

DUTY STATEMENT

Employee Name:	
Classification: Emergency Services Coordinator, Office of Emergency Services	Effective Date:
Working Title: Emergency Services Coordinator	Position Number: 312-700-4926-002
Collective Bargaining Unit: R07	Work Location: 8670 Younger Creek Dr., Sacramento, CA 95828
Center/Office/Division/Unit: Disaster Medical Services Division/Response Resources Unit	Tenure/Time Base: Limited Term/Full Time

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

The mission of Emergency Medical Services Authority (EMSA) is to prevent injuries, reduce suffering, and save lives by developing standards for and administering an effective statewide coordinated system of quality emergency medical care and disaster medical response that integrates public health, public safety, and healthcare.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

During emergency operations, the incumbent may be required to work in the EMSA Departmental Operations Center, other governmental Emergency Operations Centers, or in EMSA's field Mission Support Teams to provide assistance in emergency response and recovery activities. EMSA staff are required to complete emergency management and Incident Command System training based on their respective roles in a response and participates in periodic departmental and statewide readiness drills and exercises. Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California](#)

[Department of Human Resource's Job Descriptions webpage.](#)

Job Summary

Under the direction of the Program Manager I of the Response Resources Unit, the Emergency Services Coordinator (ESC) completes technical, analytical, and research assignments relevant to the planning, development, implementation, and coordination of deploying mobile medical assets for disasters in a warehouse setting.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☒ Department of Motor Vehicles (DMV) Pull Notice Required
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel Required: 15%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☒ License/Certification: Possession of a valid class C driver license issued by the California DMV is required
- ☒ Telework Eligible: This position may be eligible for telework. The amount of telework permitted is at the discretion of the Department and is subject to change.
- ☒ Other: Position requires ability to bend, twist and lift up to 50 pounds to transport items

Essential Functions (including percentage of time)

- 25% Assist disaster response personnel by aiding in the coordination, setup, use, and demobilization/recovery of emergency services equipment and assets. Support the setup, utilization, and demobilization of deployed assets during active disasters and training of emergency response personnel. Ensure response operations related to emergency management systems are fully functional and supported by EMSA.
- 25% Support senior-staff within inventory management of medical/nonmedical resources. Monitor inventory statuses of medical caches to ensure quotas for overall readiness are sustained. Track status reports of equipment and resources to maintain accountability of all items. Receive and facilitate resource requests from stakeholders. Support resupply of medical caches during disaster activations. Assist in the development, implementation, and maintenance of disaster medical response field manuals and mobile medical modules for deployment by interpreting laws and departmental policy, maintaining inventory and service records of medical equipment and supplies.
- 20% Assist in the development, planning, and implementation of training protocols for disaster response personnel and medical volunteers. Research current disaster response capabilities utilizing established policies and principles of Emergency Medical Services systems to serve as a Subject Matter Expert. Make recommendations for changes to management to ensure EMSA's response resource systems are fully optimized to meet emergent situational demands during disasters.

- 15% Serve as a consultant and mobile medical asset support coordinator by guiding contracted set-up teams in the medical tent setup configurations to configure and reconfigure existing medical structures. Utilize the deployment binder policies, procedures, and guidelines for filling equipment requirements and medical supply shortages to ensure modular medical shelters are deployed and shelters are set-up quickly.
- 10% Perform the role of EMSA representative in the State Operations Center or other emergency operations centers upon assignment by effectively leading, planning for emergencies/disasters, and responding, under all conditions, appropriately by applying emergency management principles to the specific immediate situation and applying professional knowledge to all situations of coordination, mitigating hazards, and communicating risks to appropriate personnel.

Marginal Functions (including percentage of time)

- 5% Assist with the vehicle fleet management to maintain readiness of response vehicles. Track and report vehicle mileage and maintenance status for all fleet assets. Assist in vehicle up-keep utilizing the Department of General Services, Fleet Asset Management Systems to ensure vehicle performance and readiness for emergency response.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.		☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)	
Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: Christa Beck

Date: 7/17/26