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

EMPLOYEE:	CLASSIFICATION: Senior Coordinator (Law Enforcement), Office of Emergency Services Working Title: Deputy Chief, Law Enforcement Branch	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Response Operations/ Law Enforcement/ Northern Field Operations (Law)	POSITION NUMBER: 163-360-8121-001 (10168)	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: Chief, Law Enforcement	CONFLICT OF INTEREST CATEGORY: ☒ Yes ☐ No	DMV PULL PROGRAM: ☒ Yes ☐ No

1. SUPERVISION RECEIVED:
   The Senior Coordinator (Law Enforcement), Office of Emergency Services (OES) is under the general direction of the Chief, Law Enforcement Branch.

2. SUPERVISION EXERCISED:
   Provide supervision to subordinate employees throughout the state, as assigned.

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
   Physical tasks include, but are not limited to computer use, driving, typing, reading, and writing. May be required to respond in person at emergency sites and work long and irregular hours. Must possess a current California driver's license and demonstrate the ability to lift/carry light loads. Mental tasks include but are not limited to working well with others and working under changing priorities.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
   The incumbent will interact with law enforcement officials at all levels of rank in addition to other emergency services and public safety officials. The incumbent will interact with California Governor's Office of Emergency Services (Cal OES) personnel on a daily basis and other governmental agencies; the public, Cal OES Executive staff/management; federal agencies; and Legislative staff/Governor's Office.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
   If the Senior Coordinator (Law) fails to perform their duties and responsibilities as described within this duty statement, the consequences will influence the effectiveness and efficiency of the law enforcement division, cause inconvenience, and delay completion of important assignments. The magnitude of the impact would vary from low to moderate, to significant, to critical depending upon the commission or omission of the action.

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:
Under the general direction of the Chief, Law Enforcement Branch, the Senior Coordinator (Law) serves as a Deputy Chief for the division, supervising staff as assigned. The incumbent administers the state Law Enforcement Mutual Aid Program and coordinates law enforcement emergency response during civil emergencies including natural and human-caused disasters; civil disorders; and large special events. The incumbent also directs state assisted search and rescue mutual aid response; acts as the Cal OES liaison to local, state, and federal law enforcement agencies that continually monitor developing information and plans for emergency response. Oversees and conducts training and orientation for division and agency employees as well as members of law enforcement agencies. The incumbent acts as the division liaison in developing and executing law enforcement mutual aid capability in state and local law enforcement agencies statewide.

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
25%	Supervises Law Enforcement Coordinators and at the direction of the Chief, may assist with supervision of the other sections and their employees within the Law Enforcement Branch. Duties include daily communication with staff regarding schedules and activities. Monitors and reviews employee time, attendance, travel, training, and assignments. Assigns and oversees law enforcement projects such as technology modernization, statewide evacuation planning, Workplace Violence Plan, Operation Airlift, California State Warning Center Emergency Action State Operation Plan, records retention, inventory, etc. Monitors and ensures compliance with staff internal training such as mandated Peace Officer Standards Training (POST) training, firearm training, coroner training, etc. Recruits and selects new staff. Develops training plans for staff. Establishes performance expectations. Monitors and evaluates staff performance, career development, and progressive discipline.

25%	Functions as the lead division contact and liaison for the state Law Enforcement Mutual Aid (LEMA) agreement and the statewide Search and Rescue (SAR) program. Establishes regular communication related to law enforcement mutual aid with local city and county law enforcement agencies, and federal and state agencies. Plans, coordinates, and participates in training such as Winter SAR, Direction and Control, Advanced Direction and Control, Search Methods in a Burned Environment, annual POST LEMA course, and the annual SAREX conference. Tracks the LEMA Plan and SAR Program resource requests, reviews missions, updates policy, and responds and travels to active incidents.
20%	Maintains continuous, close working relationships with other Cal OES division/branches, and with local state and federal law enforcement agency heads throughout the Cal OES Law Enforcement Mutual Aid Regions. Collects, coordinates, and disseminates information related to emergency preparedness for large events; incidents of terrorism; weapons of mass destruction; civil unrest. Examples of events include Olympics, Super Bowl, sporting events, concerts/festivals, political conferences/conventions, and ongoing regional/statewide monitoring. Presents statewide law enforcement (emergency response) training to local city and county law enforcement agencies. Acts as the subject matter expert regarding law enforcement emergency response procedures. Maintains updated knowledge of policies, procedures, and organizational structures within the California law enforcement partner agencies.
15%	Supports the Chief of the Law Enforcement Branch in the coordination of management activities for the division including fiscal oversight of contracts, staff equipment maintenance, and fleet management. Personnel oversight related to workload impacts, and policy and procedure updates for the Blue Book, Red Book, Green Book, and mission planning. Attends and participates in executive weekly and monthly meetings and makes recommendations to the Chief, Law Enforcement Branch.
10%	Acting Chief of the Law Enforcement Branch in absence of the Chief; reports to executive staff, attends regularly scheduled executive meetings, makes decisions on staff placement during a disaster, holds branch meetings and briefings, and maintains staff supervision of subordinate staff.
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:	☒	☐	☐	☐	☐
KEYING: Pushing buttons on telephone; typing; copying.	☐	☐	☒	☐	☐
REACHING: Answering phones.	☐	☐	☒	☐	☐

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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