

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

EMPLOYEE:	CLASSIFICATION: Senior Emergency Services Coordinator, Office of Emergency Services	HEADQUARTERS: Santa Ana
PROGRAM/UNIT: Recovery Directorate/ Recovery Operations Section/ Recovery Closeout and Infrastructure/ Public Assistance Division I/ Public Assistance JFO 4856 Support	POSITION NUMBER: 163-534-8085-904 CN 51529	CBID: R07
TENURE: Limited Term	TIME BASE: Full Time	WORK WEEK GROUP: 2
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 Senior Emergency Services Coordinator (SESC) is under the general direction of the Program Manager I.

2. SUPERVISION EXERCISED:
N/A

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
This position will have considerable direct contact with every level of emergency management, including but not limited to, internal California Governor's Office of Emergency Services (Cal OES) staff and branches, external state, federal, local government representatives, voluntary agencies, public groups, and individuals or high-level administrators.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
The consequence of error due to inadequate performance may range from inefficient or inadequate response to an emergency including loss of property, compromised environmental protection, and potentially life and safety issues for the general 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). 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:

Under the general direction of the Program Manager I, Office of Emergency Services, the SESC performs complex emergency management, response, recovery, and planning work related to federal and state disaster assistance grant programs. These include Public Assistance (PA), California Disaster Assistance Act (CDAA), Fire Management Assistance Grant (FMAG), Hazard Mitigation Grant Program (HMGP), Hazardous Materials Emergency Preparedness grant (HMEP), Pre-Disaster Mitigation program (PDM), Flood Mitigation Assistance (FMA), Interagency Recovery Coordination (IRC), and others. The SESC understands state and federal recovery structures and resources.

The incumbent aligns recovery activities with the California Disaster Recovery Framework (CDRF) to support critical and complex disaster recovery projects. The role includes coordinating with Cal OES, state, federal, and local partners. As a lead, the SESC provides recommendations to the six RSFs to facilitate state support in key functional areas: Community Planning, Economic, Health and Social Services, Housing, Infrastructure Systems, and Natural and Cultural Resources.

The incumbent works with a team of professional, technical, and analytical staff, coordinating with other programs and units. They may support response and recovery operations at the JFO and assist in developing and revising operational recovery plans. The role involves organizing resources and implementing objectives related to pre- and post-disaster recovery, including planning, assessments, vulnerability studies, and financial incentives.

May independently manage significant emergency management projects, act as a team leader or project coordinator, and develop complex policy direction. Consult with local, state, and federal agencies, organizations, and community groups on major program issues, mentor staff, and review technical work. Analyzes relevant legislation, recommend proposals, and assist in strategic planning. The role functions in a demanding environment, requiring the ability to handle routine tasks while responding to short-term assignments. Must meet regulatory and internal deadlines. Duties include both normal and disaster recovery operations, including field activities like PDAs, JFO operations, and disaster assistance centers.

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
25%	Program Coordination and Technical Assistance Addresses the most complex regulatory and technical issues that result from disaster recovery. Provides consultation and assistance to the Cal OES regions and local governments on various aspects of state and federal disaster recovery programs, operations and processes. Analyzes, researches, and provides timely and accurate technical program assistance in the form of detailed plans and specifications, comprehensive reports and recommendations, technical reports, memos, correspondence, and oral presentations. Must identify and collect supportive materials and information for PWs to assist in the determination of eligibility of a project for disaster assistance. This may include the review and recommendation of the eligibility of ordinances, policies, laws, regulations, codes and standards, cause of damage, insurance documentation, estimates, and field investigations. Respond to local government requests for disaster assistance by analyzing damage reports and data, and based on federal and state guidelines, request appropriate levels of assistance. Conduct early-on event activities including but not limited staffing of local Emergency Operations Centers (EOCs), coordinating requests for assistance, Initial Damage Estimates (IDEs), and Preliminary Damage Assessments (PDAs), validation of IDEs and PDAs, and delivering Applicant Briefings. Coordinate representation with federal, state, local, and non-profit organizations in all phases of emergency management activities and maintain effective relations with those contacted in the course of work.
25%	Site Inspection and Report Preparation Performs the most complex and technical work associated with disaster assistance programs. Responsible to conduct site inspections for the purpose of identifying and documenting disaster related damage and repairs to various public and private non-profit facilities, including buildings, roads, water control systems, utilities, and others. Assembles and documents expenditures related to debris removal activities, emergency protective measures, and permanent work projects. Identifies opportunities for Hazard Mitigation. All damages must be documented through the completion of a Damage Survey Report (DSR) Project Worksheet (PW) and/or other state and federal forms, as directed. In performing these duties, converts observed damages into a detailed damage description, an initial scope of work and preliminary cost estimate. Responsible for the timely and accurate completion of the DSR/PW and/or other related state and federal forms, including program proposals project monitoring reports, and final inspection reports. Identifies and collects supportive material necessary to substantiate the scope. Following project approval by state and federal officials, may participate in periodic site inspections to verify that work is being done in accordance with the approved scope of work. Conducts site visits necessary to provide assistance and conducts final inspections to review documentation and ensure completion of the scope of work, in accordance with the approved scope of work.
20%	Special Project Coordination Serve as a project coordinator/project manager for the Recovery Operations Directorate in the delivery of disaster recovery programs, emergency plans, and technical assistance to local and state agencies. Monitors and manages project activities to effectively coordinate the objectives and promote implementation of statewide emergency relief and preparedness programs. Identify and coordinate work activity and training to support Cal OES' compliance with state/federal laws and regulations, state and regional policies, procedures and guidelines to include, but are not limited to, the Standardized Emergency Management System (SEMS),

	National Incident Management System (NIMS), the Emergency Services Act, the Robert T. Stafford Act, Code of Federal Regulations, etc. The incumbent is responsible for providing technical and administrative assistance in the maintenance and updating of the project related training materials and all other public information pertaining to the project. Provide technical assistance to ensure costs associated with the project implementation can be reimbursed. Responsible for the development, review, and tracking of project related documentation, such as: Project Worksheets (PWs), appeals, finals, audits, etc.
15%	Training and Technical Assistance Develops, implements, coordinates, and presents training programs that bring emergency management partners up to date on recovery programs and processes. Evaluate and formulate recommendations that impact program and policy areas. Develop alternative solutions and recommendations for legislation, regulations, policies, and programs. Monitor and analyze proposed legislation for potential impacts to disaster programs and recovery. Translate disaster statistical data and findings into appropriate language for a wide range of emergency management audiences. Effectively communicate verbally one on one, in large groups, over the telephone and in person. Be able to write clearly and concisely.
10%	Emergency Services Coordination and Liaison Act as PA liaison between Cal OES Directorates, Regions, state, federal, local, and private partners regarding various aspects and changes to disaster assistance programs. May support projects associated with response and recovery integration and information sharing with federal and state partners.
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, 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.	☐	☐	☐	☒	☐

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