



State of California
DUTY STATEMENT

CalRecycle 109A (Rev. 10/2024)

Department Of Resources Recycling And Recovery
AFITS/Human Resources Section

DUTY STATEMENT

☐ **CURRENT**

☒ **PROPOSED**

RPA Number: 26-087	Classification Title: Emergency Services Coordinator (ESC)	Position Number: 835-652-4926-003
Incumbent Name:	Working Title: Operations Section Lead / Operational Planner	Effective Date:
Tenure: Permanent	Time Base: FT	Intermittent Hours Per Month:
Division/Office: Disaster Debris Recovery Operations	Section/Unit: Field Operations	Reporting Location: 1001 I Street, Sacramento
Supervisor's Name: Jeremy Edwards	Supervisor's Classification: Program Manager I	CBID: R07
Confidential Designation: ☐ YES ☒ NO	Designated Position for Conflict of Interest: ☒ YES ☐ NO	Position Telework Eligible: ☒ YES ☐ NO
Supervision Exercised: ☒ None ☐ Lead ☐ Managerial ☐ Supervisory		

Human Resources Use Only:

HR Analyst Approval:

Date:

General Statement:

CalRecycle's Disaster Debris Recovery Operations (DDRO) helps communities recover from catastrophic disaster and protects public health and safety as well as the environment through the implementation of the state's consolidated debris removal program. This accomplished through the development, execution, award, and management of service contracts including field assessment and monitoring consultants, structural debris removal contractors and licensed timber operators.

This position requires a high level of technical knowledge and experience in federal and state disaster recovery program laws, regulations, and policies, including but not limited to FEMA Public Assistance Program Policy Guide, Title 44 Code of Federal Regulations, the Stafford Act, the California Emergency Services Act (ESA), California Disaster Assistance Act (CDAA) the Standardized Emergency Management System and the Incident Command System. Knowledge of federal procurement rules and California State competitive bidding process, in accordance with the State Contracting Manual is also required.

While fulfilling an emergency operational assignment the incumbent is filling a specific position reporting



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within an Incident Command System (ICS) hierarchy. The incumbent will obtain and maintain the necessary disaster recovery and safety training/certifications to be able to function in the assigned capacity. This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees from theirs and other agencies; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department and operational policies and procedures regarding attendance, leave, and conduct while on assignment.

Position Description:

Under the direction of the DDRO Program Manager I for Field Operations, the Emergency Services Coordinator (ESC) performs a variety of tasks and assignments related to structural debris and hazard tree removal projects contract management, operational oversight, technical assistance, and project closeout as required for state and federal public assistance delivery and reimbursement eligibility.

This position requires working level of knowledge and experience in federal and state disaster recovery program laws, regulations, and policies, including but not limited to Federal Emergency Management Agency (FEMA) Public Assistance Program Policy Guide (PAPPG), Title 44 Code of Federal Regulations, the Stafford Act, the California Emergency Services Act (ESA), California Disaster Assistance Act (CDAA) the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS). Knowledge of federal procurement rules and California State competitive bidding process, in accordance with the State Contracting Manual is also required. While fulfilling an emergency operational assignment the incumbent is filling a specific position reporting within an ICS hierarchy. The incumbent will obtain and maintain the necessary disaster recovery and safety training/certifications to be able to function in the assigned capacity.

The DDRO Field Operations Branch staff are designated Tier 0 field staff and is required to

- wear personnel protective equipment, including a respirator, as circumstances require
- drive and walk in rough or non-paved roads/terrain
- hike short to moderate distances to evaluate program properties and their accessibility
- spend extended days overseeing operations
- work effectively and cooperatively under various conditions

The incumbent must have a current California Driver's License and participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program.



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Essential Functions (including percentage of time):

- 40% Assists in the implementation of field operations for disaster debris removal projects. Completes, analyzes, and assists in the implementation of operational guidance documents. Incumbent will act as a liaison and closely coordinate with peers, management, leadership and the Incident Management Team (IMT) to ensure operational objectives are executed within the terms of the service/consultant contracts or recommends alternatives to address operational needs. Assist with the organization, assignment, and direction of all operational resources. Assists in problem solving and program implementation to properly execute debris cleanup operations and/or technical assistance. Conducts visual site assessments to ensure work is completed according to contract terms. Analyzes data collection procedures for quality control. Supports the execution of or recommends modification of the operational documents and plans to ensure contractual requirements are met. Documents all significant operational events and decisions. Develop and submit regular reports, briefing materials, memorandums, as needed and upon request. Estimate quantities of materials relating to debris removal projects: contaminated soil, ash debris, metal, green waste, concrete, asbestos, and other hazardous material & waste. Confirm that waste characterization, estimations, and data collection is consistent across projects and communicate corrective actions as needed. Assist in directing contracted staff to meet operational goals. Coordinate closely with other operational and IMT members in the documentation of operational incidents requiring work-stop orders. Coordinate with Engineering Services staff for the interpretation of technical environmental and engineering subjects.
- 35% Develops issue briefs, memorandums, operational impact reports, and/or regular weekly activity reports. Attends operational, departmental, and agency meetings. Coordinates and assists with work improvement processes for field operations staff, contractors, and consultants. Completes technical, analytical, and research assignments relevant to the coordination and response to contract notices of dispute and damage claims. Reviews Scopes of Work (SOW), Field Operations Guides (FOG), contracts and invoices, and collaborates with other staff including environmental, engineers, contract managers, financial analysts, and health and safety to update and revise documents as necessary. Interacts with contractors and other state agencies as necessary to complete assigned work. Gathers data to ensure proper payment of invoices and reimbursements from FEMA when working on federally declared disasters. Properly documents, stores and protects confidential data.
- 20% Acts as a liaison in the coordination and communication between the leadership, incident management team, local government, Governor's Office of Emergency Services (CalOES), the Federal Emergency Management Agency (FEMA) and Tribal Nation Representatives other stakeholders.

Marginal Functions (Including a percentage of the time):

- 5% Other tasks as assigned for the success of the disaster debris removal operations, after action reports and special projects



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EMERGENCY OPERATIONS -ACTIVATION/OPERATIONAL ASSIGNMENTS 100%

When DDRO is Mission Tasked by the Governor's Office of Emergency Services, the incumbent will be assigned to a disaster operation Incident Management Team to fill an essential function reporting within an Incident Command System hierarchy. Assignments as the Department's representative during emergency response and recovery activities may be located at in the State Operations Center (SOC), Regional Emergency Operations Center (REOC}, Joint Field Office (JFO), Area Field Office (AFO}, Local Assistance Center (LAC), Debris Removal Operations Center (DROC), or other locations. During such assignments, some or all the incumbent's non-emergency related duties may temporarily cease.

Typical essential function roles include but are not limited to: Operations Section Lead, Deputy Operations Section Lead, Finance and Administrative Lead, Deputy Finance and Administrative Lead, Planning Section Lead, Deputy Planning Section Lead, or equivalents.

Operations Section manages tactical incident activities to achieve the incident objectives and oversees incident action plan implementation. Directs or supports the management of all incident-related engineering and environmental assessment, environmental monitoring, environmental sampling, debris removal, and operational activities and the management of any other necessary environmental support activities.

Finance Administration Section includes the service contract manager who is the authorized representative of the State of California responsible for administering a contract and monitoring the contractor's performance, aligning operational objectives with the terms of the executive contract and administering the necessary change orders to accomplish the disaster recovery objectives approved by state and federal government as required for state and federal disaster assistance.

Planning Section oversees incident-related data gathering and analysis regarding incident operations and assigned resources, facilitates incident action planning meetings, and prepares the Incident Action Plan for each operational period.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods. Ability to lift 15 pounds, bend, and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works in a high-rise office building in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.



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Special Requirements of Position (Check all that apply):

- ☒ Duties performed may require pre-employment and/ or routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☒ Duties require participation in the DMV Pull Notice Program.
- ☒ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☐ Other (Explain below)

When mission tasked (deployed), work involves wearing Personal Protective Equipment (PPE) to include steel or composite toe boots, hard hat, safety glasses, gloves and a respirator. Requires the ability to drive and walk in rough, poorly or non-paved roads and terrain. Hike short to medium distances to evaluate properties included in the program and their accessibility. Spend extended days overseeing operations and/or planning.

Deployment typically involves working weekends, holidays and extended days (10-14 hours), six (6) days per week, and/or rotating shifts (day/night).

Travel statewide for extended periods of time (6-12 months) on short notice is also required.



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Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Employee Name	Employee Signature	Date