

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

EMPLOYEE:	CLASSIFICATION: Program Manager I (Specialist)	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Response Operations/Headquarters Response/IMAT Deputy Team Leader	POSITION NUMBER: 163-380-4924-001 CN 11521	CBID: S07
TENURE: Permanent	TIME BASE: Full-Time	WORK WEEK GROUP: E
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE):	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 Program Manager I (PM I), Incident Management Assistance Team (IMAT) Safety Officer is under the general direction of the IMAT Deputy Team Leader, Program Manager II (PM II).
2. SUPERVISION EXERCISED:
None
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 and 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. May be deployed to a potentially austere environment (Emergency Operation Centers, Field assignment, Joint Field Office, Local Assistance Center, etc.) Ability to use a personal computer and telephone is essential, as majority of the work is performed in utilizing these tools.
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
This position requires frequent and direct contact with Cal OES personnel at the staff, management, and Executive levels, leadership and Executive management of other state agencies, local government, Tribal government, federal agencies, the Federal Emergency Management Agency, and private sector entities.
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
Failure to effectively perform the duties of the position could affect public safety and the state's response to emergencies. Consequences could be severe and would range from response inefficiencies, inaccurate information, improper resource management decisions, and/or the negative impact to health and safety of the people of California or other states. Lack of knowledge, inaccurate work, misunderstanding, and poor judgement can result in negative fiscal and public relations impacts. In the worst case, personal injury and the loss of life, property, or negative environmental impact could result from misdirected action or inaction.
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

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

This position is the Safety Officer for the Incident Management Assistance Team (IMAT) PM I, deployed to respond to emergencies and disasters within California. Under the general direction of the Program Manager II, this position advises on all matters relating to operational safety, including the health and safety of IMAT members and surge staff. Assesses and provides recommendations for anticipating hazardous and/or unsafe conditions and developing incident specific safety and continuity of operations plans. Develops the Incident Safety Plan and provides safety-related input into the Incident Action Planning process. The Safety Officer role relies on networking and communication to establish relationship-based safety management in complex, multi-jurisdictional emergency response.

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%	Operational Safety Develops the systems and procedures necessary to ensure ongoing assessment of hazardous environments, including the development of the Incident Safety Plan, coordination of multiagency safety efforts, and implementation of measures to promote the health and safety of response personnel, as well as the general safety of incident operational activities. Prepares and maintains best safety practices related to working in disaster impacted areas. Basic components of Safety include, but are not limited to: • Consistent readiness for deployment, including response equipment and ability to gather critical deployment details. • Ability to obtain situational information on incidents, through briefings and documentation. • Effective communication and coordination across sections and stakeholders. • Adoption of a proactive attitude, thinking ahead, and anticipating situations and problems before they occur. • Ensure effective coordination with other Management and General Staff members.

	• Provides a safety message in Operations Briefings, Command and General Staff Meetings, Planning Meetings. Participates in other meetings as needed. • Coordinates with and possess a working knowledge of all types of response agencies and disciplines, such as, fire, emergency medical services (EMS), law enforcement, search and rescue, public health, social services, public works, engineering, flood management, environmental response, and maritime response. • Reviews proposed operational strategies and tactics to identify safety risks and potential mitigations. • Develops and updates the ICS-206 Medical Plan, ICS-208 Safety Plan, and ICS-215A Safety Analysis for inclusion in the Incident/EOC Action Plan. • Responds to workplace emergencies and safety incidents. Directs appropriate action and notifications to comply with agency policy and team procedures. • Provides regular section status reports to IMAT Leadership. • Evaluates staffing needs required to manage the section. • Completes duties as assigned, consistent with the IMAT Incident Action Plan, in a calm, cooperative, competent manner. • Ensures that all IMAT activity documentation is maintained, as required. • Ensures that fiscal and administrative requirements are coordinated through the IMAT Finance and Administration Section. • Debriefs demobilizing personnel to identify lessons learned, critical incident stress concerns, and other items as detailed in the incident's Demobilization Plan (if established). • Completes and submits required forms and reports upon demobilization. Participates in rehearsals, drills, and exercises. Completes all training to achieve and maintain the appropriate credentialing for disaster response. Depending on the size and complexity of the incident, additional staff may be activated for surge capacity. Provides leadership, mentoring, and direction to activated staff, as needed.
20%	Continuous Improvement Works with IMAT members to coordinate the completion of hot washes upon the conclusion of activations and after-action reports during and after disasters, as necessary. Collaborates with staff to conduct outreach to local, state, and federal agencies to identify critical gaps and propose solutions. Implements solutions and lessons learned from after action reports. Coordinates with all IMAT members to troubleshoot any hurdles that are identified during implementation and assists with real-time adjustments to achieve a successful outcome.
20%	Response Planning Applies working knowledge of disaster response operations and lessons learned identified in hot washes and after-action reports to propose procedure revisions that enhance operational efficiencies, readiness, and effectiveness. Ensures procedures, checklists, and any other operational tools are revised timely to address any changes.
15%	Stakeholder Engagement Coordinates with the other Cal OES divisions, other state agencies, Federal agencies, and local agencies to enhance safety protocols as necessary to comply with emerging guidance. Provides best practices to all employees and supports stakeholders. Provides training and guidance to state agencies and departments on incident support

	efforts.
10%	Daily Operations. Coordinates with personnel services and facilities units. Supports daily operations to ensure familiarity with the current processes. Incorporates any changes in processes into the IMAT procedures to limit any conflicts of procedures during emergency or disaster events.
<i>Percent of Time</i>	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, Empower 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