

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

EMPLOYEE:	CLASSIFICATION: Coordinator (Communications)	HEADQUARTERS: Fresno
PROGRAM/UNIT: Public Safety Communications / California 9-1-1 Emergency Communications / Emergency Communications / Tactical Communications	POSITION NUMBER: 163-733-8115-002 (10506)	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: Supervisor I	CONFLICT OF INTEREST CATEGORY: ☐ Yes ☒ No	DMV PULL PROGRAM: ☒ Yes ☐ No
1. SUPERVISION RECEIVED: The position is under direction of a Senior Coordinator (Communications) in the Tactical Communications unit.		
2. SUPERVISION EXERCISED: N/A		
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES): - Work schedule is Monday-Friday. - Function effectively in an automated environment. - Daily use of PC and related software applications at a workstation. - Frequent travel.		
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): This position will routinely communicate with California Office of Emergency Services (Cal OES) regional emergency services, law, and fire & rescue coordinators, local county/operational area communications managers, and Public Safety Communications staff. The position will also interact with the private sector and non-governmental organizations (NGOs.) While a majority of the communications will be non-sensitive in nature, it is likely that some communications will be highly sensitive and otherwise for official use only (FOUO.)		
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): The consequence of error for this position spans from low to critical. For example, an omission of a planning element during the plan development stage can be described as low. However, if tasked to fill a management position in the State Operations Center (SOC) during a real emergency activation, an error or omission may result in critical consequences related to life and safety.		

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

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 direction of the Supervisor, Tactical Communications Unit, the incumbent's responsibility is to coordinate planning, development, operation and evaluation of the services to support and implement the statewide Tactical Communications program goals and objectives during normal and disaster operations. The incumbent is also responsible for completing all assigned tasks to include tactical communications projects, ensuring communication systems used by Cal OES are available for operation at all times. During emergencies performs tactical communication emergency response activities as directed.

Responsibilities of the Tactical Communications Unit are to provide guidance for statewide interoperability planning and coordination activities for all levels of government; ensuring that statewide emergency communications response and recovery resources are properly coordinated; develop regulation and planning guidance as mandated by state or federal law; and provide on-going tactical communications assistance, support and guidance to other Cal OES Branches and Regions.

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%	• The incumbent is responsible for coordinating communications capabilities with operational areas, counties, Public Safety Communications staff, Regional Cal OES staff to include Emergency Services, Law, and Fire & Rescue Coordinators and other Tactical Communications Unit clients to ensure interoperability and identify any gaps in capability. • The incumbent will create and maintain a contact roster for all operational area, county and tribal communications contacts within the assigned region. • The incumbent will develop training guides and assist in training Cal OES staff, Tactical Communications Unit clients, and Communications Reserve Unit volunteers in use of various communications systems. • Responsible for oversight and operation of assigned tactical communications projects and systems used by Cal OES, ensuring that the equipment is available for operation at all times. Coordinates and provides tactical communications unit emergency response and recovery activities throughout the State and as mandated by state or federal law.
25%	• Incumbent will transport Cal OES communications equipment and/or personnel to emergency locations and operate Cal OES deployable communications systems in the field during emergency responses and exercises. • Incumbent will coordinate Regional Communications Reserve Unit (CRU) of volunteers to include recruiting, providing recurring updates, meetings and training, ensuring the entire CRU roster is 100% qualified, willing and able to deploy. • Incumbent will create/maintain a roster of qualified volunteers with sufficient depth and availability to meet mission objectives at all times.
25%	• Incumbent shall develop and maintain a master inventory of all assigned equipment, to include make, model, options, locations and any additional information as may be necessary. • This master inventory will identify any equipment issued to other personnel to include contact information for the person issued the equipment as well as contact information for their immediate supervisor. • The incumbent will update the master inventory as required to ensure accuracy at all times, additionally the incumbent will recertify the inventory at a minimum, annually.
10%	• In order to ensure readiness, the incumbent shall coordinate an operational and maintenance program for all assigned equipment. • This program will ensure all assigned equipment is properly identified as either ready for deployment or not ready for deployment. The incumbent will coordinate and track repair and/or replacement of any equipment that is not ready for deployment. • The incumbent is responsible for testing all assigned equipment on a monthly basis. • The incumbent will prepare and submit recurring and non-recurring internal reports as required.

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. • The incumbent will serve as Telecommunications Duty Officer (TDO). • TDO duty is performed in on-call status during non-duty hours. • TDO tasks include receiving reports of communications equipment failures and emergency situations, evaluating, recommending responses including deployment of Cal OES communications assets or contractor provided response, coordinating response actions with other Cal OES branches and other emergency communications personnel, tracking deployed assets, coordinating support for deployed assets, and coordinating the demobilization and return of deployed assets.

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.	☐	☐	☐	☒	☐

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