

State of California  
GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
**POSITION DUTY STATEMENT**  
BU: 1 & Non-represented

EMPLOYEE:	CLASS TITLE: Career Executive Assignment  WORKING TITLE: Radio Communications Branch Manager	HEADQUARTERS: Pacific Sequoia Campus
PROGRAM/UNIT: Public Safety Communications/ Radio Communications	POSITION NUMBER: 163-740-7500-001 (10756)	CBID: M01
TENURE: CEA	TIME BASE: Full Time	WORK WEEK GROUP: E
APPT. EFFECTIVE DATE:	RANGE (IF APPLICABLE): B	PROBATIONARY PERIOD: <input type="checkbox"/> 6 Mos. <input type="checkbox"/> 12 Mos. <input checked="" type="checkbox"/> N/A
IMMEDIATE SUPERVISOR:	CONFLICT OF INTEREST CATEGORY: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DMV PULL PROGRAM: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>1. SUPERVISION RECEIVED: The Career Executive Assignment (CEA), Radio Communications Branch Manager is under the administrative direction of the Assistant Director, Public Safety Communications (PSC), however direction and assignments may also come from the Deputy Director, PSC, when designated.</p>		
<p>2. SUPERVISION EXERCISED: Provides direct supervision to the senior managers responsible for the various units within the Radio Communications Branch, including but not limited to Program Management, Operations, and Client Engineering.</p>		
<p>3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES): Requires sitting for long period of time while using a personal computer in an office workspace under artificial lighting. Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. The work environment is fast-paced and can be demanding. May require periodic work during nonstandard hours and during weekends to meet workload needs. Travel may be required to attend professional training, meetings, and/or events.</p>		
<p>4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): The incumbent has daily contact with a range of California Governor's Office of Emergency Services (Cal OES) department managers, supervisors, executive staff, representatives and individuals from other local, state, or federal agencies, and private stakeholders or partners.</p>		
<p>5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): The CEA is the decision and policy maker responsible for providing Public Safety Radio Communications and Microwave Services to California's public safety community and citizens, ensuring 99.999% reliability in emergency communication equipment, service, and maintenance. Failure to effectively perform the duties of this position may result in the department's inability to ensure consistency and compliance with applicable state and federal laws, rules, and regulations. If the functions of this position are not executed in the most effective and professional manner, the department could suffer adverse political and financial consequences. In addition, if the CEA's duties are not performed, the consequence of error could include project delays in the installation or enhancement of critical public safety communications systems, potentially resulting in the loss of property and/or life. Delays may also impact implementation or enhancement efforts needed to keep public safety communication systems operational during emergencies or disasters.</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:

Shall be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), or other similar location to provide assistance in emergency response and recovery activities.

All staff is required to complete operational related training and may 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 efficiently under stressful conditions and collaborate effectively under the pressure of short notice leave; 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 (as 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:

Under the administrative direction of the Assistant Director, Public Safety Communications (PSC), the incumbent serves as a principal policy maker and leader, responsible for formulating and implementing statewide policies for Public Safety Radio Communications across State, Federal, and local government agencies engaged in the protection of life and property for the citizens of California.

The incumbent develops, directs, and manages the activities of the Radio Communications Branch, overseeing the full scope of administrative, programmatic, and operational activities associated with statewide public safety radio systems and services. This includes direct responsibility for strategic planning, policy development, and budget administration related to RadioCal services, radio infrastructure, and support to client agencies. The incumbent also represents the Assistant Director, PSC on statewide, national, and cross jurisdictional committees and advisory groups, advancing California's public safety radio communications interests.

The CEA is responsible for critical functions in three primary areas:

- Policy formulation and implementation for statewide public safety radio systems and services
- Fiscal oversight and budget management for the Radio Communications Branch
- Representation and high-level engagement on advisory committees and with external organizations

The incumbent exercises significant independence and discretion, functioning under pressure to meet strict deadlines while safeguarding mission critical radio communications capabilities for California's emergency response community. Irregular working hours and travel may be required to fulfill these statewide responsibilities.

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>POLICY DEVELOPMENT</p> <ul style="list-style-type: none"> <li>• Establishing statewide strategies and directions for Public Safety Radio Communications and related public safety communications services.</li> <li>• Formulating and implementing policies ensuring reliable design, installation, and maintenance of public safety radio communication systems critical to life and property protection.</li> <li>• Optimizing use of existing funding and pursuing new federal funding to sustain and enhance radio communications capabilities statewide.</li> <li>• Building interoperability policies facilitating shared use of radio communication systems among local, state, and federal agencies.</li> <li>• Defining performance standards to ensure statewide public safety radio communication systems meet industry benchmarks.</li> <li>• Developing and maintaining policies ensuring regulatory compliance with state and federal public safety radio communications requirements.</li> </ul>
30%	<p>RADIO COMMUNICATIONS SYSTEMS AND PROGRAM MANAGEMENT</p> <ul style="list-style-type: none"> <li>• Provides leadership in the development, management, and programmatic oversight of statewide public safety radio systems and services to maximize efficiency and reduce costs.</li> <li>• Oversees programmatic aspects of acquisition processes, master contracts, and service agreements related to public safety radio communications, in coordination with procurement and technical staff, to enhance operations and budget stewardship.</li> <li>• Leads radio communications-related training and informational initiatives aligned with federal and state standards to support consistent, high quality service delivery to state departments and agencies.</li> <li>• Develops and implements strategies to advance radio communications program objectives and achieve strategic goals through effective collaboration with internal and external stakeholder groups.</li> </ul>
20%	<p>COMMUNICATIONS</p> <ul style="list-style-type: none"> <li>• Serves as a key communications leader representing California's public safety radio communications efforts on high level federal, state, and local committees and task forces.</li> <li>• Engages with regulatory bodies such as the Federal Communications Commission (FCC) and California Public Utilities Commission (CPUC) and collaborates on specialized task forces to advocate for and influence public safety radio communications policies.</li> <li>• Provides expert insight and leadership in resolving complex, multi-jurisdictional radio communications challenges across the public safety community.</li> </ul>
10%	<p>BRANCH MANAGEMENT</p> <ul style="list-style-type: none"> <li>• Provides strategic direction and guidance to Branch staff regarding priorities, performance expectations, and job requirements.</li> <li>• Collaborates closely with subordinate team members responsible for planning and implementing activities related to Radio Communications program and policy development, client services, monitoring, and oversight.</li> <li>• Leads the development, review, and continuous improvement of internal standard operating procedures to support Branch operational success.</li> <li>• Conducts hiring, performance management, and resource assessments to ensure the Branch meets both short term and long-range goals.</li> <li>• Ensures consistent interpretation and implementation of radio communications-related policies and procedures across the Branch to maintain uniformity and operational integrity.</li> </ul>

Percent of Time	MARGINAL FUNCTIONS
5%	<p><b>OTHER JOB-RELATED DUTIES AS REQUIRED</b>          Performs other job-related duties as required to fulfill Cal OES's mission, goals and objectives. Additional duties may include but are not limited to: (a) assisting where needed within the department and program, which may include special assignments; public speaking; (b) 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 (c) attendance at staff meetings.</p>

**ADDITIONAL INFORMATION**

The ideal incumbent should possess strong leadership, interpersonal, and problem-solving skills in managing the State's Public Safety Radio Communications programs, and have experience leading multidisciplinary teams to develop, implement, and maintain critical public safety communications systems statewide. They should have in-depth knowledge of the policies, regulations, and technical standards governing public safety radio and microwave telecommunications systems, along with a proven ability to manage complex, multi-year initiatives involving system upgrades, interoperability improvements, and compliance monitoring.

The incumbent should bring expertise in developing, implementing, and overseeing policies and procedures that ensure the reliability, security, and compliance of radio communications infrastructure, and experience applying change management principles to enhance operational efficiency and technology adoption within public safety communications. They must be proficient in analyzing complex technical and regulatory issues and developing practical solutions to maintain service continuity and possess strong presentation skills to communicate complex radio communications matters clearly to diverse audiences, including state and federal agencies, local governments, and industry stakeholders. Finally, the ideal incumbent should demonstrate the ability to collaborate effectively across multiple levels of government and with external partners to support California's public safety communications network.

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 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 type="checkbox"/>	<input checked="" type="checkbox"/>
STANDING:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BALANCING:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KEYING: Pushing buttons on telephone; typing; copying.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REACHING: Answering phones.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BENDING AT WAIST:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
KNEELING:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PUSHING OR PULLING:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HANDLING: Documents, manuals, and materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDOORS: Office Setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING OUTDOORS:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKING IN CONFINED SPACE:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OTHER INFORMATION

Must have knowledge or ability to become familiar with 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 Cal OES's Strategic Plan, and the California Homeland Security Strategy, 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/Exempt Title