

DUTY STATEMENT

Employee Name:	Position Number: 580-230-5393-909
Classification: Analyst II	Tenure/Time Base: Permanent/Full-Time
Working Title: Training and Exercise Analyst	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes - Hybrid
Center/Office/Division: Center for Preparedness and Response/Division of Program and Response	Branch/Section/Unit: Planning, Recovery, and Evaluation Branch Recovery and Evaluation Section, Exercises and Evaluation Unit

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.

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.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

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

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by supporting the coordination of the development and maintenance of CPR's emergency management training program and training plans, ensuring the implementation of activities related to emergency management training and providing good customer service.

Under the direction of the Exercise and Training Unit Supervisor I, the Analyst II will support the coordination, development, maintenance and implementation of emergency preparedness and response training plans with internal and external stakeholders to ensure a coordinated, multidisciplinary training program. The incumbent participates as a member of one or more of the

California Department of Public Health (CDPH) Incident Response Teams (IRT), assisting with procedural updates and participating in training and exercises with other team members. The incumbent will support the development of emergency preparedness and response training plans, including supporting implementation of the CPR and CDPH multiyear integrated preparedness plan, and must have knowledge of the Standardized Emergency Management System (SEMS)/National Incident Management System (NIMS), the State emergency response structure, and Federal, State, and local emergency preparedness and response training resources, and authorities. The incumbent supports the implementation of the Public Health Emergency Preparedness (PHEP) and Hospital Preparedness Program (HPP) grants through training and exercise initiatives.

Up to 15% travel is required to attend meetings and participate in workgroups on behalf of the Center for Preparedness and Response (CPR) relating to public health emergency and response issues; attend Federal and State training programs, in-services and continuing education courses, workshops, conferences, and local site visits. In order to address urgent operational needs or conduct emergency-related response activities, incumbent may, on occasion, be required to work outside core business hours, travel, and transport up to 25 lbs.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 15%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 40% Supports the coordination, development, maintenance and implementation of CPR's emergency preparedness and response training plans and program. Provides coordination with the other units within CPR, other Centers within CDPH, California Governor's Office of Emergency Services (Cal OES), other State agency partners, federal response partners, and operational area stakeholders. Works with subject matter experts to identify training needs; assists with the development of training curricula and associated materials; supports the provision of external emergency management training opportunities; works with the Strategic Planning, Policy and Training Section (SPPTS) of CPR to coordinate scheduling, meeting logistics, training record management. Participates in the completion of funding-related deliverables as they pertain to training and exercise. Provides assistance and guidance to CPR and CDPH program staff on training and training resources available to address emergency management capabilities. May assist in providing trainings to stakeholders and other partners, such as local health jurisdictions. Collects data gathered from exercises or real responses to assess and address gaps in emergency management training. Works with Unit staff and Supervisor I to develop recommendations for management to mitigate any existing gaps in training. Assists in the development and implementation of exercises.
- 20% Monitors and evaluates the effectiveness of training programs through assessments, feedback, and performance metrics; maintains training records in coordination with SPPTS and the Medical Health Coordination Center (MHCC). Prepares documents, including complex reports

and tables, for dissemination and/or publication on the department website by ensuring that they are clear and concise. Establishes and maintains extensive knowledge of the SEMS, the National Incident Management System (NIMS), the California Public Health and Medical Emergency Operations Manual (EOM), the state emergency response structure as outlined in the California State Emergency Plan (SEP), local, regional, state and federal emergency preparedness and response plans, resources and authorities. Establishes and maintains knowledge in the area of adult learning methodologies, the Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.

- 15% Oversees multiple projects in an organized manner. Projects may include planning, training, tracking, reporting, outreach, and/or exercise development. Defines project scope and approach. Sets objectives, deliverables, and steps to meet deliverables, and defines the project schedule. Develops reasonable timelines with team members and ensures that projects are completed in a timely manner. Updates management on the status of projects, including any barriers/risks to completing the project on time and any critical items that must be completed before proceeding with the project(s). Monitors progress, determines the impact of any delays, and communicates and/or escalates any issues to management immediately.
- 15% Travels to attend meetings and participates in workgroups on behalf of the CPR related to public health emergency preparedness and response training issues. Attends Federal and State training programs, in-services, and continuing education courses necessary to maintain program knowledge and skills. Attends/participates in workshops, conferences, and local site visits.
- 5% In the event of an emergency activation, the incumbent may be required, on short notice, to work irregular and overtime hours during disaster operations in order to support one of four CDPH Emergency Operation Centers (EOC). The incumbent is required to participate on a CPR Incident Response Team (IRT).

Marginal Functions (including percentage of time)

5% Performs other job-related duties as required.

☐ 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: DN

Date: 8/26

DUTY STATEMENT

Employee Name:	Position Number: 580-230-5157-909
Classification: Analyst I	Tenure/Time Base: Permanent/Full-Time
Working Title: Training and Exercise Analyst	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes - Hybrid
Center/Office/Division: Center for Preparedness and Response/Division of Program and Response	Branch/Section/Unit: Planning, Recovery, and Evaluation Branch Recovery and Evaluation Section, Exercises and Evaluation Unit

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.

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.

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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

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by assisting with gathering and organizing information for CPR's emergency management training program and training plans, and tracking and supporting activities related to emergency management training and providing good customer service.

Under the supervision of the Exercise and Training Unit Supervisor I, the Analyst I will assist with tracking and supporting activities related to emergency preparedness and response training plans with internal and external stakeholders to ensure a coordinated, multidisciplinary training program.

The incumbent participates as a member of one or more of the California Department of Public Health (CDPH) Incident Response Teams (IRT), assisting with procedural updates and participating in training and exercises with other team members. The incumbent will assist with compiling information for emergency preparedness and response training plans, including supporting implementation of the CPR and CDPH multiyear integrated preparedness plan, and learns and applies knowledge of the Standardized Emergency Management System (SEMS)/National Incident Management System (NIMS), the State emergency response structure, and Federal, State, and local emergency preparedness and response training resources, and authorities. The incumbent assists with compiling information and documentation used for Public Health Emergency Preparedness (PHEP) and Hospital Preparedness Program (HPP) grant related training activities.

Up to 15% travel is required to attend meetings and participate in workgroups on behalf of the Center for Preparedness and Response (CPR) relating to public health emergency and response issues; attend Federal and State training programs, in-services and continuing education courses, workshops, conferences, and local site visits. In order to address urgent operational needs or conduct emergency-related response activities, incumbent may, on occasion, be required to work outside core business hours, travel, and transport up to 25 lbs.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 15%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

40% Assists with collecting, organizing, and maintaining materials used in CPR's emergency preparedness and response training plans and program. Assists with preparing and organizing information for coordination with the other units within CPR, other Centers within CDPH, California Governor's Office of Emergency Services (Cal OES), other State agency partners, federal response partners, and operational area stakeholders. Works with subject matter experts to identify training needs; assists with assembling materials used to support training curricula; supports the provision of external emergency management training opportunities; works with the Strategic Planning, Policy and Training Section (SPPTS) of CPR to coordinate scheduling, meeting logistics, and training record management. Participates in the completion of funding-related deliverables as they pertain to training and exercise. Provides information to CPR and CDPH program staff on training and training resources available to address emergency management capabilities. May assist in providing training to stakeholders and other partners, such as local health jurisdictions. Collects data gathered from exercises or real responses and summarizes training-related data for review by management. Works with Unit staff and Supervisor I to develop recommendations for management to mitigate any existing gaps in training. Assists with logistical and administrative tasks for exercises.

- 20% Assists with compiling and summarizing feedback and metrics for training programs; maintains training records in coordination with SPPTS and the Medical Health Coordination Center (MHCC). Prepares drafts of reports and tables for review, for dissemination and/or publication on the department website. Develops a foundational understanding of the SEMS, the National Incident Management System (NIMS), the California Public Health and Medical Emergency Operations Manual (EOM), the state emergency response structure as outlined in the California State Emergency Plan (SEP), local, regional, state and federal emergency preparedness and response plans, resources and authorities. Establishes and maintains knowledge of adult learning methodologies, and the Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.
- 15% Assists and tracks tasks and timelines for multiple projects in an organized manner, including planning, training, tracking, reporting, outreach, and/or exercise development. Assists with gathering information needed for project planning. Supports drafting proposed objectives, deliverables, and steps to meet deliverables, and defines the project schedule. Assists the development of reasonable timelines with team members, monitors project timelines and reports delays. Updates management on the status of projects, including any barriers/risks to completing the project on time and any critical items that must be completed before proceeding with the project(s). Tracks project progress, determines the impact of any delays, and communicates and/or escalates any issues to management immediately.
- 15% Travels to attend meetings and participates in workgroups on behalf of the CPR related to public health emergency preparedness and response training issues. Attends Federal and State training programs, in-services, and continuing education courses necessary to maintain program knowledge and skills. Attends/participates in workshops, conferences, and local site visits.
- 5% In the event of an emergency activation, the incumbent may be required, on short notice, to work irregular and overtime hours during disaster operations in order to support one of four CDPH Emergency Operation Centers (EOC). The incumbent is required to participate on a CPR Incident Response Team (IRT).

Marginal Functions (including percentage of time)

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Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: DN

Date: 8/26