

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

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| EMPLOYEE: | CLASSIFICATION: Program Manager I | HEADQUARTERS: Mather Campus |
| PROGRAM/UNIT: Planning, Preparedness, & Prevention/ Preparedness/ Seismic Hazards/ Earthquake Early Warning Coordination | POSITION NUMBER: 163-281-4924-001 (11114) | CBID: S07 |
| TENURE: Permanent | TIME BASE: Full-Time | WORK WEEK GROUP: E |
| APPT EFFECTIVE DATE: | RANGE (IF APPLICABLE): N/A | PROBATIONARY PERIOD: <input type="checkbox"/> 6 Mos. <input checked="" type="checkbox"/> 12 Mos. <input type="checkbox"/> N/A |
| IMMEDIATE SUPERVISOR: Program Manager II | CONFLICT OF INTEREST CATEGORY: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | DMV PULL PROGRAM: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 1. SUPERVISION RECEIVED: This position will work under the general direction of the Earthquake Early Warning Program Manager (Program Manager II). | | |
| 2. SUPERVISION EXERCISED: This position has supervisory responsibility for the California Earthquake Early Warning (EEW) Program. The Program Manager I (PM I) will directly supervise emergency service coordinators and analysts. | | |
| 3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES): Physical tasks include, but are not limited to overnight travel, driving, airline travel, standing, lifting, typing, bending, reading, writing, and public speaking. This position has an education and outreach component that requires the incumbent to attend outreach events in the community, which requires being outside for hours at a time. Mental tasks include but are not limited to working well with others, working under changing priorities, possible irregular work hours, attending meetings/conferences, giving lectures, and multitasking. This will include occasional travel to other parts of the state and nation to collaborate with key partners. | | |
| 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, and private sector representatives. The position must also frequently interact with technologists, scientists, and researchers who provide support to the California Integrated Seismic Network (CISN) and the California Earthquake Early Warning System (CEEWS). | | |
| 5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): This position is responsible for implementing and maintaining all aspects of Cal OES' Earthquake Early Warning Program. The incumbent acts as an advisor to California Governor's Office of Emergency Services (Cal OES) Executives and the Governor's Office staff regarding issues of seismic safety preparedness, including alerting, warning, and response. The Earthquake Early Warning Program is part of Cal OES' alert and warning function, and the information provided is of key importance to first responders, emergency management personnel, and policymakers. The consequence of error is high if incorrect or insufficient information is disseminated. | | |
| 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: (CONTINUED) EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%: | | |

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 EEW Division is charged with developing, implementing, and maintaining the CEEWS. The California EEW Program has realized a statewide system that provides critical seconds of warning prior to strong shaking from an earthquake.

Under the general direction of the Program Manager II, the Program Manager I has supervisory responsibility for the EEW Program, the EEW Advisory Board, and the Finance-Administration function of the unit, with an emphasis on the management of the System Operations unit. Cal OES' EEW Program is responsible for efforts to reduce earthquake risks and promote awareness, planning, and preparedness in vulnerable areas of California. This position provides the management, leadership, and direction of the assigned programs.

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>Project Coordination</p> <p>Serve as Cal OES's System Operations subject matter expert and planner that manages all of the program functions supporting the California EEW Program and Advisory Board. Some activities in this area include:</p> <ul style="list-style-type: none"> • Manages all System Operations contracts related to the California EEW Program and the CISN. • Develops contracts, contract revisions, and reports for contracts related to System Operations program functions. • Develops priorities and metrics and monitors the progress of System Operations partner operations, maintenance, and projects. • Participates in existing working groups or organizations related to System Operations to ensure unity and consistency of efforts (e.g., CISN Program Manager's Group, EEW State Microwave Project, etc.). |

| | |
|------------------------|--|
| | <ul style="list-style-type: none"> • Manages System Operations partners' projects, reports, and deliverables to ensure timeliness, completeness, and accuracy. • Engages in original research to develop new knowledge in the areas of earthquake early warning, vulnerability and impact analysis, and human response to warnings and hazard information. • Researches and presents findings to the California EEW Advisory Board. |
| 30% | <p>Supervision</p> <p>Directs staff in developing and implementing annual work programs. Reviews work and evaluates performance. Ensures compliance with departmental policy and state fair labor standards and other policies. When appropriate, conducts corrective interviews and applies progressive discipline in accordance with personnel standards and state guidelines. Ensures that staff have all the resources necessary to perform their assignments.</p> |
| 20% | <p>Administration/Coordination</p> <p>Assists with the development and facilitation of Board meetings, provides presentations to a diverse range of stakeholders, and represents Cal OES at meetings and events. Serves as a technical specialist and dedicated management representative for Cal OES and the program in all aspects of EEW. May serve as a subject expert and spokesperson related to EEW for the media, elected and other officials. Ensures that staff products are complete for Advisory Board meetings and that EEW subcommittees are meeting programmatic goals.</p> |
| 10% | <p>Duty Officer</p> <p>Serves as the Seismic Hazards duty officer on a rotational basis with other Seismic Hazards Branch staff. Duty shifts occur over a seven-day period and require staff to be on call 24 hours per day in the event of an earthquake, tsunami, or volcanic eruption.</p> |
| <i>Percent of Time</i> | 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> |

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

| Activity | Not Required | Less than 25% | 25% to 49% | 50% to 74% | 75% or More |
|--|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|
| VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| SITTING: At a computer terminal or desk; conferring with employees. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| STANDING: | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BALANCING: | <input checked="" type="checkbox"/> | <input 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 type="checkbox"/> | <input checked="" 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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY: | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| KEYING: Pushing buttons on telephone; typing; copying. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

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