

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

EMPLOYEE:	CLASSIFICATION: Program Manager II, Office of Emergency Services	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Recovery Directorate/ Interagency Recovery Coordination Section/ Interagency Recovery Coordination Branch/ Recovery Planning Division	POSITION NUMBER: 163-568-4923-001 10344	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 II (PM II) is under the general direction of the Interagency Recovery Coordination Branch Manager (PM III).

2. SUPERVISION EXERCISED:
The Program Manager II has supervisory responsibility for Program Manager I's, Analysts, Program Specialists and Emergency Services Coordinators within the Recovery Planning Division.

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
Appropriate business attire for a professional office environment; ability to sit in a normal seated position for extended periods; ability to effectively handle multiple tasks and changing priorities.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
Will have regular contact with Cal OES executive staff, peers, subordinates, other employees of Cal OES, governmental agencies, including but not limited to federal agencies, private nonprofit (PNP) organizations, the Legislature, Department of Finance and the Governor's Office.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
Failure to effectively perform the duties of the position will result in the agency's inability to ensure consistency and compliance with state and federal law, regulation, policies, plans and procedures. This could result in statewide impacts, including, but not limited to, loss of state and federal disaster assistance funding for Cal OES, other state agencies, local agencies, PNP organizations, individuals and businesses impacted by disasters, regulatory compliance, and negative audit findings for Cal OES.

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:

When not on-call, standby or Duty Officer status, if called upon by Governor's Office of Emergency Services (Cal OES) Management (including contact from the California State Warning Center), you are required to make contact as soon as possible.

Shall 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 on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region). 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 Cal OES Management (including contact from the 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 Program Manager III (PM III), the Program Manager II (PM II) is responsible for the management and supervision of staff and resources as well as the implementation of work programs within the Recovery Planning Division. Primary responsibilities relate to providing management, coordination, and technical and administrative support to Federal, State, and local activities during normal and disaster recovery operations.

Responsible for the management of division staff responsible for various components of Recovery Planning, organization of resources, and the implementation of objectives assigned to the Division. Must possess a general understanding and/or experience related to principles and strategies of coordination of local, state and federal disaster assistance and recovery operations, Local Assistance Centers, Joint Field Offices, outreach efforts, and other required activities.

The incumbent must maintain a high-level of professionalism and be able to collaborate and effectively communicate with individuals from the public, legislative members and staff, private sector, and various staff within State and Federal government.

In alignment with our commitment to diversity, equity, inclusion, and accessibility, all Cal OES employees are encouraged to promote and foster an equitable, inclusive workplace environment.

Percent of Time	ESSENTIAL FUNCTIONS
35%	Program Implementation and Management Serve as a senior emergency management program leader responsible for directing statewide disaster planning activities and coordinating multi program emergency services operations. Identify emerging planning issues and operational conflicts, recommends solutions that enhance preparedness and coordination, and redirects planning resources as needed to meet divisional goals and statewide emergency management priorities.

	Evaluate complex matters related to disaster planning implementation, including statewide planning cycles, hazard specific requirements, and operational needs arising from emergency services legislation or federal guidance. When issues require executive review, the PM II prepares background reports, issue summaries, and recommended planning approaches to support strategic decision making. Directs subordinate supervisors responsible for planning teams and long-term recovery planners. They review and approve planning products such as Incident Action Plans, Situation Reports, readiness assessments, and After-Action Reports, and brief leadership on planning status and operational readiness conditions. Manage the development and delivery of disaster training and exercise activities using HSEEP aligned concepts, including discussion-based sessions, workshops, tabletop exercises, and full-scale exercises to strengthen statewide preparedness and planning integration. Develop division planning goals, multi-year strategies, and annual work programs; recommend updates to planning policies; and leads department wide initiatives that support statewide readiness. Maintain collaborative relationships with local, Tribal, state, federal, and nonprofit partners and support real time planning updates and coordination in dynamic emergency environments.
30%	Coordination Coordinates statewide, regional, and local disaster planning and emergency operations activities across multiple emergency services programs. Supports integrated planning and operational readiness by facilitating coordination among local jurisdictions, Tribal governments, state departments, federal partners, and nonprofit organizations to ensure consistent and effective implementation of Cal OES objectives in preparedness, response, and in the six primary recovery capabilities; Community Assistance, Economic Recovery, Health, Education, and Human Services, Housing, Infrastructure Systems, and Natural and Cultural Resources Conducts briefings, delivers presentations, and participates in public meetings, planning sessions, and interagency coordination forums to communicate program priorities, operational expectations, disaster planning requirements, and emerging statewide needs. Reviews disaster planning documentation, operational plans, and readiness materials to ensure alignment with program scope, planning doctrine, and statewide disaster planning strategies. Develops and implements operational procedures that support statewide disaster planning activities, multi program coordination, and emergency management readiness. Oversees development of planning tools, guidance materials, and technical resources that assist local governments, Tribes, nonprofit entities, state agencies, and federal partners in carrying out disaster planning responsibilities. Directs the creation and delivery of training, including discussion-based sessions, workshops, tabletop exercises, and full-scale exercises using HSEEP aligned concepts, to strengthen statewide planning capabilities and multiagency coordination. Works closely with Division, Branch, and Section Managers, Regional Administrators, and representatives from partner agencies to promote unified disaster planning efforts and ensure alignment with statewide emergency management goals. Represents the Recovery Directorate at meetings, conferences, operational briefings, and professional gatherings;

	delivers presentations on disaster planning activities; supports field operations; and participates in statewide training exercises and real-world emergency response and recovery missions as required by PM II level emergency management responsibilities.
30%	Supervision and Administrative Duties Responsible for leading, developing, and mentoring subordinate supervisors and planning staff engaged in statewide disaster planning and emergency management activities. Provides ongoing coaching, establishes clear expectations, and ensures staff receive training, development opportunities, and support necessary to perform complex planning and operational readiness functions. Guides supervisory staff in managing their own teams, fostering a professional environment that emphasizes collaboration, initiative, adaptability, and high performance. Monitors planning workloads across multiple emergency services programs and adjusts personnel, assignments, and priorities to meet critical deadlines and operational demands. Leads by example, promotes teamwork and innovation, and cultivates a culture aligned with Division and Department values. Conducts performance evaluations, provides constructive feedback, and supports staff growth. Applies progressive discipline when needed and addresses personnel challenges and conflicts with professional judgment and adherence to state personnel rules. Carries out broad managerial responsibilities including recruiting, selecting, and retaining staff; assigning work; developing duty statements; managing schedules, attendance, and time reporting; and conducting regular staff meetings to communicate priorities and ensure alignment with statewide disaster planning objectives. Demonstrates effective leadership consistent with PM II expectations, including strategic workforce planning, succession planning for emergency management roles, and maintaining readiness of staff for deployment and disaster planning responsibilities.
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, division, branch or section, which may include special assignments; complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and attendance at staff meetings, manager meetings, conferences, meetings with stakeholders and partners, and trainings. Duties may include representing the Recovery Directorate or Interagency Recovery Coordination Section or Branch at meetings, workshops, summits and conferences; making presentations on recovery planning activities or outcomes to executive staff and professional associations, among others; participating in drills, training exercises, and disaster recovery operations; coordinating with other Division/Branch/Section Managers; Regional Administrators; and representatives of other state and federal agencies, and local stakeholders; promoting effective implementation of Cal OES objectives and recovery 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:	☐	☒	☐	☐	☐
FINGERING: 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