

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

EMPLOYEE:	CLASS TITLE: Career Executive Assignment WORKING TITLE: Deputy Superintendent, California Specialized Training Institute	HEADQUARTERS: San Luis Obispo
PROGRAM/UNIT: Planning, Preparedness, and Prevention, California Specialized Training Institute, Training & Exercise	POSITION NUMBER: 163-299-7500-001 (10322)	CBID: M01
TENURE: CEA	TIME BASE: Full Time	WORK WEEK GROUP: E
APPT. EFFECTIVE DATE:	RANGE (IF APPLICABLE): A	PROBATIONARY PERIOD: ☐ 6 Mos. ☐ 12 Mos. ☒ N/A
IMMEDIATE SUPERVISOR:	CONFLICT OF INTEREST CATEGORY: ☒ Yes ☐ No	DMV PULL PROGRAM: ☒ Yes ☐ No
1. SUPERVISION RECEIVED: The Career Executive Assignment (CEA), Deputy Superintendent, California Specialized Training Institute (CSTI) is under the administrative direction of the Assistant Director and Superintendent of CSTI, however direction and assignments may also come from the Deputy Director, Planning, Preparedness, and Prevention when designated.		
2. SUPERVISION EXERCISED: The Deputy Superintendent provides direct supervision to managerial, professional, technical, and support staff responsible for CSTI program and operational functions, and exercises executive oversight of all personnel assigned to CSTI, including staff deployed in support of training and emergency operations activities.		
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.		
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): The incumbent maintains frequent contact with Cal OES managers, supervisors, and executive staff, as well as representatives from local, state, and federal agencies, tribal governments, the military, and private-sector partners involved in emergency management, public safety, and training activities.		
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): Failure to effectively perform the duties of this position could adversely affect CSTI's ability to carry out its mission, compromise the quality, consistency, and availability of training provided statewide to state and local agencies and other partner organizations, and result in the loss of funding or revenue necessary to support institute operations.		
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), or other similar location to provide assistance in emergency response and recovery activities.		

(CONTINUED) EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:

All staff are 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/Superintendent, California Specialized Training Institute (CSTI), the Career Executive Assignment (CEA) serves as the Deputy Superintendent and executive-level policy and program leader responsible for the development, implementation, evaluation, and oversight of statewide emergency management and public safety training programs. The incumbent provides strategic direction and executive leadership for training efforts supporting emergency management, homeland security, hazardous materials, fire and rescue, disaster preparedness, response, recovery, and related public safety disciplines.

The Deputy Superintendent advises Cal OES executive leadership on complex policy, program, fiscal, and operational, and training matters; ensures programs and resources are aligned with California's evolving needs; and maintains compliance with all applicable state and federal regulations, including regulatory and credentialing requirements for hazardous materials and other specialized training programs. The incumbent supervises professional, technical, and support staff through subordinate managers, exercises executive oversight of personnel assigned to CSTI, serves as the Cal OES Training Manager, and directs statewide coordination of FEMA and other federally supported training activities in California.

The incumbent exercises a high degree of independence, judgment, and discretion in directing CSTI's statewide training enterprise and frequently operates under pressure in high-stakes, time-critical environments to support Cal OES's mission and protect California's residents.

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%	POLICY DEVELOPMENT AND STATEWIDE PROGRAM OVERSIGHT Directs and oversees CSTI's statewide emergency management and public safety training programs by developing, implementing, and evaluating training policies, standards, and strategies, using stakeholder input, grant and statutory requirements, and operational needs to ensure effective, consistent, and compliant delivery of courses and exercises. Leads the statewide assessment and prioritization of statewide training needs across emergency management, homeland security, hazardous materials, fire and rescue, and related disciplines to ensure programs remain current, compliant, and responsive to California's evolving risk landscape. Advises the Assistant Director/Superintendent, Cal OES executive leadership, and other senior officials on training policy, program performance, and strategic initiatives, and recommends new or modified programs to strengthen statewide preparedness, response, and recovery capabilities.
25%	PROGRAM MANAGEMENT AND FISCAL OVERSIGHT Provides executive direction over CSTI training programs and operations to ensure efficient use of resources and delivery of high-quality, relevant, and effective training statewide. Ensures programs are routinely evaluated for operational effectiveness and alignment with state priorities, regulatory requirements, and federal guidance. Oversees CSTI's budget, expenditures, contracts, and grant-funded resources, ensuring proper management of Homeland Security Grant Program (HSGP), Hazardous Materials Emergency Preparedness (HMEP), Emergency Management Performance Grant (EMPG), and other funding sources. Identifies resource needs, proposes funding strategies, and directs program adjustments to support statewide emergency management and public safety missions.
20%	CURRICULUM, STANDARDS, AND TRAINING INFRASTRUCTURE Oversees statewide curriculum development and course standards to ensure training content is accurate, current, compliant with SEMS, NIMS, hazardous materials regulatory requirements, applicable laws, and evolving state operational needs. Directs the review, approval, and revision of courses, instructional materials, credentialing structures, and assessment methods. Provides executive oversight of CSTI's instructor group, including the development, credentialing, auditing, and evaluation of instructors to ensure instructional effectiveness, adherence to professional standards, and continuous improvement. Implements processes to identify and correct ineffective instructional practices and ensures CSTI's curriculum and instructor staff evolve to meet changing regulatory requirements, operational needs, and best practices. Oversees CSTI's training infrastructure at Campus San Luis Obispo including classrooms, specialized training venues, facilities, and equipment to ensure safe, realistic, compliant, and high-quality training delivery.
15%	LEADERSHIP, ORGANIZATIONAL MANAGEMENT, AND EXTERNAL COORDINATION Provides executive leadership and direction to subordinate managers, supervisors, and staff responsible for CSTI program and operational functions. Establishes program priorities, performance expectations, metrics, accountability measures, and organizational structures that support efficient, effective statewide training delivery. Represents CSTI across local, state, federal, tribal, military, academic, nonprofit, and private sector partners; builds and maintains strategic partnerships; and advances integrated statewide training and exercise initiatives through continuous collaboration and stakeholder engagement. Acts as the backup in the absence of the Assistant Director/Superintendent of CSTI.

Percent of Time	MARGINAL FUNCTIONS
5%	OTHER JOB-RELATED DUTIES AS REQUIRED 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.
ADDITIONAL INFORMATION	
Applicants must possess the ability to perform high-level administrative and policy-influencing functions in a complex government environment. Knowledge of: - California State Government organization and functions, including the roles of the Legislature and Executive Branch, and statewide emergency management and public safety systems. - Public administration, organization, and management, especially as applied to statewide training, exercises, and grant-funded programs. - Policy formulation, development, and implementation, with the ability to identify issues, analyze impacts, and apply effective problem-solving strategies. - Personnel management and supervision in the public sector, including a manager's role in supporting equal employment opportunity objectives. Ability to: - Plan, organize, and direct the work of multidisciplinary professional, technical, and administrative staff in a complex governmental training organization. - Analyze and improve administrative policies, organizational structures, procedures, and practices. - Integrate diverse programs to achieve common statewide training and preparedness goals and gain the confidence and support of executive-level administrators. - Develop cooperative working relationships with representatives of federal, state, local, and tribal governments, the Legislature and Executive Branch, academic institutions, and other stakeholders. Experience: Supervisory and administrative experience, including responsibility for the development, execution, and/or evaluation of program policies in a governmental or similarly complex organization; experience with emergency management, public safety, homeland security, hazardous materials, or statewide training and exercise programs is highly desirable.	

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.	☐	☐	☐	☐	☒
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	☐	☐	☐	☐	☒
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	☐	☐	☐	☐	☒
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	☐	☒	☐	☐	☐
SITTING: At a computer terminal or desk; conferring with employees.	☐	☐	☐	☐	☒
STANDING:	☐	☐	☐	☒	☐
BALANCING:	☐	☐	☐	☒	☐
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	☐	☐	☐	☐	☒
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	☐	☐	☐	☐	☒
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.	☐	☐	☐	☐	☒

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:	☐	☐	☐	☒	☐
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	☐	☐	☒	☐	☐
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	☒	☐	☐	☐	☐
KEYING: Pushing buttons on telephone; typing; copying.	☐	☐	☐	☐	☒
REACHING: Answering phones.	☐	☐	☐	☒	☐
CARRYING: Distributing mail; reports; stocking supplies.	☐	☒	☐	☐	☐
CLIMBING: Stairs.	☐	☐	☐	☒	☐
BENDING AT WAIST:	☐	☐	☐	☒	☐
KNEELING:	☐	☐	☐	☒	☐
PUSHING OR PULLING:	☐	☐	☐	☒	☐
HANDLING: Documents, manuals, and materials.	☐	☐	☐	☐	☒
DRIVING:	☐	☒	☐	☐	☐
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	☐	☐	☐	☐	☒
WORKING INDOORS: Office Setting	☐	☐	☐	☐	☒
WORKING OUTDOORS:	☐	☒	☐	☐	☐
WORKING IN CONFINED SPACE:	☐	☒	☐	☐	☐

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