State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

POSITION DUTY STATEMENT

BU: 1, 4, 9, 10, 11, 12 & 14

EMPLOYEE:	CLASSIFICATION: Analyst II	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Planning, Preparedness, &Prevention/ Preparedness/ Planning & Preparedness/ Technological Hazards & Systems/ Emergency Management Systems	POSITION NUMBER: 163-264-5393-001 (10107)	CBID: R01
TENURE: Permanent	TIME BASE: Full-Time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE): N/A	PROBATIONARY PERIOD: ☐ 6 Mos. ☒ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR: Program Manager I	CONFLICT OF INTEREST CATEGORY: ☐ Yes ☒ No	DMV PULL PROGRAM: ☐ Yes ☒ No

1. SUPERVISION RECEIVED:

   The Analyst II is under the direction of the Emergency Management Systems Unit Supervisor (Program Manager I).

2. SUPERVISION EXERCISED:

   None.

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):

   Physical tasks include, but are not limited to overnight travel, driving, airline travel, standing, lifting, typing, bending, reading, writing, and public speaking. Mental tasks include, but are not limited to working well with others, working under changing priorities, possible irregular work hours, and multi-tasking.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):

   Will interact with the following on a routine basis: 1) peers and other California Governor's Office of Emergency Services (Cal OES) employees; 2) governmental agencies; 3) general public and applicants; 4) Executive Staff/Management; 5) federal agencies; 6) state agencies such as the California Department of Health Services (CDHS), California Department of Public Health (CDPH), California Highway Patrol (CHP), California Department of Food and Agriculture (CDFA), California Volunteers; 7) Governor's Office and Legislative staff; 8) Tribal Governments; 9) VIPs and dignitaries; 10) local governments; and 11) private entities. *This section is not all-inclusive.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):

   Failure to perform the duties and responsibilities as described within this duty statement will affect time and information sharing, health and safety of personnel and California's citizens, and public and private partnership building. The magnitude of impact will vary from low to significant dependent upon the commission/omission of the action and the circumstances at the time of the incident.

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

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:

The Emergency Management Systems Unit (EMSU) oversees several state-level programs, such as the Standardized Emergency Management System (SEMS) and the integration of the National Incident Management System (NIMS) into SEMS through the annual NIMS assessment. EMSU also develops California's state-level After Action Reports (AAR) with follow-on coordination for identified corrective actions and improvement planning after governor-proclaimed disasters. Additionally, the Unit coordinates the Emergency Management Accreditation Program (EMAP).

Under the direction of the EMSU Program Manager I, the Analyst II performs complex technical and analytical duties requiring strong project management skill, verbal and written communication skills, effective presentation abilities, initiative, independence, sound judgment, and professionalism. The Analyst II supports the development of state-level AARs through comprehensive research and stakeholder interviews, leads or co-leads EMAP through coordination with internal and external stakeholders, and facilitates various meetings, including but not limited to the SEMS maintenance meetings.

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%	Serves as lead or co-lead for the Emergency Management Accreditation Program (EMAP) activities affiliated with obtaining California's emergency management accreditation; acts as the liaison with EMAP; responsible for submitting quarterly and annual reports; coordinates the five-year accreditation process; provides training and technical assistance to stakeholders; prepares and delivers formal briefs/presentations; creates and maintains strong working relationships with Cal OES programs, managers, and executive management.
30%	Assists the development of state-level After Action Reports (AAR) in compliance with the Emergency Services Act, Standardized Emergency Management System (SEMS), and National Incident Management System (NIMS) guidelines and mandates. Identifies and coordinates with stakeholders to collect data and reports through CalEOC interviews and

	other means. Develops and distributes Request for Information (RFI) emails to stakeholders and other correspondence. Analyzes and compiles data received from Cal EOC360, RFIs, and other resource documents to create the state-level AARs. Identifies corrective actions, improvement plans, and best practices reported by stakeholder partners.
15%	Assists with coordinating various meetings, including but not limited to the SEMS Advisory Board, SEMS Technical Group, and various SEMS Specialist Committees. Coordination includes but is not limited to scheduling meeting dates and guest speakers, sending invitations to key stakeholders, securing room reservations, preparing/distributing correspondence and agendas, scribing, and printing handouts/presentations.
15%	Supports the overall goals and objectives of the Planning and Preparedness (P&P) Branch. May be asked to represent the P&P Branch at various statewide meetings. Actively and independently participate and use analytical decision-making skills to write and submit reports to the EMSU supervisor on various emergency services statewide workgroup and committee meetings. Makes program recommendations and advises management on alternative solutions to promote effective strategies regarding emergency management and the safety of California. Acts as departmental liaison with federal, state, and local governmental entities, non-governmental organizations (NGOs), and private sector stakeholders. Assists with the development and review of plans, procedures, and processes.
Percent of Time	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:	☐	☒	☐	☐	☐
FINGERING: Pushing buttons on telephone;	☐	☐	☐	☐	☒

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
typing; copying.					
REACHING: Answering phones.	☐	☐	☒	☐	☐
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