐	☐	☒	☐
CARRYING: Distributing mail; reports; stocking supplies.	☐	☒	☐	☐	☐
CLIMBING: Stairs	☐	☒	☐	☐	☐
BENDING AT WAIST:	☐	☒	☐	☐	☐
KNEELING:	☐	☒	☐	☐	☐
PUSHING OR PULLING:	☐	☒	☐	☐	☐
HANDLING: Documents, manuals	☐	☐	☐	☒	☐
DRIVING:	☐	☒	☐	☐	☐
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	☐	☐	☐	☐	☒
WORKING INDOORS:	☐	☐	☐	☒	☐
WORKING OUTDOORS:	☐	☐	☒	☐	☐
WORKING IN CONFINED SPACE: Enclosed office environment.	☐	☐	☐	☒	☐

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