

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

EMPLOYEE:	CLASSIFICATION: Emergency Services Coordinator	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Planning, Preparedness, & Prevention/ Preparedness/ Planning & Preparedness/ Planning/ Emergency Functions Planning	POSITION NUMBER: 163-261-4926-004 (10240)	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 I	CONFLICT OF INTEREST CATEGORY: ☒ Yes ☐ No	DMV PULL PROGRAM: ☒ Yes ☐ No
1. SUPERVISION RECEIVED: The Emergency Services Coordinator (ESC) is under the direction of the Emergency Functions Planning Unit (EFPU) Supervisor (Program Manager I).		
2. SUPERVISION EXERCISED: None.		
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES): Must demonstrate effective written and oral communication skills. Physical tasks include driving, standing, lifting, bending, sitting.		
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): Coordinates with federal, state, and local agencies, the public, and other whole community planning partners. Responsible for establishing and maintaining working relationships with the California Governor's Office of Emergency Services (Cal OES) executive staff and all agency directorates.		
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): The consequences of error due to inadequate performance may range from inefficient or inadequate response to an emergency, including loss of property or compromised environmental protection to potential life and safety issues for the public.		
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 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).		

(CONTINUED) 6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
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:

The EFPU aids other Cal OES branches, federal, state, tribal, and local governments, non-governmental organizations, and other whole community partners with similar functional activities working together in a discipline-specific environment. These areas of responsibility include, but are not limited to the California State Emergency Plan (SEP) and all functional annexes, including the California Emergency Support Functions (CA-ESFs); public health and medical, mass care and shelter, educational (TK-12 and higher education) and private/charter schools, animal and agricultural emergency management planning and related projects; and Administrative Orders development and maintenance.

The EFPU also develops and maintains other state emergency management planning guidance plans, documents, materials, and policies/procedures.

Under the general direction of the EFPU Program Manager I, the ESC performs a wide variety of programmatic efforts related to implementing Planning Division goals and objectives. The ESC performs a broad range of emergency planning/management with minimal oversight.

Under general direction, the ESC: performs complex and sensitive emergency management assignments; may work independently and act as a lead or project coordinator for specialized emergency management projects; contributes to program goals and methodologies for project implementation; serves as a technical and/or subject matter expert; interacts with local and tribal governments, state and federal agencies, organizations, and other whole community planning partners involving emergency management planning, document development, operations, or other related emergency management functions; mentors new staff and reviews technical work products of staff; analyzes legislation as requested; participates in training/exercises; provides and/or presents information on various emergency management topics, and will travel as required.

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%	Serve as the technical expert and programmatic lead responsible for the development and maintenance of the Extreme Temperature Plan, Drinking Water Procurement and Distribution Guidance, and other Public Health and Medical-related emergency management documents. Serve as the primary Public Health and Medical Liaison for the CA-ESF 8: Public Health and Medical. Coordinate with the CA-ESF 8 agencies [i.e., the California Department of Public Health (CDPH) and the Emergency Medical Services Authority (EMSA)] and federal ESF 8

	agencies. Support and/or participate in exercises as needed. Coordinate with CA-ESF 8 partners, other state agencies, local and tribal governments, and other whole community partners as needed in support of CA-ESF 8. Partner with Cal OES Recovery in support of the Health, Social Services, and Education (HSS) CA-RSF as needed. Coordinate with Cal OES Recovery in updates of the Hazard Identification and Risk Assessment (THIRA)/Stakeholder Preparedness Review (SPR)(and State Hazard Mitigation Plan (SHMP).
30%	Lead Branch support coordination. This may include training, forms and document coordination, Plans Library lead, website maintenance, and document 508 compliance. Partner with the Administrative Orders (AO) lead ESC in the implementation and maintenance of the AO Updates. Coordinate and facilitate EFPD statewide meetings [e.g., Statewide Emergency Preparedness Coordination (SWEPC), SEP update projects, CA-ESF/CA-RSF meetings, etc.] Assist the LEAD State Emergency Plan (SEP) Senior Emergency Services Coordinator (SESC) in developing, updating, and maintaining the SEP and related annexes.
20%	Assist with the development, review, and maintenance of Cal OES and other local, tribal, and state agency plans and procedures to ensure efficient and current processes for consistency with federal and state laws, policies, and/or guidance; identify issues and make recommendations for resolution. Provide planning and technical assistance to local and tribal governments, state agencies, and other whole community partners with all aspects of emergency planning in support of the Standardized Emergency Management System (SEMS), both the California Disaster Response and Recovery Frameworks, and other state and major federal initiatives. Research, prepare, and present formal presentations on emergency management or other topics to state agencies, local government, public and private agencies, groups, and organizations. Support other units in the Planning Division and in Planning, Preparedness, & Prevention.
10%	Support the Animals (CA-ESF 11), Mass Care and Shelter (CA-ESF 6) Liaisons, and other related Task Forces as needed.
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, 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.	☐	☐	☐	☒	☐
REACHING: Answering phones.	☐	☒	☐	☐	☐

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
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