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

EMPLOYEE:	CLASSIFICATION: Coordinator (Law Enforcement) Office of Emergency Services	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Response Operations/ Law Enforcement/ Administration (Law)	POSITION NUMBER: 163-360-8122-007/ CN 11131	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: Senior Coordinator (Law Enforcement)	CONFLICT OF INTEREST CATEGORY: ☐ Yes ☒ No	DMV PULL PROGRAM: ☒ Yes ☐ No

1. SUPERVISION RECEIVED:
   The Coordinator (Law Enforcement), Assistant Chief is under the direction of a Senior Coordinator (Law Enforcement), Deputy Chief of the Law Enforcement Branch.

2. SUPERVISION EXERCISED:
   N/A

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
   Must possess a valid Class 3 Driver's License and demonstrate the ability to lift/carry light loads. Physical tasks include, but are not limited to computer work, driving, reading, and writing. Mental tasks include but are not limited to working well with others and under changing priorities, and the likelihood of working long and irregular hours. Additionally, there is an expectation that the incumbent will stay abreast of daily operations, monitor ongoing emergencies and threats and communicate directly with their assigned supervisor, managerial or executive staff. As a uniformed Peace Officer, the Assistant Chief is required to carry a firearm during the course of daily duties and maintain proficiency as per Peace Officer Standards and Training (P.O.S.T.) and agency guidelines.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
   The Assistant Chief interacts with and conducts regular liaison with public safety, local, state, federal, and tribal government agencies including but not limited to; law enforcement, fire, emergency services, and homeland security officials at all levels and rank. They also interact with the general public, CA OES Executive staff/management; Legislative staff/Governor's Office; the State Threat Assessment Center, and the State Fusion Centers throughout the state.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
   The Assistant Chief makes decisions that can aid in saving lives and property during emergencies. These timely and effective decisions enable proper resources to quickly respond and take appropriate actions. Improper judgment or poor decision making could put the public at risk and result in the loss of life and/or property.

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), Local Assistance Center (LAC), or

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

<u>On Call/Standby/Duty Officer (if applicable)</u>
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 Deputy Chief of Law Enforcement, the Assistant Chief serves as a coordinator or liaison for Statewide Law Enforcement Mutual-Aid, Search and Rescue Coordination, Coroner's/Mass Fatality Mutual-Aid, Homeland Security, and State Threat Assessment Center (STAC) liaison duties. This position is a sworn peace officer position and responds as directed to all-hazard emergency incidents or sites as directed. Sworn officers of Cal OES/Law Enforcement Branch (LEB) are authorized to exercise the full range of peace officer powers pursuant to Penal Code Section 830.3(n). Accordingly, Cal OES/LEB peace officers may exercise their peace officer authorities:

(a) When performing their "primary duty," which generally consists of the following:
i. Mutual aid coordination and planning, in the law enforcement, homeland security, search and rescue, coroner, and other contexts;
ii. Coordination and participation in emergency exercises and training events;
iii. Liaison and coordination with federal, state, local law enforcement, private sector entities, and non-governmental organizations;
iv. Information collection and sharing;
v. Providing advice to federal, state, and local agencies on best practices, and on the state's role and responsibilities in emergency and mutual aid response;

(b) When making an arrest for an offense where there is immediate danger to person or property or responding to the escape of the perpetrator who committed that offense; and

(c) Performing any other activity within the scope of Penal Code Section 830.3(n).
Cal OES/LEB peace officers may exercise these authorities throughout the State of California. Officers must at all times exercise sound discretion in the enforcement of the law. Cal OES does not tolerate the abuse of law enforcement authority.

The Assistant Chief is expected to work with a high level of independence, exercise initiative and make decisions during complex emergencies to help protect lives and property, build emergency management and homeland security capabilities, and support communities throughout California.

(CONTINUED) JOB DESCRIPTION/GENERAL STATEMENT:
Under direction, to implement and coordinate the State's Law Enforcement Mutual Aid Plan in case of a natural or war-caused disaster, civil disturbance, mass casualty event, or homeland security incident; to consult with and advise local law enforcement organizations in the implementation of the State's Law Enforcement Mutual Aid Plan; to assist in the coordination of emergency law enforcement activities during the time of a natural or war-caused disaster or civil disturbance, planning and training guidance for law enforcement and homeland security programs; and to do other related work as directed.

The Assistant Chief Law Enforcement Coordinator may be assigned to a geographic region in California, a specific program designated and approved by the CAL-OES Law Enforcement Branch, an administrative assignment at headquarters, an inter-agency assignment, or any other duties as assigned by the Law Enforcement Branch Chief or Deputy Chief.

The Assistant Chief will liaise with local, state, federal, and tribal partners and provide a unity of effort in implementing, coordinating, analyzing, gathering, sharing, and reporting during an assigned event, emergency, disaster, threat, or any other assignments or duties as assigned and deemed appropriate by the Director, designee, and/or Chief of the Law Enforcement Branch.

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
40%	Coordinates statewide law enforcement mutual aid requests, deploys assets to disaster scenes, facilitates search and rescue resource deployments, provides coroners and mass fatality coordination, and conducts Homeland Security and information exchange duties on behalf of Cal OES. Collaborates with California State and Federal mutual aid for search and rescue missions, and may coordinate requests under the National Search and Rescue Plan, provides specialized short-term equipment loans to local and state law enforcement. Provides day-to-day mutual aid on smaller law enforcement incidents that may require immediate assistance. Serves as the Cal OES Law Enforcement Branch Duty Officer (LDO) on a rotational basis and the 24-hour a day point of contact for Cal OES Law Enforcement Branch level coordination during the assigned duty schedule. Attends and participates in the Cal OES sponsored statewide quarterly and semi-quarterly Search & Rescue and/or Law Enforcement Mutual Aid (LEMA) Statewide meetings unless otherwise directed. Effectively plans, shares, communicates, and responds to all hazards, disasters, terrorist attacks, and major or significant incidents as directed throughout the State of California. Assigned to a specialized position within Cal OES, the inter-agency, or to fill an administrative role in the Law Enforcement Branch as directed.

20%	Acts as a Law Enforcement Branch liaison at internal and external meetings and events involving planning, guidance, and advice in the development of plans for implementation within and in consonance with the California State Law Enforcement Mutual Aid Plan, Search and Rescue, and State Threat Assessment System, to include attending assigned meetings or events as required or directed.
20%	Coordinates and works with law enforcement agencies and organizations, regional emergency management organizations, and the (6) State Threat Assessment System Regional Fusion Centers to provide a unity of effort, collaboration, project oversight, and technical assistance directly between the fusion centers and local, state, and federal partners. Provides information sharing for the Cal OES Regions and other programs with law enforcement and emergency management responsibilities.
10%	Responds as directed to and provides on-scene coordination and agency oversight during major planned and unplanned events, civil disturbances, and other emergency events at the request of local law enforcement or at the direction of the Director of Cal OES or the Cal OES Law Enforcement Command Staff. They may be assigned to inspect and ensure scheduled and routine maintenance for state equipment and systems on loan to local law enforcement agencies are with the correct agency and in working order.
Percent of Time	MARGINAL FUNCTIONS
5%	Conducts planning & preparedness by reviewing and participating in emergency and disaster plan review as directed, addressing law enforcement related issues, security, and evacuations. Conduct or coordinate site visits and inspections as necessary or directed. Assists where needed within a designated program or assigned to a special assignment within Cal OES or the Law Enforcement Branch.
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.	☐	☐	☐	☐	☒

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 environment.	☐	☐	☐	☒	☐
WORKING OUTDOORS:	☐	☐	☐	☒	☐
WORKING IN CONFINED SPACE:	☐	☐	☒	☐	☐

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