

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

EMPLOYEE:	CLASSIFICATION: Program Manager I (PM I)	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Recovery Directorate/ Interagency Recovery Coordination Section/ Interagency Recovery Coordination Branch/ Recovery Individual Assistance & Readiness Division/ Recovery Readiness Unit	POSITION NUMBER: 569-4924-002 CN 11243	CBID: S07
TENURE: Permanent	TIME BASE: Full Time	WORK WEEK GROUP: E
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE):	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 Program Manager I (PM I) is under the general direction of the Program Manager II (PM II).		
2. SUPERVISION EXERCISED: Incumbents at this level direct fully developed staff functions; supervise a small group of professional, technical or analytical staff performing journeyman level work; and personally perform the most difficult or sensitive work.		
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES): Appropriate business attire for a professional office environment; ability to sit in a normal seated position for extended periods; ability to effectively handle multiple tasks and changing priorities.		
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES): Will have contact with internal California Governor's Office of Emergency Services (Cal OES) staff and branches, external state agencies, local government representatives, public groups, and individuals or high-level administrators		
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED): Failure to effectively perform the duties of the position will result in the department's inability to ensure consistency and compliance with state and federal law; regulation; policies; plans and procedures. This could result in statewide impacts including, but not limited to, loss of state and federal disaster assistance funding and/or regulatory compliance; as well as audit findings.		
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). 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 general direction of the Program Manager II, the PM I plans, directs, and evaluates the work of the Readiness Unit to develop, maintain, and improve statewide recovery readiness policies, procedures, and tools. The Readiness Unit ensures that Cal OES Recovery maintains a fully prepared, skilled, and deployment-ready workforce by proactively identifying capability needs and developing the tools, training, procedures, and job aids required to support effective disaster recovery operations across California. Ensures deployment training, position qualification support, and operational readiness for Joint Field Offices (JFOs), Area Field Offices (AFOs), and other recovery sites, while balancing routine workload with short notice tasks. The role includes supervisory responsibility for professional staff, administration of readiness programs, and the provision of technical assistance for, and development of, workshops and tabletop exercise that support recovery readiness and operational capability. May deploy to a JFO, AFO, or other recovery site to provide direct readiness and operational support.

The PM I advances recovery readiness objectives by fostering problem-solving, customer-focused innovation, and technical expertise; provides leadership in designing and delivering recovery-focused training initiatives; maintains accurate unit documentation, user guides, and standard operating procedures (SOP)'s; and ensures annual updates to readiness materials that support deployment and operational integration across recovery programs. Collaborates with other units to support system updates, process improvements, and operational enhancements within the deployment management system. Assists local governments and partner agencies by providing readiness guidance, coordination, and support to strengthen statewide disaster recovery capability.

Supports ESF-14 functions by coordinating information exchange between the State Operations Center (SOC) and Recovery during disasters. This includes sharing updates on recovery activities, receiving information on response operations, and ensuring alignment between response and recovery posture to support statewide situational awareness and decision-making. Contributes to inter-unit initiatives that improve readiness processes, supports updates to readiness tools and documentation, and assists with coordination efforts that ensure staff are prepared for disaster deployments. Anticipates the needs of disaster recovery operations, establishes and maintains relationships with internal and external stakeholders, and promotes organizational efficiency and operational excellence across readiness activities.

May be required to perform the same work tasks as subordinate staff, to ensure the mission, goals, and objectives of the unit/division/branch are met in the most timely and efficient manner.

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%	Program Leadership & Supervision Lead and supervise a small team of professional and technical staff responsible for recovery readiness activities. Set work schedules and priorities; assign and review work; monitor deliverables and deadlines; identify issues and implement corrective actions; make recommendations for resolution; and redirect resources as needed to accomplish unit goals and support branch strategic objectives. Recruit, hire, train, and develop staff; write duty statements; conduct performance evaluations and corrective interviews; and apply progressive discipline consistent with State and departmental guidelines. Formulate readiness procedures, policies, and program alternatives; make recommendations on a broad spectrum of recovery readiness activity; create and update standard operating procedures (SOPs); and ensure readiness materials remain current and consistent with operational needs. Test existing SOPs through workshops, tabletop exercises, and drills; support other units within the Recovery Directorate by providing readiness guidance and assistance; and ensure clear and consistent communication across the Readiness Unit. Report on readiness program implementation, deployment preparation, and post-exercise findings. Personally perform the most difficult or sensitive readiness assignments, particularly those with statewide implications or complex operational dependencies. Ensure efficiency and effectiveness in administering and managing readiness activities that support recovery operations statewide.
35%	Coordination Coordinates readiness activities and information flow between Recovery, the State Operations Center (SOC), and other operational partners. Collects, organizes, and shares recovery readiness information during disasters to ensure alignment between response and recovery posture. Receives response updates from the SOC, communicates recovery actions and staffing needs, and facilitates situational awareness across teams supporting ESF-14 functions. Coordinates with internal units, local governments, and partner agencies to support readiness activities, training, and deployment preparation. Conducts briefings and meetings with recovery personnel and partner organizations; organizes and oversees readiness activities that prepare staff for deployment to Joint Field Offices (JFOs), Area Field Offices (AFOs), and other recovery sites. Oversees coordination of deployment processes using the deployment management system, ensuring staff qualifications, task books, and readiness documentation are complete and current. Supports readiness exercises, drills, and SOP validation efforts, ensuring operational needs and lessons learned are communicated across Recovery teams. Reviews readiness-related information, identifies gaps, recommends corrective actions, and initiates follow-up coordination as needed to ensure deployment and operational alignment.
25%	Recovery Operations Support Support recovery field operations by ensuring personnel are prepared and equipped for assignments in JFOs, AFOs, and other recovery sites. Maintain coordination with Recovery leadership and the State Operations Center (SOC) to align readiness activities with response operations and evolving disaster conditions. Assist local governments and partner agencies by providing guidance on readiness requirements, deployment procedures, staffing expectations, and operational processes that strengthen recovery capability at the local

	level. Conduct safety check-ins for deployed staff to monitor well-being, confirm operational status, identify emerging needs, and ensure personnel receive appropriate support during field assignments. Document and escalate concerns as needed to maintain staff safety and continuity of operations. Report significant occurrences or operational developments affecting recovery readiness—such as staffing constraints, resource limitations, or emerging operational needs—to upper management. Assist in developing and updating unit, division, and branch action plans to reflect shifting operational priorities and disaster conditions. Contribute to operational planning and coordination efforts that enhance readiness for ongoing and future recovery operations.
<i>Percent of Time</i>	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.	☐	☐	☐	☐	☒
REACHING: Answering phones.	☐	☐	☐	☒	☐

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
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