

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

|                                                                                                                                                                |                                                                                                       |                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| EMPLOYEE:                                                                                                                                                      | CLASSIFICATION:<br>Program Manager I, Office of<br>Emergency Services                                 | HEADQUARTERS:<br>Mather Campus                                                                                                   |
| PROGRAM/UNIT:<br>Recovery Directorate/ Interagency<br>Recovery Coordination Section/<br>Interagency Recovery<br>Coordination Branch/ Recovery<br>Planning Unit | POSITION NUMBER:<br>163-568-4924-003    11241                                                         | CBID:<br>S07                                                                                                                     |
| TENURE: Permanent                                                                                                                                              | TIME BASE: Full Time                                                                                  | WORK WEEK GROUP: E                                                                                                               |
| APPT EFFECTIVE DATE:                                                                                                                                           | RANGE (IF APPLICABLE):                                                                                | PROBATIONARY PERIOD:<br><input type="checkbox"/> 6 Mos. <input checked="" type="checkbox"/> 12 Mos. <input type="checkbox"/> N/A |
| IMMEDIATE SUPERVISOR:                                                                                                                                          | CONFLICT OF INTEREST<br>CATEGORY: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | DMV PULL PROGRAM:<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                                         |

1. SUPERVISION RECEIVED:  
The Program Manager I (PM I) is under the general direction of Program Manager II (PM II).

2. SUPERVISION EXERCISED:  
Will supervise professional and technical staff, direct fully developed staff functions, and will personally perform the most difficult or sensitive work.

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):  
This position may require extended travel and extensive overtime during disaster recovery operations during federal or state declared emergencies. The incumbent must possess excellent communication skills, use sound judgment in decision-making, creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be responsive to management needs.  
  
Ability to sit in a normal seated position for extended periods of time. Ability to effectively handle multiple tasks and changing priorities. Appropriate business attire for a professional office environment.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):  
Will work with staff and managers at Cal OES, and local, state, and federal agencies.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):  
Failure to effectively perform the duties of the position will result in the department'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 and/or regulatory compliance, as well as audit findings.

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 PM II, the PM I plans, directs, and evaluates the work of the Recovery Planning Unit to develop, maintain, and improve statewide recovery planning policies, procedures, and tools. The PM I ensures interagency recovery coordination, Joint Field Office (JFO) planning integration, and operational support during disaster recovery, while balancing routine workload with short-notice mission tasks. The role includes supervisory responsibility for professional staff, program administration, execution of complex and sensitive emergency management planning assignments to meet State and Federal mandates and branch strategic objectives, and the provision of technical assistance for, and development of, workshops, tabletop exercises, and full-scale exercises that support Recovery Directorate programs and lines of effort.

Advances IRC strategic themes by fostering problem-solving, customer-focused innovation, and planning technical expertise; provides leadership in designing and delivering recovery-focused training and exercise initiatives; maintains accurate unit information (web content/dashboards); produces monthly, quarterly, and annual planning reports; and cultivates partnerships to improve organizational efficiency and operational excellence.

Manages accurate information for monthly updates to the unit webpage and dashboard. Track trends, confirms accuracy of analytics, undertakes department-wide projects, provides quarterly and annual reports on recovery planning outcomes and anticipates the needs of disaster recovery programs and operations. Establishes and maintains relationships with various internal and external stakeholders, promotes organizational efficiency and operational excellence.

In addition, the PM I may be required to perform the same work tasks as subordinate staff, to ensure the mission, goals, and objectives of the unit, division, and branch are met in the most timely and efficient manner.

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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 45%             | <p><b>Program Leadership &amp; Supervision</b><br/> Lead and supervise a small team of professional/technical staff: set work schedules and priorities; assign and review work; monitor deliverables and deadlines; identify problems and implement corrective actions; and makes recommendations for resolution; redirects resources as needed to accomplish work program goals, branch strategic objectives, and meet federal mandates. Recruit, hire, train, and develop staff; write duty statements; conduct performance evaluations and corrective interviews; apply progressive discipline consistent with State and departmental guidelines.</p> <p>Formulates program procedures, policies, and program alternatives; makes recommendations on a broad spectrum of recovery planning activity, creates and updates standard operating procedures (SOP), tests existing SOPs across Recovery via workshops, table tops exercises, and drills, assisting other IRC teams in achieving goals and objectives, and oversees staff communication.</p> <p>Reports on various aspects of the program/project management, including after action reporting and improvement planning. Personally perform the most difficult/sensitive planning tasks, especially those with statewide impacts or complex policy implications.. Ensures efficiency and effectiveness in administering and managing recovery planning activities.</p> |
| 25%             | <p><b>Program Development and Technical Assistance</b><br/> Identify program issues; direct and review analytical studies/surveys for recovery preparedness plans and operating procedures; formulate program procedures, policies, and alternatives. Create, update, and test SOPs through workshops and drills; oversee internal communications; complete after-action reporting and improvement planning for recovery projects. Advise senior leadership on the impact of proposed legislation, Federal guidance, and audits/monitoring findings affecting recovery planning.</p> <p>Manages the collection of planning related information from local, state and federal emergency management partners; conducts briefings and meetings; coordinates, organizes, and oversees detailed planning documents; reviews applicable staff analysis and recommendations to ensure the planning work is completed in accordance with mission tasks and regulations; reviews staff analyses reports. Responsible for research to provide timely and accurate technical program assistance in the form of plans and planning documents, technical reports, memos, correspondence, and presentations conducted remotely and in person, which may involve travel. Must manage the team to identify and collect data, supportive materials and information to assist disaster recovery efforts.</p>                                         |
| 25%             | <p><b>Interagency Coordination, Representation &amp; Operational Readiness</b><br/> Establish and maintain contact with Federal (e.g., FEMA), State, local agencies and organizations during and after emergencies; collaborate across Cal OES directorates, branches, divisions, and units to achieve department goals.</p> <p>Maintain operational readiness, complete required training, and participate in Readiness Team rotations; when activated, serve in the SOC, REOC, JFO, AFO, LAC, or other locations under the ICS chain of command; perform extended/rotating shifts, weekends/holidays, and statewide travel on short notice.</p> <p>Perform On-Call/Standby/Duty Officer responsibilities when assigned</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| Percent of Time | MARGINAL FUNCTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5%              | <p data-bbox="240 184 768 216"><b>Other Job-Related Duties as Required</b></p> <p data-bbox="240 226 1523 510">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.</p> <p data-bbox="240 520 1507 804">Additional 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 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.</p> |

| 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.                                                                                                                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.                                                                                                                                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.                                                                                                                                                                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.                                                                                                                                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| SITTING: At a computer terminal or desk; conferring with employees.                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| STANDING:                                                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| BALANCING:                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.                                                                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.                                                                                                                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| LIFTING UP TO 10 LBS. OCCASIONALLY:                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| FINGERING: Pushing buttons on telephone; typing; copying.                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

| PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS      |                          |                                     |                                     |                                     |                                     |
|--------------------------------------------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Activity                                                     | Not<br>Required          | Less than<br>25%                    | 25%<br>to<br>49%                    | 50%<br>to<br>74%                    | 75%<br>or<br>More                   |
| REACHING: Answering phones.                                  | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| CARRYING: Distributing mail; reports; stocking supplies.     | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| CLIMBING: Stairs                                             | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| BENDING AT WAIST:                                            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| KNEELING:                                                    | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| PUSHING OR PULLING:                                          | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| HANDLING: Documents, manuals                                 | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| DRIVING:                                                     | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| OPERATING EQUIPMENT: Computer; telephone; copy machine; fax. | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| WORKING INDOORS:                                             | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| WORKING OUTDOORS:                                            | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| WORKING IN CONFINED SPACE: Enclosed office environment.      | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

### 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