

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

EMPLOYEE:	CLASSIFICATION: Senior Coordinator (Fire & Rescue Services)  Working Title: Fire Integrated Real-Time Intelligence System (FIRIS) Sr. Coordinator	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Response Operations/ Fire & Rescue/ Fire Administration/ Fire Integrated Real-Time Intelligence System (FIRIS) Unit	POSITION NUMBER: 163-350-8187-009 CN 11709	CBID: S07
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 Senior Coordinator (Fire & Rescue) is under the direction of the Fire Administration CEA-Deputy Chief, Fire and Rescue Division.		
2. SUPERVISION EXERCISED: The incumbent directs and has supervisory responsibility for professional and technical personnel in the FIRIS Intel Unit.		
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES): Assignment to field duties or emergency operations may require long hours in extreme temperature variations- rain, snow, heat, smoke, difficult terrain, cold polluted water, confined spaces, unfamiliar topography, and locations. Incumbent must have ability to work at interagency/multi-agency level(s) during both emergency and non-emergency operations; work with incident command system- National Wildland Coordination System, and other systems that may be encountered; maintain intense concentration while working under extreme pressure, in rapidly changing situations, is mandatory as is the ability to adjust quickly to interruptions and outside demands. Work can be mostly sedentary with periods of standing and walking; noise levels are constantly changing. Incumbent must have valid driver's license.		
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): Cal OES departmental staff, Cal Fire, staff, United States Forest Service staff, other national, federal, state, and local fire/law enforcement/public safety agency staff, relaying incident activity information, sometimes of a sensitive nature. Relaying incident activity information that has been approved for release to media personnel and the general public.		
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): Decisions made by the incumbent can save lives and property by their expertise in fire and rescue. Timely effective decisions enable the proper resources to quickly respond and take correct actions. Improper judgment or decision-making can result in the loss of life and property.		
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 Senior Coordinator (Fire and Rescue Services) is a uniformed rank and works under the direction of the Fire Administration CEA – Deputy Chief, Fire and Rescue Division. The Sr. Coordinator of the Fire Integrated Real-Time Intelligence System (FIRIS) is responsible for managing and overseeing the FIRIS Unit, in coordination and collaboration of FIRIS resources and program, including data, intelligence, compliance, policies, and procedures. Responds to emergencies and incidents throughout the state or as assigned; provides direction and coordination for operations of the fleet during emergency operations incidents; provides staff support for Fire and Rescue Division committees and working groups; and performs other related duties as assigned.

Provides direction and oversight to personnel in the FIRIS Intel Unit and must have in-depth experience working within the Incident Awareness and Assessment (IAA) field and knowledge and background on aviation and its platform. Has the responsibility for the day-to-day administration of the FIRIS program and the California Fire and Rescue Emergency Mutual Aid System. Acts as a technical and program consultant to all levels of California Office of Emergency Services (Cal OES) and external entities and evaluates Fire and Rescue incidents and operations throughout the state to determine timing and priorities for activating and deploying Cal OES Fire and Rescue resources. Provides operational direction for all-risk fire incidents and emergencies throughout their course of business. Directs as necessary during emergency operations that will require the employee be available, by whatever means, for both emergency and non-emergency consultation and guidance as necessary. This may involve working long hours, weekends, holidays, and irregular shifts.

When assigned to emergency field operations, duties may require working in extreme temperatures, smoke, different terrain features and weather conditions and locations.

Maintains all assigned Personnel Protective Equipment and the assigned state owned, emergency equipped, vehicle in a state of readiness at all times. Works with a high level of independence, exercising initiative and makes decisions on complex emergencies. Must have the ability to

communicate clearly and effectively with professionals and non-professionals both in writing and verbally.

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>Manages and supervises the FIRIS program in consultation with local, state, and federal counterparts. Establishes and maintains project priorities and provides oversight and direction of the statewide FIRIS Program. Interprets, applies, develops, recommends, and implements programs, policies, and procedures intended to advance and maintain program expertise within the agency and on behalf of the State of California. Collaborates and coordinates with Operational Area and Regional Fire and Rescue Coordinators. Monitors activity plans, travel expenses, and time sheets of assigned employees. Conducts performance evaluations of assigned employees. Takes corrective actions for problems or conflicts that occur within management structure. Evaluates and analyze fire and rescue incidents and operations of the State Fire and Rescue Mutual Aid System for best course of action. Works in partnership with other agencies in the development of policies and procedures for activating and deploying fire and rescue resources in parallel with FIRIS. Plans, organizes, directs, and evaluates the work of subordinates. Has knowledge and background on aviation and its platform to perform duties. Provides expertise from working within the Incident Awareness and Assessment (IAA) field.</p>
30%	<p>Provides leadership and serves as the program oversight, develops and maintains positive working relationships with various stakeholders, including but not limited to political officials and governmental representatives at the local, state, and federal levels. Coordinates and collaborates standardization and consistent application of the FIRIS request, ordering, and deployment processes statewide to support interagency cooperation in both fire and all-hazard response efforts. Provides oversight to subordinate staff in the development of Intel/FIRIS Program policy and procedure enhancements, revisions, and augmentation. Oversees the daily administration and management of the California Fire and Rescue Emergency Mutual Aid Plan. Evaluates Fire and Rescue emergency, planned incidents, and operations guided by or found within the Mutual Aid Plan. Collaborates with other agencies in the development of policies, Standard Operating Procedures, trains, and reviews the deployment and use of Mutual Aid resources. Develops recommendations for change as necessary. Provides guidance to staff in the development and delivery of educational outreach materials regionally and statewide. Maintains emerging technology relevancy and apprise leadership of any changes and possible outcomes related to the program. Carries out other special assignments, such as representing the Fire Chief at meetings, conducts studies, and makes recommendations for proposals, which affect the Fire and Rescue Division and the agency and the State of California. Will also represent the Fire and Rescue Division on multi-agency operations, training and safety committees, and groups.</p>
20%	<p>Represents the State of California on FIRIS enhancements, policies, procedures, and other issues on behalf of Cal OES' Executive Division, and associated internal and external stakeholders, including the Governor's Office. Provides management and coordination of assignments and mobilization of Cal OES/Mutual Aid resources throughout the State of California as needed during emergencies and or disasters in any of the following phases of Fire and Rescue Mutual Aid resource deployment including dispatch, response operations, and relief of mutual aid resources. Must have an in-depth knowledge of the California Fire and Rescue Emergency Mutual Aid System to include principals, policies, and procedures, as well as the Agreement for Local Government Fire and Emergency Assistance. Serves as the secondary or backup Multi-Agency Coordination Group facilitator for the participating agencies of the Operations Coordination Center. Serves as Primary or Lead to the Fire and Rescue Division Emergency Operations Center (EOC) during activations required by the movement of Mutual Aid/Cal OES resources. Uses knowledge of day-to-day and or</p>

	<p>complex fire and rescue mutual aid all risk events, and emergency operations to select and assign support equipment and personnel. Participates in MACS conference calls, developing statewide resources status and allocation strategies. Formulates status reports to the State Operations Center (SOC) and keeps Assistant Chiefs in the field informed during Fire Mutual Aid activity, or other disasters. Coordinates the mobilization of Mutual Aid resources for response. Manages and coordinates emergency fire suppression and rescue activities related to the FIRIS program during the time of natural, technological, man-made or war-caused disasters.</p>
10%	<p>Directs out of state assignments of Cal OES and Mutual Aid resources. Coordination efforts may occur from a Federal Geographic Area Coordination Center (GACC), Disaster Field Office (DFO), or local/state emergency operations center. Adapts to responses and deployments out of state working with other organizations, states and federal governments. Serves as the Agency Representative for mutual aid resources at incidents or at MACS centers and back-up to coordinate and respond with multi-disciplinary Urban Search and Rescue Task Forces for in-state, out-of-state, and international responses. Evaluates incidents and operations following state emergency management construct.</p>
<i>Percent of Time</i>	MARGINAL FUNCTIONS
5%	<p>Other Job-Related Duties as Required  The incumbent will perform other job-related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be limited to: assisting where needed within the program, which may include special assignments; complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, 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 type="checkbox"/>	<input checked="" type="checkbox"/>
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SITTING: At a computer terminal or desk; conferring with employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STANDING:	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
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 type="checkbox"/>	<input checked="" 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"/>

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 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 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DRIVING:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKING OUTDOORS:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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*