

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

EMPLOYEE:	CLASSIFICATION: Supervisor I	HEADQUARTERS: Mather Building E
PROGRAM/UNIT: Recovery Directorate / Recovery Operations / Recovery Financial Administration / Recovery Financial Processing I / Financial Processing III	POSITION NUMBER: 163-536-4800-002 CN 61998	CBID: S01
TENURE: Permanent	TIME BASE: Full-time	WORK WEEK GROUP: E
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE): N/A	PROBATIONARY PERIOD: ☐ 6 Mos. ☒ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR: Supervisor II	CONFLICT OF INTEREST CATEGORY: ☒ Yes ☐ No	DMV PULL PROGRAM: ☐ Yes ☒ No

1. SUPERVISION RECEIVED:
The Supervisor I is under the general direction of the Supervisor II.
2. SUPERVISION EXERCISED:
The Supervisor I supervises four (4) Analyst IIs, two (2) Analyst Is, and one (1) Office Technician.
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
Requires prolonged sitting in an office setting environment under with artificial light and temperature control or in a remote environment, home office, or similar environment. The incumbent works up to 40 hours per week, with possible overtime in the event of an emergency. Ability to use a personal computer and telephone is essential, as the majority of the work is performed utilizing these tools.
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
Will have contact with internal California Governor's Office of Emergency Services (Cal OES) staff and branches, external state agencies, local government representatives, public groups, and individuals or others.
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
Failure to effectively perform the duties of the position could result in not meeting executive and branch deadlines, resulting in potential negative fiscal and public relations impacts.
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). Statewide travel may also be required for extended periods of time and on short notice.

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

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:

Under the general direction of the Supervisor II, the Supervisor I in the Financial Processing Unit III, performs a wide range of complex managerial and analytical tasks related to the provision of the Validate as You Go (VAYGo) program as well as compliance verification procedure pertaining to any federal and state disaster assistance grant program, including but not limited to: Public Assistance (PA) Disaster Grant, Fire Management Assistance Grant (FMAG), Hazard Mitigation Grant Program (HMGP), Immediate Services Program (ISP), and others. VAYGo is the concurrent validation of project documentation as Federal Assistance funds are drawn down by the grant recipient to ensure proper disbursement and expenditures of funds.

The Supervisor I directs fully developed staff functions; supervises a group of technical and analytical staff performing journeyman or clerical level work; and personally performs the most difficult or sensitive work. The Incumbent is responsible for management, supervision, and organization of resources, as well as the implementation of program objectives. To ensure program objectives are met, the Supervisor I may be required to work extended hours, e.g. nights, weekends, and holidays. The Supervisor I is responsible for managing staff during both normal and disaster recovery operations.

Primary management duties involve supervisory responsibility for staff; planning, coordinating, and directing resources effectively; developing, reviewing, and approving all program-related documentation; soliciting and ensuring necessary input from and coordination with all persons contacted in the course of work; making financial, programmatic, and administrative decisions on all aspects of the program; and making recommendations to upper management.

In alignment with the strategic plan, the Supervisor I develops, directs, and empowers staff to ensure they are customer-focused innovators and problem solvers providing a high level of service and technical expertise in their delivery of services. The Supervisor I identifies innovative opportunities and makes recommendations for potential consideration for the strategic plan, undertakes department-wide projects, and anticipates the needs of, and impacts on, disaster recovery program and operation. The Supervisor I establishes and maintains relationships with various internal and external stakeholders, promotes organizational efficiency and operational excellence.

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%	PROGRAM IMPLEMENTATION AND MANAGEMENT: Provides timely identification of program specific issues or conflicts and makes recommendations for resolution; reviews program requirements; analyzes the impact of meeting these requirements; redirects resources as needed to accomplish work program objectives and meet federal mandates.

	Directs and reviews analytical studies and documentation for program activities; formulates program procedures, policies, and alternatives; and makes recommendations on a broad spectrum of program-related aspects. Directs staff writing and/or processing the program-related documents, reviews, provides feedback, and issues necessary approvals. Reports on various aspects of the program/project management and monitors and directs the collection, evaluation, and dissemination of information related to the program. Develops and implements professional development of subordinate staff; projects, acquires, and directs the resources needed to meet the Unit's objectives and program goals. Ensures efficiency and effectiveness in administering and managing them in accordance with Federal and State regulations.
25%	PROGRAM SUPPORT AND TECHNICAL ASSISTANCE: Requests, collects, reviews, and approves program-related information from applicants; reviews applicable compliance and financial documentation; analyzes reports and federal audits to close grant applications. Educates local governments and other eligible applicants on any program-related matters. Responsible to analyze, research, and provide timely and accurate technical program assistance in the form of detailed plans, comprehensive reports, recommendations, memos, correspondence, and oral presentations. Must identify and collect supportive materials and information to assist in the determination of eligibility of an applicant for disaster assistance grant payments. Directs staff in identifying and implementing the necessary administrative procedures within state regulations, guidelines, and executive orders, for the expeditious processing of requests made to support disaster recovery operations related to processing grant payments, overseeing the preparation of statistical reports regarding grant payments and associated activity. Reviews reports to validate complete grant payment activity; monitors and tracks grant payments; develops reports and briefings and makes presentations related to grant payments and disaster recovery operations. May require travel to jurisdictions throughout the state to participate in training sessions to subrecipients on the VAYGo process and document compliance.
25%	SUPERVISION Supervises and oversees staff in developing program work schedules; makes and reviews assignments; monitors program products and deadlines; identifies program problems and takes corrective action; hires and trains staff; develops duty statements; evaluates job performance and conducts corrective interviews; applies timely and effective progressive discipline in accordance with personnel needs and state guidelines; ensures compliance with departmental and state fair labor standards and guidelines; and arbitrates and/or negotiates solutions in personnel conflicts or problems. Reviews and ensures proper completion of staff's time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.
10%	COORDINATION Establishes and maintains contact with federal, state, local, and voluntary agencies and organizations participating in disaster relief and recovery operations; works collaboratively with other Cal OES directorates/units to ensure achievement of departmental goals and

	objectives; reviews the operations of state and federal disaster recovery programs; and works with FEMA and applicants to ensure prompt resolution of problems. Reports on special occurrences or events (e.g. accidents or political situations) to the upper management and assists in developing and updating the unit's action plan.
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. Additional duties may include representing the Recovery Directorate at meetings and conferences; making presentations on disaster activities to executive staff and professional associations, among others; assisting in JFO; participating in drills, training exercises, and disaster recovery operations; coordinating with other Recovery Managers; Regional Administrators; and representatives of other state and federal agencies to promote effective implementation of Cal OES objectives and disaster assistance programs; and performing other duties as required.

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