

☒	Current
☐	Proposed

Classification / Working Title Senior Emergency Services Coordinator	Employee Name
Position Number 014-110-8085-004	Supervisor Name / Classification Sonia Brown / Program Manager II
Division / Branch / Unit AHFSS / Animal Health Branch / CARES	Effective Date
Collective Bargaining Unit Identifier (CBID) R07	Work Week Group (WWG) 2
Tenure Permanent	Timebase Full Time
Physical CDFA Headquarters Location 3800 Concourse St. Ontario 91764	Division / Program Hyperlink AHFSS / CDFA - CARES - California Animal Response Emergency Support

As an employee of the California Department of Food and Agriculture (CDFA), we are stewards of public resources, we operate in a transparent, authentic, and ethical manner and are accountable for our actions. We expect true, open partnership with our colleagues within CDFA and with our partners outside of CDFA. We demonstrate courtesy, dignity, compassion, and consideration in every interaction. Together, we strive to create a workplace and implement programs that promote diversity, equity, belonging, and accessibility. We base our vision for the future and our everyday decisions on fair, objective measures and cutting-edge science.

Division / Branch / DAA Information:

As part of the California Department of Food and Agriculture (CDFA) and the Animal Health and Food Safety Services (AHFSS) Division, the California Animal Response Emergency Support (CARES) Unit primarily assists and supports the California Emergency Support Function 11 (CA-ESF 11) Food and Agriculture Coordinator in carrying out the duties of the position to meet disaster-related responsibilities in disasters. CARES Unit also functions as California's emergency management unit in all phases of emergency management, mitigation, preparedness, response, and recovery actions before, during and after an incident required by the CDFA for natural and human-caused disasters involving animals that fall under the authority of CDFA, and in accordance with the California Governor's Office of Emergency Services (Cal OES) 2024 California State Emergency Plan (SEP) and California Emergency Services Act. CDFA has a responsibility under its authority to ensure the welfare of animals in disasters by supporting State and local government statewide. CARES fills critical positions across Standardized Emergency Management System (SEMS) organizational levels: local government animal department operations center (ADOC) or as an Agency Representative in an operations center at the operational area (OA) or state level as well mission coordinate requests for resources. During non-emergencies, CARES focuses on planning, prevention, training, responder exercises, and collaborates with state agencies in planning and coordination in anticipation of an emergency response to a disaster.

Position Identification:

Under the general direction of the CARES Program Manager II, the Senior Emergency Services Coordinator (SESC) will perform complex and sensitive emergency evaluation, consultation, coordination, development, and preparedness for emergency responses and work effectively and quickly in responding to natural or man-made emergencies affecting animals or food products of animal origin and in support of any AHFSS branch when activated for emergency response. The incumbent is part of a collaborative team taking the lead in the CARES statewide training and exercise program in coordination and collaboration with the other training programs, providing guidance for emergency management training, evaluation of training needs, curriculum development,

developing a training plan, and course delivery as well as developing, executing, and evaluating exercises based on the Homeland Security Exercise and Evaluation Program (HSEEP) guiding principles. Properly coordinated, managed, and conducted training and exercises are required to protect lives, environment, and property during all hazard disasters throughout the state. Although this is primarily a CARES training and exercise position, the incumbent will also support the CARES Animal Specialist with planning, as needed.

The incumbent must be knowledgeable of standard emergency response policies and procedures, accurately analyze problems and situations, reason logically, make appropriate decisions and recommendations for the preservation of life during response operations; must be able to meet required deadlines, effectively communicate verbally and in writing, work well under pressure and establish and maintain good working relationships with colleagues and personnel in local, state and federal agencies, non-profit organizations, public and the private sector. Desirable exercise certifications in HSEEP, FEMA Master Exercise Practitioner Program, or other instructional presentation and evaluation skills certifications/courses.

Special Requirements:

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| ☐ Conflict of Interest Filer (Form 700) | ☒ California Driver's License |
| ☐ Medical Clearance | ☐ Travel Required over 10% - Employer Pull Notice (EPN) Required |
| ☐ License / Certificate Required | ☐ Field Work: ____ % |
| ☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____ | ☐ Other (Specify): _____ |
| ☒ Telework (TW) Eligible: The amount of telework is at the discretion of the CDFA. It is based on the current TW policy and is subject to change. | |

Essential Functions:

40%	AHFSS CARES Training Program Management - The incumbent will have lead responsibility for statewide development of the CARES training program, conduct annual training needs assessment, develop course curriculum including visual media, evaluate and select training course materials, develop an annual training plan, contribute to a multi-year training and exercise plan jointly with the CDFA Emergency Management Program (EMAN), schedule, and coordinate and conduct emergency management approved courses of instruction, seminars, workshops, or other department approved training or educational programs. - The incumbent will have lead responsibility for implementing, planning, and conducting approved discussion and operations based all-hazards exercises including no-notice drills, executive seminars, training and exercise planning workshops, or other exercise events in accordance with national standards for HSEEP, or the Department of Homeland Security (DHS) National Training and Education Division Program (NTED), and lead responsibility for a curriculum area(s) within CARES and/or EPRS in support of the Foreign Animal Disease (FAD) SESC training and exercise lead.
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	• Conduct and/or participate in joint planning and coordination meetings with EMAN program personnel to identify, develop and deliver needed training related to Cal OES operations and CA-ESF 11 functions. • Coordinate and collaborate with EMAN program personnel on training needs/gaps to train the CDFA agency executives, division directors, programs and services, branches, and other agency personnel. • The incumbent will have support responsibilities, as needed, to the Animal Health Branch (AHB) and other AHFSS branches in the training and exercises conducted for the planning and implementation of the Blended CDFA and United States Department of Agriculture (USDA) FAD Incident Management Team (IMT) or Interagency Food Emergency Response Team. • Monitor training initiatives independent of and in collaboration with the EPRS FAD SESC training lead for implementation in the multi-year training and exercise plan. • The incumbent researches currently published training standards and materials for ICS/SEMS and identifies gaps in the CDFA emergency management training curriculum. • Conduct annual training needs assessment for CARES positions based on identified gaps; develop course curriculum; evaluate and select and/or develop training course materials; develop an annual training plan; and schedule, coordinate, and/or conduct field skills training. • Ensure personnel who fill the CARES department operations center (DOC), local government, operational area and state operations centers are trained to current standards, positions checklists, job aids, and standard operating procedures (SOPs). • Evaluate training principles and teaching methods applicable to emergency management and based on the material being taught to aid in the effective delivery of training that caters to different learning styles and enhances employee engagement and retention. • Research current published training standards and materials for the Incident Command System (ICS), SEMS, and National Incident Management System (NIMS) to develop training standards for activation/operational assignment of deployable personnel who support CARES. • Review emergency management training requests generated by CDFA personnel and complete necessary administrative documentation for tracking of training. • Lead the development and management of any necessary training contracts with the appropriate CDFA personnel. • Prepare training locations (virtual/in-person) by ensuring all tools, technical equipment and resources needed to effectively teach a course are available. • Oversee and/or perform general administrative duties, such as coordinating enrollment, scheduling class times and locations and sending invitation information to all trainees. • Ensure the CDFA DOC is maintained in anticipation of activation and remains operational during times of activation. • Interface with state and local government agencies emergency management training partners, NPOs and build relationships and foster collaboration through open
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	communication, teamwork through regular meetings, joint training sessions, and informal interactions. • Conduct necessary research inquiries, analysis, and formulate recommendations and provide technical assistance to personnel, local, state and federal governments and selected target groups on multi-hazard emergency management operations and training issues. • Maintain the Animals Emergency Response (AER) descriptions document in coordination with the NPOs and the credentialing program that includes standardization of required response position education, experience, and capabilities, and certification for serving in ICS/SEMS positions.
20%	Plans/Foundational Documents and After-Action Process Management, Research and Analysis • Evaluate gaps in natural disaster emergency management planning and training following exercises and incident responses and develop proposal(s) and recommendations for improving or resolving gaps. Direct collaboration with AHFSS and AHB personnel department-wide, as necessary. • Independently and/or in support of the CARES Animal Specialist planning activities, develop and update emergency management tools, emergency plans, standard operating procedures, guidance documents, policies, etc. on an annual basis or as needed as well as prepare and deliver training when needed to accomplish a project deliverable. • Research and analyze current emergency management information to keep apprised of state, federal and local protocols, policies, procedures and new legislation as they relate to animals in disasters and in collaboration with the CARES Animal Specialist and Department CA-ESF 11 and team incorporate updates/revisions applicable to the CA-ESF 11 annex, CARES CONOPS, existing MOUs with partner agencies, division Emergency Operations Center Plan, and serve as technical support to county/city partners with new legislation requirements to update their plans, as needed. • In collaboration with the Department CA-ESF 11 and team, coordinate the completion of the State After Action Report (AAR)/Corrective Actions coordinated by Cal OES after each declared disaster that the state activated CARES to engage in response operations involving animals in disasters. • Support the EPRS FAD SESC or other Branches in AHFSS as needed to manage and/or assist in completing the CARES AAR process for FAD or other food contamination events, by scheduling and conducting AAR meetings, engaging all incident or exercise participants to include department-wide personnel, other state agencies, federal agencies, local government, and industry personnel in order to prepare an AAR documenting accomplishments and lessons learned, identify function capabilities, gaps, and follow-up corrective actions that will be assigned to appropriate personnel to address recommendations for improvement. • Research, develop and manage the After Action/Corrective Action Program, ensuring that identified gaps during both response and training events are managed by recommending solutions and deadlines. Track and follow-up on taskings associated with the improvement plan

20%	Emergency Operations – Activation/Operational Assignment: Respond to Natural Disasters and Emergencies, and those Impacting Animal Health, Care and Welfare • Complete the required courses described in the California CARES and FAD Emergency Responder Credentialing System for operational assigned positions. • While fulfilling an operational assignment (emergency response deployment), the incumbent will fill the specific position assigned within the Incident Command System (ICS) hierarchy and follow the chain of command for reporting purposes is essential while on this interim assignment. • Work effectively under stressful conditions. • Statewide travel for operational assignments may be required for extended periods of time including weekends and holidays, extended and rotating shifts (day/night), and with short notice. • Shall be required to work in the State Operations Center (SOC), CDFA DOCs, Operational Area EOC, Local Government ADOC, Joint Field Office (JFO), field operations, or field-level ICP in ICS positions. • May be required to participate in emergency drills, training, and exercises with state and federal agencies and local government to ensure emergency preparedness and effective response operations. • Ensure activation of the CDFA DOC, under the direction of the CARES manager or designee, and availability of all resources needed for a fully operational DOC. • Respond to natural disasters affecting animals in the State and provide statewide oversight of animal response using SEMS on all issues relevant to their welfare, rescue, transportation, sheltering, and veterinary care by leveraging NPOs and other volunteer organizations, and veterinary animal response teams. • Travel in-state with occasional overnight travel for Emergency Programs training and exercises, and meetings.
15%	Assist in the Administration of the CARES Unit • Prepare and provide written documents independently according to Department standards. • Collaborate directly in-person with other personnel, other agency personnel, and stakeholders. • Communicate frequently with the CARES manager and other agency personnel while conducting research, completing unit objectives, networking stakeholders with agency personnel, and serve as a subject matter expert, etc. • Attend and actively participate in CARES Unit staff meetings and any other agency and external meetings, as required. • Organize and facilitate target-topic group meetings to develop and share information. • Prepare CARES outreach materials and presentations, as assigned. • Collaborate with division and other agency branches, programs, and units personnel to develop and complete deliverables for cooperative agreements, contracts, and grants, written documents, articles, and reports, etc.
Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.

Work Environment and Equipment Used:

The duties of this position are mostly conducted indoors. However, incumbent may occasionally be required to work outside, under difficult conditions, and in non-standard office environments.

The work site contains modular furniture, counters, chair, and file space. It also includes a computer with various software programs, including email, a printer, and a telephone with voicemail.

Travel (including nights, weekends, and holidays) for extended periods may be required for meetings and events as well as during an emergency response. Travel on short notice may be required upon activation for emergency response. During emergency response periods, duties may require working long shifts at hours other than the normal work hours.

The incumbent must follow CDFA, Division, and Branch employee health and safety policies in compliance with the Department Illness and Injury Prevention Program (IIPP).

The amount of telework is at the discretion of the CDFA and based on the current telework policy. While the CDFA supports telework where possible, in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksite with minimal notification if an urgent need arises, as determined by the Department.

Outdoor activities may include:

- Inspecting livestock at farms, ranches, and saleyards or other livestock facilities
- Occasional travel by State vehicle or other modes of transportation to various locations in the district for assignments, emergency planning exercises, or meetings

The incumbent may encounter:

- Confrontational, unfriendly or irate individuals
- Quickly moving heavy gates
- Stampeding livestock
- Crowded milking parlors
- Heavy machinery
- Extremes in temperature
- High levels of noise
- Various unpleasant odors

Depending on the task, the incumbent must be able to spend significant amounts of time:

- Moving, sitting, or bending
- Typing or working on a computer
- Reaching above, at, or below shoulder height
- Twisting at the waist
- Move neck freely in all directions.

The incumbent must be able to:

- Move or transport up to 25 pounds

STATE OF CALIFORNIA
DEPARTMENT OF FOOD AND AGRICULTURE
HUMAN RESOURCES BRANCH
DUTY STATEMENT
SO-92 (EST. 12/2025)

• Drive long distances (up to 8 hours) to reach destinations		
Physical/Mental Abilities:		
Employee Certification This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload. I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgement, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns about performing the assigned duties, I will discuss them with the hiring manager who will provide the required information for the Office of Civil Rights. I have read the duty statement and discussed the duties with my supervisor.		
Employee Name (Print)	Signature	Date
Supervisor Statement: I have discussed the duties outlined in the duty statement and provided a copy to the employee.		
Supervisor Name (Print)	Signature	Date

CC: Employee
Official Personnel File
Supervisor's Drop File

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Classification / Working Title Emergency Services Coordinator	Employee Name
Position Number 014-110-4926-XXX	Supervisor Name / Classification Sonia Brown / Program Manager II
Division / Branch / Unit AHFSS / Animal Health Branch / CARES	Effective Date
Collective Bargaining Unit Identifier (CBID) R07	Work Week Group (WWG) 2
Tenure Permanent	Timebase Full Time
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Position Identification:

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in developing, executing, and evaluating exercises based on the Homeland Security Exercise and Evaluation Program (HSEEP) guiding principles. Properly coordinated, managed, and conducted training and exercises are required to protect lives, environment, and property during all hazard disasters throughout the state. Although this is primarily a CARES training and exercise position, the incumbent will also support the CARES Animal Specialist with planning, as needed.

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Special Requirements:

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| ☐ License / Certificate Required | ☐ Field Work: ____% |
| ☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____ | ☐ Other (Specify): _____ |
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Essential Functions:

AHFSS CARES Training Program Management	
40%	- The incumbent will have responsibility for statewide development of the CARES training program, conduct annual training needs assessment, develop course curriculum including visual media, evaluate and select training course materials, develop an annual training plan, contribute to a multi-year training and exercise plan jointly with the CDFA Emergency Management Program (EMAN), schedule, and coordinate and conduct emergency management approved courses of instruction, seminars, workshops, or other department approved training or educational programs. - The incumbent will have responsibility for implementing, planning, and conducting approved discussion and operations based all-hazards exercises including no-notice drills, executive seminars, training and exercise planning workshops, or other exercise events in accordance with national standards for HSEEP, or the Department of Homeland Security (DHS) National Training and Education Division Program (NTED), and lead responsibility for a curriculum area(s) within CARES and/or EPRS in support of the Foreign Animal Disease (FAD) SESC training and exercise.

	• Participate in joint planning and coordination meetings with EMAN program personnel to identify, develop and deliver needed training related to Cal OES operations and CA-ESF 11 functions. • Coordinate and collaborate with EMAN program personnel on training needs/gaps to train the CDFA agency executives, division directors, programs and services, branches, and other agency personnel. • The incumbent will have support responsibilities, as needed, to the Animal Health Branch (AHB) and other AHFSS branches in the training and exercises conducted for the planning and implementation of the Blended CDFA and United States Department of Agriculture (USDA) FAD Incident Management Team (IMT) or Interagency Food Emergency Response Team. • Monitor training initiatives independent of and in collaboration with the EPRS FAD SESC training lead for implementation in the multi-year training and exercise plan. • The incumbent researches currently published training standards and materials for ICS/SEMS and identifies gaps in the CDFA emergency management training curriculum. • Conduct annual training needs assessment for CARES positions based on identified gaps; develop course curriculum; evaluate and select and/or develop training course materials; develop an annual training plan; and schedule, coordinate, and/or conduct field skills training. • Ensure personnel who fill the CARES department operations center (DOC), local government, operational area and state operations centers are trained to current standards, positions checklists, job aids, and standard operating procedures (SOPs). • Evaluate training principles and teaching methods applicable to emergency management and based on the material being taught to aid in the effective delivery of training that caters to different learning styles and enhances employee engagement and retention. • Review emergency management training requests generated by CDFA personnel and complete necessary administrative documentation for tracking of training. • Prepare training locations (virtual/in-person) by ensuring all tools, technical equipment and resources needed to effectively teach a course are available. • Perform general administrative duties, such as coordinating enrollment, scheduling class times and locations and sending invitation information to all trainees. • Ensure the CDFA DOC is maintained in anticipation of activation and remains operational during times of activation. • Maintain the Animals Emergency Response (AER) descriptions document in coordination with the NPOs and the credentialing program that includes standardization of required response position education, experience, and capabilities, and certification for serving in ICS/SEMS positions.
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Non-Essential/Marginal Functions:	
5%	Other related duties as assigned.
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- Typing or working on a computer
- Reaching above, at, or below shoulder height
- Twisting at the waist
- Move neck freely in all directions.

The incumbent must be able to:

- Move or transport up to 25 pounds
- Drive long distances (up to 8 hours) to reach destinations

Employee Certification

This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload.

I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgement, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns about performing the assigned duties, I will discuss them with the hiring manager who will provide the required information for the Office of Civil Rights.

I have read the duty statement and discussed the duties with my supervisor.

STATE OF CALIFORNIA
DEPARTMENT OF FOOD AND AGRICULTURE
HUMAN RESOURCES BRANCH
DUTY STATEMENT
SO-92 (EST. 12/2025)

Employee Name (Print)	Signature	Date
Supervisor Statement: I have discussed the duties outlined in the duty statement and provided a copy to the employee.		
Supervisor Name (Print)	Signature	Date

CC: Employee
Official Personnel File
Supervisor's Drop File