

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

EMPLOYEE:	CLASSIFICATION: Emergency Management Coordinator/ Instructor II	HEADQUARTERS: San Luis Obispo Sacramento
PROGRAM/UNIT: Planning, Preparedness, & Prevention/ CSTI/ Emergency Management Unit	POSITION NUMBER: 163-296-2881-XXX	CBID: R07
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: Senior Emergency Management Coordinator	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
<p>1. SUPERVISION RECEIVED: The Emergency Management Coordinator/Instructor II (EMC/Inst. II) is under the direction of the California State Training Institute (CSTI) Emergency Management Unit Supervisor (Senior Emergency Management Coordinator).</p>		
<p>2. SUPERVISION EXERCISED: N/A</p>		
<p>3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES): This position may work in excess of 40 hours per week in an office setting, with possible extra hours worked on weekends and holidays due to travel for training classes/exercises, meetings, and/or in the event of an emergency and the need to respond is required. Ability to use a personal computer, audio and video equipment, calculator, telephone and photocopier are essential. Sitting, standing, and lifting up to 60 pounds are requirements of this job.</p>		
<p>4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): This position coordinates closely with department supervisors, managers, and executives. Externally, the position is in contact with local and federal government representatives, other state agency staff, elected officials, private sector representatives, businesses, and non-profit organizations.</p>		
<p>5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): Failure to perform the duties of the position effectively could result in the CSTI Training &amp; Exercise Branch not meeting the requirements set by the Department of Homeland Security (DHS) in the management and coordination of training and exercises. Failure to oversee exercise planning or classes according to approved curriculum could result in emergency responders and emergency managers throughout the State of California not receiving DHS grant funds. Properly coordinated, managed, and conducted training and exercises are required in order to protect lives, environment, and property during all hazard disasters throughout the state.</p>		
<p>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: When not on-call, standby or Duty Officer status, if called upon by Governor's Office of Emergency</p>		

Continued: EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:  
Services (Cal OES) Management (including contact from the California State Warning Center), you are required to make contact as soon as possible.

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). 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 Cal OES Management (including contact from the California Warning Center) and report to work in a fit and able condition if necessary as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

The California Specialized Training Institute (CSTI) delivers specialized training throughout California as well as at its main campus in San Luis Obispo year-round. Currently, CSTI offers over 100 course titles in the disciplines of emergency management, criminal justice/officer safety, terrorism, hazardous materials, disaster mitigation, preparedness and recovery, and crisis communications.

Under the direction of the Senior Emergency Management Coordinator of the Emergency Management Unit, the Emergency Management Coordinator/ Instructor II is responsible for developing, delivering, and evaluating emergency management training programs. The role involves researching, designing, updating, and instructing all-hazards training courses in alignment with national standards, including Department of Homeland Security National Training and Education Division (NTED) programs. The Emergency Management Coordinator/Instructor II oversees the selection, scheduling, and performance of contract and adjunct instructors, while also providing guidance to EMC/Instructor I staff, and other instructional personnel as needed.

In addition to instructional responsibilities, the position ensures compliance by auditing courses delivered by others, evaluating outreach programs, and inspecting certified training sites and equipment. Training is conducted at CSTI's main campus in San Luis Obispo as well as other training center locations throughout California requiring travel that may occasionally include weekends and holidays. The role also requires operating state and rental vehicles in compliance with the DMV Pull Program.

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><b>Program Management and Development</b>          Manages and develops instructional programs and exercises to support Cal OES CSTI-approved training initiatives which includes actively teaching and facilitating instruction within emergency management courses as part of meeting the unit's program management and development expectations. Works with the Senior EMC and other unit staff to align all training programs to support an annual training plan to meet Federal Emergency Management Association National Qualification Standards and CalOES Emergency Operations Center (EOC) Position Credentialing Program, including Special Certifications.</p> <p>Oversee the design and delivery of courses, seminars, workshops, and operational exercises. Conducts training needs analyses, develops curriculum, ensures instructional design meets best practices, and manages administrative functions. May provide support for major exercise initiatives such as state-level exercises, internal Cal OES training activities, no-notice drills, executive seminars, and Training &amp; Exercise Planning Workshops. Responds to Public Records Act (PRA) requests, assessing safety and liability risks, conducting facility surveys, coordinating contracts, developing budgets, selecting and evaluating adjunct instructors, ensuring course certification and accreditation, and overseeing marketing, inventory, procurement, and record-keeping. Coordinates with administrative staff to manage logistical needs, including accommodations, catering, travel, registration, and technical support.</p>
30%	<p><b>Training Management and Instruction</b>          Coordinates, facilitates, and provides instructional delivery of training and courses within the Emergency Management Unit including but not limited to, emergency management training, curriculum development, and supporting internal Cal OES training and exercise initiatives. Designs and facilitates exercises, conducts instruction, research, evaluates courses, serves on committees, and fulfill administrative requirements related to training programs. Serves as primary instructor for training content, ensuring direct engagement in the course delivery. Performs safety and liability assessments, evaluates and coordinates facility use, provides input on contracts and agreements, develops course budget and consultant worksheets, oversees adjunct instructor assignments, manages instructor profiles, supports course marketing efforts, ensures certification and accreditation compliance, manages procurement needs, and maintains accurate participant records. Collaborates with administrative and support staff to ensure all aspects of training logistics are effectively managed. Travel is required as part of instructional duties, along with maintaining professional relationships with training partners and clients.</p>
15%	<p><b>Special Projects</b>          Independently work on special projects assigned or approved by Cal OES/CSTI which may include out-of-state training initiatives, executive-level projects, local jurisdiction training assessments, readiness surveys, professional association committee assignments, regulatory compliance efforts, credentialing programs, and participation in state and federal working groups. May provide special lectures, presentations, or advisory support to government agencies and private-sector organizations.</p>
15%	<p><b>Professional Development and Research</b>          Engages in specialized training and educational programs and conducts approved research at disaster sites, emergency incidents, or specialized facilities. Reviews relevant literature, participates in self-directed study, and stays current with innovative teaching techniques as it relates to emergency management, public safety, adult education, and training methodologies.</p>
Percent of Time	MARGINAL FUNCTIONS

5%	<p>Other Job-Related Duties as Required</p> <p>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, Empower time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and attendance at staff meetings.</p>
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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 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
FINGERING: 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CARRYING: Distributing mail; reports; stocking supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DRIVING:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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*

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

EMPLOYEE:	CLASSIFICATION: Emergency Management Coordinator/ Instructor II	HEADQUARTERS: Mather
PROGRAM/UNIT: Planning, Preparedness, & Prevention/ CSTI/ Emergency Management Unit	POSITION NUMBER: 163-296-2881-002 CN: 11073	CBID: R07
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: Senior Emergency Management Coordinator	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:  
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Percent  
of Time

ESSENTIAL FUNCTIONS

35%	<p><b>Program Management and Development</b>  Manages and develops instructional programs and exercises to support Cal OES CSTI-approved training initiatives which includes actively teaching and facilitating instruction within emergency management courses as part of meeting the unit's program management and development expectations. Works with the Senior EMC and other unit staff to align all training programs to support an annual training plan to meet Federal Emergency Management Association National Qualification Standards and CalOES Emergency Operations Center (EOC) Position Credentialing Program, including Special Certifications.</p> <p>Oversee the design and delivery of courses, seminars, workshops, and operational exercises. Conducts training needs analyses, develops curriculum, ensures instructional design meets best practices, and manages administrative functions. May provide support for major exercise initiatives such as state-level exercises, internal Cal OES training activities, no-notice drills, executive seminars, and Training &amp; Exercise Planning Workshops. Responds to Public Records Act (PRA) requests, assessing safety and liability risks, conducting facility surveys, coordinating contracts, developing budgets, selecting and evaluating adjunct instructors, ensuring course certification and accreditation, and overseeing marketing, inventory, procurement, and record-keeping. Coordinates with administrative staff to manage logistical needs, including accommodations, catering, travel, registration, and technical support.</p>
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15%	<p><b>Special Projects</b>  Independently work on special projects assigned or approved by Cal OES/CSTI which may include out-of-state training initiatives, executive-level projects, local jurisdiction training assessments, readiness surveys, professional association committee assignments, regulatory compliance efforts, credentialing programs, and participation in state and federal working groups. May provide special lectures, presentations, or advisory support to government agencies and private-sector organizations.</p>
15%	<p><b>Professional Development and Research</b>  Engages in specialized training and educational programs and conducts approved research at disaster sites, emergency incidents, or specialized facilities. Reviews relevant literature, participates in self-directed study, and stays current with innovative teaching techniques as it relates to emergency management, public safety, adult education, and training methodologies.</p>
Percent of Time	MARGINAL FUNCTIONS

5%	<p data-bbox="240 111 768 142">Other Job-Related Duties as Required</p> <p data-bbox="240 155 1520 365">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, Empower time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and attendance at staff meetings.</p>
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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 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
FINGERING: 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CARRYING: Distributing mail; reports; stocking supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DRIVING:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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*

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

EMPLOYEE:	CLASSIFICATION: Emergency Management Coordinator/ Instructor II	HEADQUARTERS: San Luis Obispo
PROGRAM/UNIT: Planning, Preparedness, & Prevention/ CSTI/ Emergency Management Unit	POSITION NUMBER: 163-296-2881-002 CN: 11073	CBID: R07
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: Senior Emergency Management Coordinator	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 Management Coordinator/Instructor II (EMC/Inst. II) is under the direction of the California State Training Institute (CSTI) Emergency Management Unit Supervisor (Senior Emergency Management Coordinator).		
2. SUPERVISION EXERCISED: N/A		
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES): This position may work in excess of 40 hours per week in an office setting, with possible extra hours worked on weekends and holidays due to travel for training classes/exercises, meetings, and/or in the event of an emergency and the need to respond is required. Ability to use a personal computer, audio and video equipment, calculator, telephone and photocopier are essential. Sitting, standing, and lifting up to 60 pounds are requirements of this job.		
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): This position coordinates closely with department supervisors, managers, and executives. Externally, the position is in contact with local and federal government representatives, other state agency staff, elected officials, private sector representatives, businesses, and non-profit organizations.		
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): Failure to perform the duties of the position effectively could result in the CSTI Training & Exercise Branch not meeting the requirements set by the Department of Homeland Security (DHS) in the management and coordination of training and exercises. Failure to oversee exercise planning or classes according to approved curriculum could result in emergency responders and emergency managers throughout the State of California not receiving DHS grant funds. Properly coordinated, managed, and conducted training and exercises are required in order to protect lives, environment, and property during all hazard disasters throughout the state.		
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: When not on-call, standby or Duty Officer status, if called upon by Governor's Office of Emergency		

Continued: EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:  
Services (Cal OES) Management (including contact from the California State Warning Center), you are required to make contact as soon as possible.

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). 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 Cal OES Management (including contact from the California Warning Center) and report to work in a fit and able condition if necessary as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

The California Specialized Training Institute (CSTI) delivers specialized training throughout California as well as at its main campus in San Luis Obispo year-round. Currently, CSTI offers over 100 course titles in the disciplines of emergency management, criminal justice/officer safety, terrorism, hazardous materials, disaster mitigation, preparedness and recovery, and crisis communications.

Under the direction of the Senior Emergency Management Coordinator of the Emergency Management Unit, the Emergency Management Coordinator/ Instructor II is responsible for developing, delivering, and evaluating emergency management training programs. The role involves researching, designing, updating, and instructing all-hazards training courses in alignment with national standards, including Department of Homeland Security National Training and Education Division (NTED) programs. The Emergency Management Coordinator/Instructor II oversees the selection, scheduling, and performance of contract and adjunct instructors, while also providing guidance to EMC/Instructor I staff, and other instructional personnel as needed.

In addition to instructional responsibilities, the position ensures compliance by auditing courses delivered by others, evaluating outreach programs, and inspecting certified training sites and equipment. Training is conducted at CSTI's main campus in San Luis Obispo as well as other training center locations throughout California requiring travel that may occasionally include weekends and holidays. The role also requires operating state and rental vehicles in compliance with the DMV Pull Program.

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><b>Program Management and Development</b>          Manages and develops instructional programs and exercises to support Cal OES CSTI-approved training initiatives which includes actively teaching and facilitating instruction within emergency management courses as part of meeting the unit's program management and development expectations. Works with the Senior EMC and other unit staff to align all training programs to support an annual training plan to meet Federal Emergency Management Association National Qualification Standards and CalOES Emergency Operations Center (EOC) Position Credentialing Program, including Special Certifications.</p> <p>Oversee the design and delivery of courses, seminars, workshops, and operational exercises. Conducts training needs analyses, develops curriculum, ensures instructional design meets best practices, and manages administrative functions. May provide support for major exercise initiatives such as state-level exercises, internal Cal OES training activities, no-notice drills, executive seminars, and Training &amp; Exercise Planning Workshops. Responds to Public Records Act (PRA) requests, assessing safety and liability risks, conducting facility surveys, coordinating contracts, developing budgets, selecting and evaluating adjunct instructors, ensuring course certification and accreditation, and overseeing marketing, inventory, procurement, and record-keeping. Coordinates with administrative staff to manage logistical needs, including accommodations, catering, travel, registration, and technical support.</p>
30%	<p><b>Training Management and Instruction</b>          Coordinates, facilitates, and provides instructional delivery of training and courses within the Emergency Management Unit including but not limited to, emergency management training, curriculum development, and supporting internal Cal OES training and exercise initiatives. Designs and facilitates exercises, conducts instruction, research, evaluates courses, serves on committees, and fulfill administrative requirements related to training programs. Serves as primary instructor for training content, ensuring direct engagement in the course delivery. Performs safety and liability assessments, evaluates and coordinates facility use, provides input on contracts and agreements, develops course budget and consultant worksheets, oversees adjunct instructor assignments, manages instructor profiles, supports course marketing efforts, ensures certification and accreditation compliance, manages procurement needs, and maintains accurate participant records. Collaborates with administrative and support staff to ensure all aspects of training logistics are effectively managed. Travel is required as part of instructional duties, along with maintaining professional relationships with training partners and clients.</p>
15%	<p><b>Special Projects</b>          Independently work on special projects assigned or approved by Cal OES/CSTI which may include out-of-state training initiatives, executive-level projects, local jurisdiction training assessments, readiness surveys, professional association committee assignments, regulatory compliance efforts, credentialing programs, and participation in state and federal working groups. May provide special lectures, presentations, or advisory support to government agencies and private-sector organizations.</p>
15%	<p><b>Professional Development and Research</b>          Engages in specialized training and educational programs and conducts approved research at disaster sites, emergency incidents, or specialized facilities. Reviews relevant literature, participates in self-directed study, and stays current with innovative teaching techniques as it relates to emergency management, public safety, adult education, and training methodologies.</p>
Percent of Time	MARGINAL FUNCTIONS

5%	<p data-bbox="240 111 768 142">Other Job-Related Duties as Required</p> <p data-bbox="240 155 1520 365">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, Empower time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and attendance at staff meetings.</p>
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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 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
FINGERING: 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CARRYING: Distributing mail; reports; stocking supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DRIVING:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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*

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

EMPLOYEE:	CLASSIFICATION: Emergency Management Coordinator/ Instructor II	HEADQUARTERS: Mather
PROGRAM/UNIT: Planning, Preparedness, & Prevention/ CSTI/ Emergency Management Unit	POSITION NUMBER: 163-296-2881-002 CN: 11073	CBID: R07
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: Senior Emergency Management Coordinator	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 Management Coordinator/Instructor II (EMC/Inst. II) is under the direction of the California State Training Institute (CSTI) Emergency Management Unit Supervisor (Senior Emergency Management Coordinator).		
2. SUPERVISION EXERCISED: N/A		
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES): This position may work in excess of 40 hours per week in an office setting, with possible extra hours worked on weekends and holidays due to travel for training classes/exercises, meetings, and/or in the event of an emergency and the need to respond is required. Ability to use a personal computer, audio and video equipment, calculator, telephone and photocopier are essential. Sitting, standing, and lifting up to 60 pounds are requirements of this job.		
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): This position coordinates closely with department supervisors, managers, and executives. Externally, the position is in contact with local and federal government representatives, other state agency staff, elected officials, private sector representatives, businesses, and non-profit organizations.		
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Continued: EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:  
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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 Cal OES Management (including contact from the California Warning Center) and report to work in a fit and able condition if necessary as requested.

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Under the direction of the Senior Emergency Management Coordinator of the Emergency Management Unit, the Emergency Management Coordinator/ Instructor II is responsible for developing, delivering, and evaluating emergency management training programs. The role involves researching, designing, updating, and instructing all-hazards training courses in alignment with national standards, including Department of Homeland Security National Training and Education Division (NTED) programs. The Emergency Management Coordinator/Instructor II oversees the selection, scheduling, and performance of contract and adjunct instructors, while also providing guidance to EMC/Instructor I staff, and other instructional personnel as needed.

In addition to instructional responsibilities, the position ensures compliance by auditing courses delivered by others, evaluating outreach programs, and inspecting certified training sites and equipment. Training is conducted at CSTI's main campus in San Luis Obispo as well as other training center locations throughout California requiring travel that may occasionally include weekends and holidays. The role also requires operating state and rental vehicles in compliance with the DMV Pull Program.

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><b>Program Management and Development</b>          Manages and develops instructional programs and exercises to support Cal OES CSTI-approved training initiatives which includes actively teaching and facilitating instruction within emergency management courses as part of meeting the unit's program management and development expectations. Works with the Senior EMC and other unit staff to align all training programs to support an annual training plan to meet Federal Emergency Management Association National Qualification Standards and CalOES Emergency Operations Center (EOC) Position Credentialing Program, including Special Certifications.</p> <p>Oversee the design and delivery of courses, seminars, workshops, and operational exercises. Conducts training needs analyses, develops curriculum, ensures instructional design meets best practices, and manages administrative functions. May provide support for major exercise initiatives such as state-level exercises, internal Cal OES training activities, no-notice drills, executive seminars, and Training &amp; Exercise Planning Workshops. Responds to Public Records Act (PRA) requests, assessing safety and liability risks, conducting facility surveys, coordinating contracts, developing budgets, selecting and evaluating adjunct instructors, ensuring course certification and accreditation, and overseeing marketing, inventory, procurement, and record-keeping. Coordinates with administrative staff to manage logistical needs, including accommodations, catering, travel, registration, and technical support.</p>
30%	<p><b>Training Management and Instruction</b>          Coordinates, facilitates, and provides instructional delivery of training and courses within the Emergency Management Unit including but not limited to, emergency management training, curriculum development, and supporting internal Cal OES training and exercise initiatives. Designs and facilitates exercises, conducts instruction, research, evaluates courses, serves on committees, and fulfill administrative requirements related to training programs. Serves as primary instructor for training content, ensuring direct engagement in the course delivery. Performs safety and liability assessments, evaluates and coordinates facility use, provides input on contracts and agreements, develops course budget and consultant worksheets, oversees adjunct instructor assignments, manages instructor profiles, supports course marketing efforts, ensures certification and accreditation compliance, manages procurement needs, and maintains accurate participant records. Collaborates with administrative and support staff to ensure all aspects of training logistics are effectively managed. Travel is required as part of instructional duties, along with maintaining professional relationships with training partners and clients.</p>
15%	<p><b>Special Projects</b>          Independently work on special projects assigned or approved by Cal OES/CSTI which may include out-of-state training initiatives, executive-level projects, local jurisdiction training assessments, readiness surveys, professional association committee assignments, regulatory compliance efforts, credentialing programs, and participation in state and federal working groups. May provide special lectures, presentations, or advisory support to government agencies and private-sector organizations.</p>
15%	<p><b>Professional Development and Research</b>          Engages in specialized training and educational programs and conducts approved research at disaster sites, emergency incidents, or specialized facilities. Reviews relevant literature, participates in self-directed study, and stays current with innovative teaching techniques as it relates to emergency management, public safety, adult education, and training methodologies.</p>
Percent of Time	MARGINAL FUNCTIONS

5%	<p data-bbox="240 111 768 142">Other Job-Related Duties as Required</p> <p data-bbox="240 155 1520 365">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, Empower time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and attendance at staff meetings.</p>
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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 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
FINGERING: 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CARRYING: Distributing mail; reports; stocking supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DRIVING:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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*

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

EMPLOYEE:	CLASSIFICATION: Emergency Management Coordinator/ Instructor II	HEADQUARTERS: San Luis Obispo
PROGRAM/UNIT: Planning, Preparedness, Prevention/ CSTI/ Emergency Management Unit	POSITION NUMBER: 163-296-2881-XXX CN: 10302 & 10300	CBID: R07
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:	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
<p>1. SUPERVISION RECEIVED: The Emergency Management Coordinator/Instructor II (EMC/Inst. II) is under the direction of the California State Training Institute (CSTI) Emergency Management Unit Supervisor (Senior Emergency Management Coordinator).</p>		
<p>2. SUPERVISION EXERCISED: N/A</p>		
<p>3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES): This position may work in excess of 40 hours per week in an office setting, with possible extra hours worked on weekends and holidays due to travel for training classes/exercises, meetings, and/or in the event of an emergency and the need to respond is required. Ability to use a personal computer, audio and video equipment, calculator, telephone and photocopier are essential. Sitting, standing, and lifting up to 60 pounds are requirements of this job.</p>		
<p>4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): This position coordinates closely with department supervisors, managers, and executives. Externally, the position is in contact with local and federal government representatives, other state agency staff, elected officials, private sector representatives, businesses, and non-profit organizations.</p>		
<p>5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): Failure to perform the duties of the position effectively could result in the CSTI Training &amp; Exercise Branch not meeting the requirements set by the Department of Homeland Security (DHS) in the management and coordination of training and exercises. Failure to oversee exercise planning or classes according to approved curriculum could result in emergency responders and emergency managers throughout the State of California not receiving DHS grant funds. Properly coordinated, managed, and conducted training and exercises are required in order to protect lives, environment, and property during all hazard disasters throughout the state.</p>		
<p>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: When not on-call, standby or Duty Officer status, if called upon by Governor's Office of Emergency Services (Cal OES) Management (including contact from the California State Warning Center), you</p>		

are required to make contact as soon as possible.

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). 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 Cal OES Management (including contact from the California Warning Center) and report to work in a fit and able condition if necessary as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

The California Specialized Training Institute (CSTI) delivers specialized training throughout California as well as at its main campus in San Luis Obispo year-round. Currently, CSTI offers over 100 course titles in the disciplines of emergency management, criminal justice/officer safety, terrorism, hazardous materials, disaster mitigation, preparedness and recovery, and crisis communications.

Under the direction of the Senior Emergency Management Coordinator of the Emergency Management Unit, the Emergency Management Coordinator/ Instructor II is responsible for developing, delivering, and evaluating emergency management training programs. The role involves researching, designing, updating, and instructing all-hazards training courses in alignment with national standards, including Department of Homeland Security National Training and Education Division (NTED) programs. The Emergency Management Coordinator/Instructor II oversees the selection, scheduling, and performance of contract and adjunct instructors, while also providing guidance to EMC/Instructor I staff, and other instructional personnel as needed.

In addition to instructional responsibilities, the position ensures compliance by auditing courses delivered by others, evaluating outreach programs, and inspecting certified training sites and equipment. Training is conducted at CSTI's main campus in San Luis Obispo as well as other training center locations throughout California requiring travel that may occasionally include weekends and holidays. The role also requires operating state and rental vehicles in compliance with the DMV Pull Program.

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><b>Program Management and Development</b>  Manages and develops instructional programs and exercises to support Cal OES CSTI-approved training initiatives which includes actively teaching and facilitating instruction within emergency management courses as part of meeting the unit's program management and development expectations. Works with the Senior EMC and other unit staff to align all training programs to support an annual training plan to meet Federal Emergency Management Association National Qualification Standards and CalOES Emergency Operations Center (EOC) Position Credentialing Program, including Special Certifications.</p> <p>Oversee the design and delivery of courses, seminars, workshops, and operational exercises. Conducts training needs analyses, develops curriculum, ensures instructional design meets best practices, and manages administrative functions. May provide support for major exercise initiatives such as state-level exercises, internal Cal OES training activities, no-notice drills, executive seminars, and Training &amp; Exercise Planning Workshops. Responds to Public Records Act (PRA) requests, assessing safety and liability risks, conducting facility surveys, coordinating contracts, developing budgets, selecting and evaluating adjunct instructors, ensuring course certification and accreditation, and overseeing marketing, inventory, procurement, and record-keeping. Coordinates with administrative staff to manage logistical needs, including accommodations, catering, travel, registration, and technical support.</p>
30%	<p><b>Training Management and Instruction</b>  Coordinates, facilitates, and provides instructional delivery of training and courses within the Emergency Management Unit including but not limited to, emergency management training, curriculum development, and supporting internal Cal OES training and exercise initiatives. Designs and facilitates exercises, conducts instruction, research, evaluates courses, serves on committees, and fulfill administrative requirements related to training programs. Serves as primary instructor for training content, ensuring direct engagement in the course delivery. Performs safety and liability assessments, evaluates and coordinates facility use, provides input on contracts and agreements, develops course budget and consultant worksheets, oversees adjunct instructor assignments, manages instructor profiles, supports course marketing efforts, ensures certification and accreditation compliance, manages procurement needs, and maintains accurate participant records. Collaborates with administrative and support staff to ensure all aspects of training logistics are effectively managed. Travel is required as part of instructional duties, along with maintaining professional relationships with training partners and clients.</p>
15%	<p><b>Special Projects</b>  Independently work on special projects assigned or approved by Cal OES/CSTI which may include out-of-state training initiatives, executive-level projects, local jurisdiction training assessments, readiness surveys, professional association committee assignments, regulatory compliance efforts, credentialing programs, and participation in state and federal working groups. May provide special lectures, presentations, or advisory support to government agencies and private-sector organizations.</p>
15%	<p><b>Professional Development and Research</b>  Engages in specialized training and educational programs and conducts approved research at disaster sites, emergency incidents, or specialized facilities. Reviews relevant literature, participates in self-directed study, and stays current with innovative teaching techniques as it relates to emergency management, public safety, adult education, and training methodologies.</p>

Percent of Time	MARGINAL FUNCTIONS
5%	<p>Other Job-Related Duties as Required</p> <p>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, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and attendance at 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 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
FINGERING: 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CARRYING: Distributing mail; reports; stocking supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DRIVING:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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*

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

EMPLOYEE:	CLASSIFICATION: Emergency Management Coordinator/ Instructor II	HEADQUARTERS: San Luis Obispo
PROGRAM/UNIT: Planning, Preparedness, Prevention/ CSTI/ Training and Exercise/ Training Operations/ Hazardous Materials Unit	POSITION NUMBER: 163-296-2881-007 CN: 10301	CBID: R07
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:	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
<p>1. SUPERVISION RECEIVED: The Emergency Management Coordinator/Instructor II (EMC/Inst. II) is under the direction of the California State Training Institute (CSTI) Hazardous Materials Training Unit Supervisor (Senior Emergency Management Coordinator).</p>		
<p>2. SUPERVISION EXERCISED: N/A</p>		
<p>3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES): This position may work in excess of 40 hours per week in an office setting, with possible extra hours worked on weekends and holidays due to travel for training classes/exercises, meetings, and/or in the event of an emergency and the need to respond is required. Ability to use a personal computer, audio and video equipment, calculator, telephone and photocopier are essential. Sitting, standing, and lifting up to 60 pounds are requirements of this job.</p>		
<p>4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): This position coordinates closely with department supervisors, managers, and executives. Externally, the position is in contact with local and federal government representatives, other state agency staff, elected officials, private sector representatives, businesses, and non-profit organizations.</p>		
<p>5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): Failure to perform the duties of the position effectively could result in the CSTI Training &amp; Exercise Branch not meeting the requirements set by the Department of Homeland Security (DHS) in the management and coordination of training and exercises. Failure to oversee exercise planning or classes according to approved curriculum could result in emergency responders and emergency managers throughout the State of California not receiving DHS grant funds. Properly coordinated, managed, and conducted training and exercises are required in order to protect lives, environment, and property during all hazard disasters throughout the state.</p>		
<p>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: When not on-call, standby or Duty Officer status, if called upon by Governor's Office of Emergency</p>		

Services (Cal OES) Management (including contact from the California State Warning Center), you are required to make contact as soon as possible.

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). 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 Cal OES Management (including contact from the California Warning Center) and report to work in a fit and able condition if necessary as requested.

#### 7. JOB DESCRIPTION/GENERAL STATEMENT:

The California Specialized Training Institute (CSTI) delivers specialized training throughout California as well as at its main campus in San Luis Obispo year-round. Currently, CSTI offers over 100 course titles in the disciplines of emergency management, criminal justice/officer safety, terrorism, hazardous materials, disaster mitigation, preparedness and recovery, and crisis communications.

Under the direction of the Senior Emergency Management Coordinator of the Hazardous Materials Training Unit, the Emergency Management Coordinator/ Instructor II is responsible for developing, delivering, and evaluating emergency management training programs. The role involves researching, designing, updating, and instructing all-hazards training courses in alignment with national standards, including Department of Homeland Security National Training and Education Division (NTED) programs. The Emergency Management Coordinator/Instructor II oversees the selection, scheduling, and performance of contract and adjunct instructors, while also providing guidance to EMC/Instructor I staff, and other instructional personnel as needed.

In addition to instructional responsibilities, the position ensures compliance by auditing courses delivered by others, evaluating outreach programs, and inspecting certified training sites and equipment. Training is conducted at CSTI's main campus in San Luis Obispo as well as other training center locations throughout California requiring travel that may occasionally include weekends and holidays. The role also requires operating state and rental vehicles in compliance with the DMV Pull Program.

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><b>Program Management and Development</b>  Manages and develops instructional programs and exercises to support Cal OES CSTI-approved training initiatives which includes actively teaching and facilitating instruction within emergency management courses as part of meeting the unit's program management and development expectations. Works with the Senior EMC and other unit staff to align all training programs to support an annual training plan to meet Federal Emergency Management Association National Qualification Standards and CalOES Emergency Operations Center (EOC) Position Credentialing Program, including Special Certifications.</p> <p>Oversee the design and delivery of courses, seminars, workshops, and operational exercises. Conducts training needs analyses, develops curriculum, ensures instructional design meets best practices, and manages administrative functions. May provide support for major exercise initiatives such as state-level exercises, internal Cal OES training activities, no-notice drills, executive seminars, and Training &amp; Exercise Planning Workshops. Responds to Public Records Act (PRA) requests, assessing safety and liability risks, conducting facility surveys, coordinating contracts, developing budgets, selecting and evaluating adjunct instructors, ensuring course certification and accreditation, and overseeing marketing, inventory, procurement, and record-keeping. Coordinates with administrative staff to manage logistical needs, including accommodations, catering, travel, registration, and technical support.</p>
30%	<p><b>Training Management and Instruction</b>  Coordinates, facilitates, and provides instructional delivery of training and courses within the Emergency Management Unit including but not limited to, emergency management training, curriculum development, and supporting internal Cal OES training and exercise initiatives. Designs and facilitates exercises, conducts instruction, research, evaluates courses, serves on committees, and fulfill administrative requirements related to training programs. Serves as primary instructor for training content, ensuring direct engagement in the course delivery. Performs safety and liability assessments, evaluates and coordinates facility use, provides input on contracts and agreements, develops course budget and consultant worksheets, oversees adjunct instructor assignments, manages instructor profiles, supports course marketing efforts, ensures certification and accreditation compliance, manages procurement needs, and maintains accurate participant records. Collaborates with administrative and support staff to ensure all aspects of training logistics are effectively managed. Travel is required as part of instructional duties, along with maintaining professional relationships with training partners and clients.</p>
15%	<p><b>Special Projects</b>  Independently work on special projects assigned or approved by Cal OES/CSTI which may include out-of-state training initiatives, executive-level projects, local jurisdiction training assessments, readiness surveys, professional association committee assignments, regulatory compliance efforts, credentialing programs, and participation in state and federal working groups. May provide special lectures, presentations, or advisory support to government agencies and private-sector organizations.</p>
15%	<p><b>Professional Development and Research</b>  Engages in specialized training and educational programs and conducts approved research at disaster sites, emergency incidents, or specialized facilities. Reviews relevant literature, participates in self-directed study, and stays current with innovative teaching techniques as it relates to emergency management, public safety, adult education, and training methodologies.</p>

Percent of Time	MARGINAL FUNCTIONS
5%	<p data-bbox="240 184 766 216">Other Job-Related Duties as Required</p> <p data-bbox="240 226 1520 436">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, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and attendance at 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 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
FINGERING: 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CARRYING: Distributing mail; reports; stocking supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DRIVING:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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*

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

EMPLOYEE:	CLASSIFICATION: Emergency Management Coordinator/Instructor II	HEADQUARTERS: Southern Region, Orange County, Santa Ana
PROGRAM/UNIT: Planning, Preparedness, Prevention/ CSTI/ Training & Exercise/ State Exercise Operations	POSITION NUMBER: 163-296-2881-024 CN: 11064	CBID: R07
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:	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 Management Coordinator/Instructor II (EMC/Inst. II) is under the direction of the California State Training Institute (CSTI) State Exercise Operations Unit Supervisor (Senior Emergency Management Coordinator).		
2. SUPERVISION EXERCISED: N/A		
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES): This position may work in excess of 40 hours per week in an office setting, with possible extra hours worked on weekends and holidays due to travel for training classes/exercises, meetings, and/or in the event of an emergency and the need to respond is required. Ability to use a personal computer, audio and video equipment, calculator, telephone, and photocopier are essential. Sitting, standing, and lifting up to 60 pounds are requirements of this job.		
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): This position coordinates closely with department supervisors, managers, and executives. Externally, this position is in contact with local and federal government representatives, other state agency staff, elected officials, private sector representatives, businesses, and non-profit organizations.		
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): Failure to perform the duties of the position effectively could result in the California Specialized Training institute (CSTI) Training & Exercise Branch not meeting the requirements set by the Department of Homeland Security (DHS) in the management and coordination of training and exercises. Failure to oversee exercise planning or classes according to approved curriculum could result in emergency responders and emergency managers throughout the State of California not receiving DHS grant funds. Properly coordinated, managed, and conducted training and exercises are required in order to protect lives, environment, and property during all hazard disasters throughout the state.		
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 California Specialized Training Institute (CSTI) delivers specialized training throughout California as well as its main campus in San Luis Obispo year-round. Currently, CSTI offers over 100 course titles in the disciplines of emergency management, criminal justice/officer safety, terrorism, hazardous materials, disaster mitigation, preparedness and recovery, and crisis communications.

Under the direction of the Senior Emergency Management Coordinator of the State Exercise Operations Unit, the Emergency Management Coordinator/Instructor II has lead responsibility for implementing, planning, and conducting all-hazards exercises in accordance with national standards – the Homeland Security Exercise and Evaluation Program (HSEEP). The Emergency Management Coordinator/Instructor II may be a course manager and instruct the HSEEP Course or other courses as directed. The Emergency Management Coordinator/Instructor II may oversee the project/work activities of Emergency Management Coordinator/Instructor IIs, Instructor Is, and contractors performing exercise planning functions or instructional duties.

In addition to instructional responsibilities, the position ensures compliance by auditing courses delivered by others, evaluating programs, and inspecting certified training and exercise sites and equipment. Training and exercises are conducted throughout California requiring travel that may occasionally include weekends and holidays. The role also requires operating state and rental vehicles in compliance with the DMV Pull Program.

This position requires expertise in emergency management, strong instructional and leadership skills, and the ability to maintain high-quality training delivery to support California's emergency preparedness and response efforts.

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><b>Program Management and Development</b></p> <p>The Emergency Management Coordinator/Instructor II is responsible for managing and developing instructional programs and exercises to support Cal OES CSTI-approved training initiatives. This includes actively teaching and facilitating instruction within emergency management courses as part of meeting the unit's program management and development expectations. This position works with the Senior EMC and other unit staff to align all training programs to support an annual training plan to meet Federal Emergency Management Association National Qualification Standards and CalOES Emergency Operations Center (EOC) Position Credentialing Program, including Special Certifications.</p> <p>Oversee the design and delivery of courses, seminars, workshops, and operational exercises. The role involves conducting training needs analyses, developing curriculum, ensuring instructional design meets best practices, and managing administrative functions. May provide support for major exercise initiatives such as state-level exercises, internal Cal OES training activities, no-notice drills, executive seminars, and Training &amp; Exercise Planning Workshops. Responds to Public Records Act (PRA) requests, assessing safety and liability risks, conducting facility surveys, coordinating contracts, developing budgets, selecting and evaluating adjunct instructors, ensuring course certification and accreditation, and overseeing marketing, inventory, procurement, and record-keeping. Coordinates with administrative staff to manage logistical needs, including accommodations, catering, travel, registration, and technical support.</p>
30%	<p><b>Training Management and Instruction</b></p> <p>Coordinates, facilitates, and provides instructional delivery of training and courses within the Emergency Management Unit including but not limited to, emergency management training, curriculum development, and supporting internal Cal OES training and exercise initiatives. Designs and facilitates exercises, conducts instruction, research, evaluates courses, serves on committees, and fulfill administrative requirements related to training programs. Serves as primary instructor for training content, ensuring direct engagement in the course delivery. Performs safety and liability assessments, evaluates and coordinates facility use, provides input on contracts and agreements, develops course budget and consultant worksheets, oversees adjunct instructor assignments, manages instructor profiles, supports course marketing efforts, ensures certification and accreditation compliance, manages procurement needs, and maintains accurate participant records. Collaborates with administrative and support staff to ensure all aspects of training logistics are effectively managed. Travel is required as part of instructional duties, along with maintaining professional relationships with training partners and clients.</p>
15%	<p><b>Special Projects</b></p> <p>Independently work on special projects assigned or approved by Cal OES/CSTI which may include out-of-state training initiatives, executive-level projects, local jurisdiction training assessments, readiness surveys, professional association committee assignments, regulatory compliance efforts, credentialing programs, and participation in state and federal working groups. May provide special lectures, presentations, or advisory support to government agencies and private-sector organizations.</p>

15%	<p>Professional Development and Research</p> <p>Engages in specialized training and educational programs and conducts approved research at disaster sites, emergency incidents, or specialized facilities. Reviews relevant literature, participates in self-directed study, and stays current with innovative teaching techniques as it relates to emergency management, public safety, adult education, and training methodologies.</p>
Percent of Time	MARGINAL FUNCTIONS
5%	<p>Other Job-Related Duties as Required</p> <p>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, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and attendance at 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 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>

FINGERING: 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"/>
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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"/>
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*Civil Service Title*