

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU: 1 & Non-represented

EMPLOYEE:	CLASS TITLE: Career Executive Assignment WORKING TITLE: Southern Regional Administrator	HEADQUARTERS: Orange County
PROGRAM/UNIT: Response Operations / Response South / Regional Operations Southern	POSITION NUMBER: 163-340-7500-001 (10496)	CBID: M01
TENURE: CEA	TIME BASE: Full Time	WORK WEEK GROUP: E
APPT. EFFECTIVE DATE:	RANGE (IF APPLICABLE): B	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 Career Executive Assignment (CEA), Southern Regional Administrator is under the administrative direction of the Assistant Director, Response South, however direction and assignments may also come from the Deputy Director, Response Operations, when designated.		
2. SUPERVISION EXERCISED: The Southern Regional Administrator provides direct supervision to Program Manager IIs responsible for the various units within Southern Region operations, and indirect supervision of their subordinate staff within the Southern Division. The position also exercises executive oversight of all personnel assigned to or deployed in support of the Southern Region Operations Center (SREOC).		
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES): Requires sitting for long period of time while using a personal computer in an office workspace under artificial lighting. Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. The work environment is fast-paced and can be demanding. May require periodic work during nonstandard hours and during weekends to meet workload needs. Travel may be required to attend professional training, meetings, and/or events.		
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): The incumbent has daily contact with a range of Cal OES department managers, supervisors, executive staff, representatives and individuals from other local, state, or federal agencies, tribal nations, military officials, international border stakeholders, and private stakeholders or partners.		
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): The position performs a critical function in ensuring that all aspects of emergency management policy, preparedness, response, and recovery operations within the Southern Division are properly planned, coordinated, and executed in accordance with state and federal law, Cal OES policy, and FEMA program requirements. Failure to provide timely, accurate policy direction and executive oversight can result in serious consequences, including loss of life, jeopardizing the health and safety of the more than 20 million residents of Southern California, loss of federal funding, inappropriate expenditure of State funds, adverse publicity to the department or the State, and the failure of continuity of operations for the State Emergency Operations Center.		

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:

Shall be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), or other similar location to provide assistance in emergency response and recovery activities.

All staff is required to complete operational related training and may 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 efficiently under stressful conditions and collaborate effectively under the pressure of short notice leave; 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 (as 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 administrative direction of the Assistant Director, Response South, the CEA-B, Southern Regional Administrator (RA) serves as the principal policy maker and senior executive responsible for the development, formulation, implementation, and enforcement of emergency management policy across the Southern Division, the largest, most populous, and most operationally complex administrative region in the state. The Southern Region encompasses 11 operational county areas, over 200 incorporated cities, two full Mutual Aid Regions (Region I and Region VI), and serves a population exceeding 20.3 million people, representing more than half the total population of California, with Los Angeles County alone accounting for more than one-quarter of the state's population.

The Southern RA serves as Cal OES's senior regional executive and primary policy representative to local, state, federal, and tribal officials, policy-makers, community-based organizations, private sector partners, international border stakeholders, and the media. The Southern Region's jurisdiction includes the highest concentration of critical infrastructure, media networks, military officials, and an international border in the state all of which generate unique, ongoing, and highly visible policy demands on this position.

The incumbent is responsible for critical functions in three primary areas:

- Policy formulation, development, and enforcement for Southern Division emergency management programs and operations
- Executive oversight and program administration for all Southern Region response, recovery, preparedness, and continuity of operations functions, including the Southern Region Operations Center (SREOC) and the second State Emergency Operations Center
- Representation and high-level engagement with federal, state, local, tribal, military, and private sector partners on matters of emergency management policy and operations

The incumbent exercises significant independence and discretion, functioning under pressure in high-stakes, time-critical environments to safeguard the health, safety, and welfare of more than half of California's population.

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%	POLICY DEVELOPMENT Develops and establishes regional emergency management policy governing preparedness, response, recovery, and continuity of operations across the Southern Division. Formulates and implements policies ensuring effective coordination of mutual aid operations across Mutual Aid Regions I and VI. Formulates policy recommendations and frameworks that are advanced through the chain of command to the Assistant Director, Response South, for division wide adoption. Builds interoperability policies facilitating coordinated emergency response among local, state, federal, tribal, military, and international border stakeholders. Develops and maintains policies ensuring regulatory compliance with state and federal emergency management requirements, including FEMA program standards. Establishes activation and staffing policies for the Southern Region Operations Center (SREOC) and the alternate State Emergency Operations Center located in Southern California.
30%	REGIONAL OPERATIONS MANAGEMENT Provides executive leadership in the planning, direction, and oversight of Southern Division emergency response, recovery, preparedness, and communications programs. Directs staff in administering regional emergency management operations across 11 operational county areas and over 200 cities. Oversees programmatic aspects of regional emergency operations, exercises, and readiness activities in support of local government. Has responsibility for administrative and personnel management functions for Southern Division staff, including hiring, selection and promotion decisions, performance management, approving leave, travel, and training, and signing timesheets in accordance with state laws, regulations, and Cal OES policies. Develops and implements strategies to advance regional program objectives through effective collaboration with internal and external stakeholder groups.
20%	SREOC OVERSIGHT Directs the activation, staffing, and full operational readiness of the SREOC. Enforces policies and procedures governing the alternate State Emergency Operations Center, which serves as a second site for the Headquarters State Operations Center. Coordinates staffing and policy integration across Cal OES directorates in support of the alternate State EOC mission. Ensures SREOC and alternate State EOC policies remain current, tested, and operationally sound through regular exercises and continuous improvement.
10%	INTERGOVERNMENTAL COORDINATION & RECOVERY Serves as the Cal OES representative on Mutual Aid Regional Advisory Committees (MARAC) for Mutual Aid Regions I and VI. Advises federal, tribal, state, and local governing bodies on emergency management policy, FEMA program administration, and the Emergency Management Performance Grant (EMPG). Serves as Deputy State Coordinating Officer or Governor's Authorized Representative (GAR) at a Joint Field Office following a Declaration of Major Disaster. Engages with county and city officials, federal agencies, military officials, the Legislature, and the Governor's staff to ensure cohesive regional emergency management policy.

Percent of Time	MARGINAL FUNCTIONS
5%	OTHER JOB-RELATED DUTIES AS REQUIRED Performs other job-related duties as required to fulfill Cal OES's mission, goals and objectives. Additional duties may include but are not limited to: (a) assisting where needed within the department and program, which may include special assignments; public speaking; (b) complying with general State and Cal OES administrative reporting requirements (i.e., completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and (c) attendance at staff meetings.
ADDITIONAL INFORMATION	
The ideal incumbent possesses strong executive leadership, interpersonal, and problem-solving skills in managing complex emergency management programs that span preparedness, response, recovery, and continuity of operations for California's most populous and operationally complex region. They have demonstrated experience leading multidisciplinary teams in high-pressure environments to develop, implement, and maintain regional emergency management policies, plans, and procedures that support local, state, federal, tribal, and private-sector partners across all phases of emergency management. The incumbent brings in-depth knowledge of California's emergency management framework, including SEMS and NIMS, mutual aid systems, and federal programs such as those administered by FEMA, as well as a proven ability to manage large, multi-year initiatives involving regional preparedness, large-scale event planning, and post-disaster recovery operations. The ideal incumbent possesses excellent presentation and communication skills to clearly convey complex emergency management issues to diverse audiences, including the Governor's Office, legislators, local elected officials, federal agencies, tribal nations, military officials, and community stakeholders, and demonstrates the ability to collaborate effectively across all levels of government and with external partners as a senior member of the department's executive management team.	

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:	☒	☐	☐	☐	☐
KEYING: 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, and materials.	☐	☐	☐	☐	☒
DRIVING:	☐	☒	☐	☐	☐
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	☐	☐	☐	☐	☒
WORKING INDOORS: Office Setting	☐	☐	☐	☐	☒
WORKING OUTDOORS:	☐	☒	☐	☐	☐
WORKING IN CONFINED SPACE:	☐	☒	☐	☐	☐

OTHER INFORMATION

Must have knowledge or ability to become familiar with 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 Cal OES's Strategic Plan, and the California Homeland Security Strategy, 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/Exempt Title