

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

EMPLOYEE:	CLASSIFICATION: Coordinator (Fire & Rescue)	HEADQUARTERS: Mather Building A
PROGRAM/UNIT: Response Operations/Fire & Rescue/State Operations Center Incident Support Team	POSITION NUMBER: 163-350-8188-018 (11518)	CBID: R07
TENURE: Permanent	TIME BASE: Full-time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE): N/A	PROBATIONARY PERIOD: ☒ 6 Mos. ☐ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR: Chief, Fire & Rescue	CONFLICT OF INTEREST CATEGORY: ☐ Yes ☒ No	DMV PULL PROGRAM: ☒ Yes ☐ No

1. SUPERVISION RECEIVED:
The Coordinator (Fire and Rescue) is under the direction of the Fire and Rescue Chief, and the State Operations Center Director during activations.
2. SUPERVISION EXERCISED:
N/A
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
Works in an office setting with artificial light and temperature control. Ability to sit in a normal seated position for extended periods; ability to effectively handle multiple tasks and changing priorities. During an activation for an emergency or disaster, may work on 12 hour rotating shifts, with possible extensive overtime. Ability to use a personal computer and telephone is essential, as majority of the work is performed in utilizing these tools.
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
This position requires frequent and direct contact with California Governor's Office of Emergency Services (Cal OES) personnel at the staff management and Executive levels; leadership and Executive management of other state agencies; local government, tribal government, federal agencies; the Federal Emergency Management Agency, and private sector entities.
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
Failure to effectively perform the duties of the position could result in providing inaccurate information to agencies, departments, operational areas, and the private sector. This could affect public 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., 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).

(CONTINUED) EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
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 direction of the Fire and Rescue Chief and the State Operations Center (SOC) Director during activations, the Coordinator (Fire and Rescue) responds to emergencies and disasters within California. This position is responsible for staffing the Emergency Services Function 4 desk in the SOC. The Coordinator (Fire and Rescue) will be assigned to multiple all-hazard incidents, processing personnel and resource requests, preparing reports, assisting and coordinating task forces with various internal and external stakeholders during response operations. The incumbent will be required to report-out on Fire and Rescue activities.

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
30%	Assists the Fire and Rescue Division in mobilizing personnel and resources in support of the California Fire Service and Rescue Emergency Mutual Aid System. Assists with the mobilization and coordination of personnel and resources from other states utilizing the Emergency Management Assistance Compact and other various interstate agreements. Attends SOC briefings, reports out on Fire and Rescue activities, prepares necessary reports, and participates in task forces. Assists with the Fire and Rescue Emergency Operational Center and coordinates with other emergency response staff. Participates in rehearsal drills and exercises. Completes all training to achieve and maintain the appropriate credentialing for disaster response. Depending on the size and complexity of the incident, additional staff may be activated for surge capacity. Provides leadership, mentoring, and direction to activated staff, as needed.
25%	Coordinates emergency fire suppression and rescue activities during the time of natural, technological, man-made, or war-caused disasters; serves as the Agency Representative for mutual aid resources at incidents or at Multi-Agency Coordination Systems centers; provides operational back-up support to coordinate and respond alongside multi-disciplinary Urban Search and Rescue (US&R) task forces during in-state, out-of-state, and international deployments. This includes assisting with incident coordination, resource management, interagency communication, logistical support, situational awareness, and operational planning to ensure an effective, unified response to natural disasters, catastrophic incidents, and complex emergencies; evaluates incidents and operations.

20%	Works with Incident Support Team (IST) and Operational Readiness Team (ORT) staff to coordinate the completion of hot washes upon the conclusion of activations and after-action reports during and after disasters, as necessary. Collaborates with staff to conduct outreach to local, state, and federal agencies to identify critical gaps and propose solutions. Implements solutions and lessons learned from after action reports. Coordinates with all IST section staff to troubleshoot any hurdles that are identified during implementation and assists with real-time adjustments to achieve a successful outcome. Applies working knowledge of disaster response operations and lessons learned identified in hot washes and after-action reports to propose procedure revisions that enhance operational efficiencies, readiness, and effectiveness. Ensures procedures, checklists, and any other operational tools are revised timely to address any changes. Provides notification and any required training to back-up IST members to ensure consistent processes for all activations.
15%	Develops and maintains relationships with various fire and rescue contacts. Provides best practices on coordination for fire and rescue agencies. Ensures the information shared is consistent with the cabinet-level tabletop exercises, and brings it down to the technical level of response efforts. Provides training and guidance to fire and rescue agencies, state agencies and departments on incident support efforts.
10%	Coordinates with the fire and rescue units. Supports daily operations to ensure familiarity with the current processes. Incorporates any changes in processes into the SOC procedures to limit any conflicts of procedures during emergency or disaster events.
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.

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