

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

EMPLOYEE:	CLASSIFICATION: Program Manager II	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Response Operations/ Headquarters Response/ SOC Management/ SOC Finance & Logistics Administration Management	POSITION NUMBER: 163-370-4923-XXX (11525)	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: SOC Director, Program Manager III	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 Program Manager II (PM II), State Operations Center (SOC) Deputy Director of Finance & Logistics Administration is under the general direction of the SOC Director, Program Manager III (PM III).		
2. SUPERVISION EXERCISED: The Program Manager II (SOC Deputy Director of Finance & Logistics Administration) may direct and supervise the operational activities of the SOC in support of activations for emergencies and disasters. This position directly supervises the Logistics, Finance & Administration, and Administration Support Units of the SOC.		
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES): Works in an office setting with artificial light and temperature control. Ability to sit in a normal seated position for extended periods; ability to effectively handle multiple tasks and changing priorities. During an activation for an emergency or disaster, may work on 12 hour rotating shifts, with possible extensive excess hours. Ability to use a personal computer and telephone is essential, as majority of the work is performed utilizing these tools.		
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): The PM II will have contact with California Governor's Office of Emergency Services (Cal OES) executives, directors, management, and staff. The PM II will interact with representatives from all levels of government, including private sector, and non-governmental organizations (NGO's). The PM II will also be required to communicate with other state departments, Federal Emergency Management Agency (FEMA) regional liaisons, and emergency managers at all levels of government.		
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): If the PM II fails to perform their duties and responsibilities as described in the duty statement and in accordance with California Law, Regulations, Plans, Cal OES Policies and Procedures, the consequences could negatively impact the effectiveness and efficiencies of Cal OES. Consequences could result in providing inaccurate information and resources to agencies, departments, and operational areas that could affect public safety, decision-making, loss of life, property, and the environment.		

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:

In coordination with the SOC Director and SOC Deputy Directors for Operations and for Planning and Intelligence, this position provides leadership to the Permanent Incident Support Team within the ICS structure, which is utilized to respond to emergencies and disasters within California. Under the general direction of the SOC Director, this position is responsible for a wide range of tasks including, but not limited to, developing and implementing strategies and tactics to achieve the incident objectives, coordinating with state and federal agencies, providing guidance, and supporting the response efforts of other state agencies. Additionally, this position may entail leading or being a part of special projects, various task forces, and SOC-wide projects/initiatives.

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
30%	In coordination with the SOC Director, and the SOC Deputy Directors for Operations and for Planning and Intelligence, leads and directs critical response efforts that include Incident Support Team (IST) and Operational Readiness Team (ORT) functions within the Incident Command System (ICS) structure. This may include, but is not limited to, Operations, Planning and Intel, Logistics, Finance and Administration, and support functions. Additionally, since this position oversees the SOC Logistics Section and the SOC Finance & Admin Section and is a critical management role, responsibilities expand exponentially during disasters and exercises when additional State Agency personnel, Federal government agencies, private and public utilities, NGOs, and other emergency management partners are assigned to critical functions within the SOC for extended periods of time on a 24/7 basis. The PM II may fill in for the SOC Director as needed.

	<p>Provides direct management oversight of the SOC, Permanent IST Logistics Section and the SOC Finance and Administration Section, during daily operations and response activations. Ensures that all logistical considerations and financial and administrative considerations required are implemented consistently and effectively with all Cal OES policies and procedures.</p> <p>Participates in rehearsal drills and exercises. Completes all training to achieve and maintain the appropriate credentialing for disaster response. Ensure staff within the IST have completed the required disaster response training and exercise requirements. Provides supervision, leadership, mentoring, and coaching to staff.</p> <p>Provides a high level of confidential, financial, and administrative support dealing with a variety of highly sensitive departmental issues and special executive level projects.</p>
20%	<p>Works with IST and ORT staff to coordinate the completion of hot washes upon the conclusion of activations and after-action reports during and after disasters, as necessary. When required, they may collaborate with staff to conduct outreach to local, state, and federal agencies to identify critical gaps and propose solutions.</p> <p>Monitors the implementation of solutions and lessons learned from after-action reports. Coordinates with IST staff to troubleshoot any hurdles that are identified during implementation and assists with real-time adjustments to achieve a successful outcome.</p> <p>Promotes teamwork and cross-functional collaboration in support of Cal OES's mission, goals, and objectives. Provides information, and recommendations to the SOC Director on confidential/sensitive situations as well as trends and issues (technical and programmatic).</p> <p>Serves in a leadership and/or advisory role on special projects, and as a participant and/or leader of task forces related to SOC functions and operational functions.</p>
20%	<p>Applies working knowledge of disaster response operations and lessons learned identified in hot washes and after-action reports to establish, maintain, and update procedures that enhance operational efficiencies, readiness, and effectiveness. Ensures procedures, checklists, and any other operational tools are revised timely to address any changes. Provides notification and any required training to IST members to ensure consistent processes for all activations.</p> <p>Provides supervision and clarification for assignments and other personnel matters and ensures compliance with Bargaining Unit Agreements, agency's policies and procedures, and other written directives. Ensures decisions are compliant with Fair Labor Standards Act; reviews and approves purchases, travel requests and expense claims, timesheets, over-time, time off requests, completes performance reports, individual development plans; monitors punctuality; and evaluates effectiveness and efficiency in overall employee performance, and program performance.</p>
15%	<p>Coordinates with other lead agencies of the Emergency Support Functions (ESF) to enhance communication and coordination. Conducts regular meetings with State and ESF lead agencies to discuss emerging issues, resources, and techniques at the staff level. Ensures the information shared is consistent with cabinet-level priorities, and objectives are implemented in the appropriate sections of the IST and/or ORT.</p> <p>Coordinates with the Cal OES Response Directorate including the Regions, Fire and Rescue, Law Enforcement, California State Warning Center, Response Support Operations, and Response Systems Integration. Ensures unity of effort across the Directorate for the</p>

	<p>development and implementation of response policies and programs. Additionally, coordinates directly with Cal OES Disaster Logistics and the Cal OES Finance/Administration Directorate.</p> <p>Provides consultation on the development, revision, maintenance, and implementation of emergency management plans and procedures, including the State Emergency Plan, catastrophic plans, and other response plans.</p>
10%	<p>Participates in department planning, policy setting, policy implementation, and decision-making process. Advises the Director, Chief Deputy Directors, Response Operations Deputy Director, HQ Response Assistant Director, Executive Duty Officers, and the SOC management team on all issues of disaster response policy. Monitors changes in federal policy that could impact the state policy for disaster response. Provides impacts of changing policies and solutions to minimize any negative impact.</p>
<i>Percent of Time</i>	MARGINAL FUNCTIONS
5%	<p>Other Job-Related Duties as Required</p> <p>The incumbent performs 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 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 type="checkbox"/>	<input checked="" type="checkbox"/>
STANDING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 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 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 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:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING OUTDOORS:	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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