

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

EMPLOYEE:	CLASSIFICATION: Senior Emergency Services Coordinator	HEADQUARTERS: Inland Region - Central
PROGRAM/UNIT: Response Operations/ Response North/ Regional Operations Inland/ Inland Central	POSITION NUMBER: 163-320-8085-002 CN: 10552	CBID: R07
TENURE: Permanent	TIME BASE: Full time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: ☒ 6 Mos. ☐ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR: Program Manager II	CONFLICT OF INTEREST CATEGORY: ☒ Yes ☐ No	DMV PULL PROGRAM: ☒ Yes ☐ No

1. SUPERVISION RECEIVED:
The Senior Emergency Services Coordinator (SESC) is under the general direction of the Deputy Regional Administrator (DRA)/ Program Manager II (PM II) in Response Operations- Inland Central Unit.

2. SUPERVISION EXERCISED:
N/A

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
Physical demands include, but are not limited to, driving (including driving Code 3 while responding to an emergency), flying, standing, sitting, bending, lifting, walking, hiking, climbing hills and stairs, typing, operating a computer, reading, writing, public speaking, potentially sleeping in a vehicle or tents, and enduring austere conditions.

Mental demands include but are not limited to working well with others, training new employees, providing guidance and support as a team lead, working under changing priorities and extreme time constraints, the ability to oversee and manage multiple projects, multi-tasking, and the potential of working long and irregular hours in stressful situations. Must possess an attitude of self-sufficiency to overcome unforeseen physical and mental challenges when support from others is unavailable. Willingness and ability to travel statewide routinely and sometime on short notice for work-related meetings and conferences, as well as for extended travel due to disaster activations.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
Interacts with members of the public, as well as local, state, federal, tribal, and private partners in becoming knowledgeable of unique response and preparedness needs within the region. Although not all-inclusive, may be interacting with the following individuals, entities, and agencies on a regular basis: 1) peers and other employees and leaders of the California Governor's Office of Emergency Services (Cal OES); 2) Other State Agencies (e.g. Department of Forestry and Fire Protection (CAL FIRE), Department of Water Resources (DWR), Department of Transportation, Department of Toxic Substances & Control, California Highway Patrol (CHP), California Department of Public Health (CDPH), etc.); 3) Local Government (e.g. City, County, Special Districts, Law, Fire, Emergency Management, Public Works, etc.); 4) Federal Agencies; 5) Tribal Governments; 6) Local, State, and Federal elected officials; and 7) the general public.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
Failure to perform the duties and responsibilities as described within this duty statement and

consistent with the Cal OES Vision, Mission, Goals, and Values, the consequences will influence the effectiveness and efficiency of the Region, cause inconvenience, impede information sharing, affect the health/safety of personnel and citizens, and delay completion of important assignments thereby influencing Cal OES and its partners. The magnitude of the impact would vary from low to critical and perhaps even life threatening, depending upon the commission or omission of the action and the circumstances involved at the time of a major event.

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 are required to complete operational-related training and participate in one of three Readiness Teams that rotate activation availability monthly 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:

This assignment involves a perceptive understanding of State and Federal regulations, adult training methods, project management, emergency management concepts, and local government requirements in relation to proclaimed/declared emergencies and recovery programs. The SESC will be the lead team member over high-level special projects with the Inland Region, and they must be able to work independently, oversee project progress, ensure timely delivery of outcomes, and be a contributing team member. As a lead, the SESC will be responsible for coaching, mentoring, and developing staff. The SESC is responsible for identifying training needs and developing and providing training and presentations to staff and external partners.

The incumbent will function in a demanding and changing environment, which requires them to act with a high degree of independence while effectively maintaining their routine workload and regularly responding to short-term tasks. They will demonstrate effective interpersonal, written, and oral communication skills, and function effectively and efficiently in a fast-paced environment with competing and changing priorities. They must be able to respond to all forms of disasters and emergencies, at any hour anywhere in the state, within short time frames. They will be required to meet regulatory and internal deadlines on all assignments.

Under general direction of the PM II, the SESC manages the development and implementation of region-wide special projects, including the Emergency Management Mutual Aid (EMMA Program)

and the Mutual Aid Regional Advisory Committees (MARACs) within Inland Region. The SESC serves as the interface between local and state government, as such, they must be able to function as a project lead, think creatively, and possess solutions-oriented work principles. They will possess an attitude of self-sufficiency to overcome unforeseen physical and mental challenges. Responsibilities include a wide variety of emergency management advisory functions in support of local and tribal governments, regional staff, and state agencies. The SESC will lead and guide ESCs within the region and may also be selected to be a Branch Director, Division Chief, or Senior Cal OES Official during deployments.

Topics that SESC should be knowledgeable in include, but are not limited to: the Emergency Services Act (ESA); Incident Command Systems (ICS); Standardized Emergency Management System/National Incident Management System (SEMS/NIMS); Emergency Support Functions (ESF); Recovery Support Functions (RSF); Emergency Management Mutual Aid (EMMA); Hazard Mitigation Plane (HMP); Cal OES Emergency Management Software system (Engage); Office Productivity Software including, but not limited to Microsoft Office, SharePoint, Adobe Acrobat, DocuSign, etc.; Emergency Management Performance Grants (EMPG); adult learning methods and coaching/mentorship methods; and Duty Officer programs.

The incumbent is expected to work closely in support of the Inland Region Management Team, and alongside the other SESC. They should be able to quickly respond to emergencies in within the Region or throughout the state.

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%	Planning and Preparedness Lead and assist region staff with the planning and preparedness activities occurring within the Region. Work with staff and their assigned Operational Areas (OA) to identify opportunities to build emergency management capabilities within their assigned areas and within Inland Region. Coordinate with other Cal OES Divisions on the preparation and review of plans to include but not limited to state plans and guidelines, catastrophic plans, Standard Operations Procedures, and others as needed. Promote a Whole Community Preparedness approach within their assigned OAs and the region to increase preparedness, response, and recovery capabilities. Lead and coordinate the quarterly Mutual Aid Advisory Committee (MARAC) meetings. Assist with reviewing State and Regional Plans for accuracy and ensure that all emergency plans are in conformance with applicable laws and regulations. Assist with and ensures that the Region and OAs have access to necessary resources and identify opportunities to build capacity. Perform weekly and monthly tests of telecommunication and radio equipment assigned to the Region, as well as participate in exercises and drills with OAs, emergency management partners, or the state. Builds Regional Preparedness by taking on complex projects, programs, and activities as assigned by Regional Management. Provides guidance, mentorship, and assistance to other regional staff in the proper completion of their assigned project areas.
15%	Response Assist with response to all emergency incidents and disasters, as appropriate. Understand and support the Duty Officer program and assist in the maintenance and development of

	the Inland Region Duty Officer program. Ensure that local government and state agency response is in accordance with SEMS/NIMS. Respond to disaster/emergency situations, reporting directly to the scene (Incident Command Post), or providing technical support to the impacted jurisdiction in their EOC. May deploy to support field ESCs during disasters/emergencies. If required, respond to the SOC or other EOCs outside of Inland Region, as required.
15%	Program Coordination and Assistance Provide direct support to OAs (the county, cities, and special districts), and state agencies in times of actual emergency/disaster, and in all aspects of emergency planning and preparedness, mitigation, field operations, response, recovery, training, exercises, and compliance activities. Monitors ESCs in their job performance to their assigned project areas and provide coaching and mentoring to ESCs and feedback to Regional Management.
15%	Training Conduct and assist with training of OAs and Regional Staff. Responsible for the implementation, tracking, and delivery of EMMA training to OA and regional staff, ensuring compliance with the EMMA Plan. Attend trainings to update and refresh skills and keep in compliance with EMPG training regulations. Conducts training and onboarding for new ESCs and new duty officers. Assist with the maintenance and updates of the ESC onboarding program and the Inland Region training program.
10%	Recovery Work with Region staff, OAs, and Recovery staff to coordinate applicable state and federal recovery programs. Gather and assess damage information, local emergency proclamations, requests for Cal OES Director's Concurrence, Governor's Proclamations, Presidential Declarations, and other information to ensure it is processed according to Cal OES policies and applicable state and federal laws. Work with Regional staff, Operational Area staff, and the Cal OES Recovery staff to ensure that recovery efforts meet the needs of all disaster victims (e.g. individuals, businesses, public agencies, non-profits). Support field damage assessments.
5%	Exercises Assist Region staff and OAs with exercise scenario planning and design, problem and message formulation, drills, tabletop, functional and full-scale exercise implementation, and exercise evaluation. Ensure that all exercises are in accordance with SEMS and NIMS regulations. Coordinate with other Cal OES entities such as CSTI, Law, Fire, T-Comm., and HQ units to assist in evaluating or running exercises. Attend exercises put on by other agencies to keep in compliance with EMPG training guidelines. Work with OAs to assist and ensure that after action and corrective action reports are completed in accordance with SEMS and NIMS laws and regulations. Ensure and track that Region staff comply with EMPG exercise requirements.
Percent of Time	MARGINAL FUNCTIONS
5%	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, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and attendance at staff meetings.

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.	☐	☐	☐	☐	☒
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.	☐	☐	☐	☐	☒

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.	☐	☐	☒	☐	☐
CARRYING: Distributing mail; reports; stocking supplies.	☐	☒	☐	☐	☐
CLIMBING: Stairs	☐	☒	☐	☐	☐
BENDING AT WAIST:	☐	☒	☐	☐	☐
KNEELING:	☐	☒	☐	☐	☐
PUSHING OR PULLING:	☐	☒	☐	☐	☐
HANDLING: Documents, manuals	☐	☐	☒	☐	☐
DRIVING:	☐	☐	☐	☐	☒
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	☐	☐	☐	☐	☒
WORKING INDOORS:	☐	☒	☐	☐	☐
WORKING OUTDOORS:	☐	☒	☐	☐	☐
WORKING IN CONFINED SPACE: Enclosed office environment.	☐	☒	☐	☐	☐

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