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

EMPLOYEE:	CLASSIFICATION: Emergency Services Coordinator	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Planning, Preparedness, & Prevention/ Preparedness/ Planning & Preparedness/ Planning/ Emergency Functions Planning	POSITION NUMBER: 163-261-4926-003 (10239)	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: Andrew Rush, Program Manager I	CONFLICT OF INTEREST CATEGORY: ☒ Yes ☐ No	DMV PULL PROGRAM: ☒ Yes ☐ No

1. SUPERVISION RECEIVED:
   The Emergency Services Coordinator (ESC) is under the direction of the Emergency Functions Planning Unit (EFPU) Supervisor (Program Manager I).

2. SUPERVISION EXERCISED:
   None.

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
   Must demonstrate effective written and oral communication skills and must be able to respond to all forms of disasters and emergencies, at any hour anywhere in the state, within short time frames. Must be willing to work irregular and long hours, on short notice, in stressful situations during an emergency. Physical tasks include driving, standing, lifting, bending, etc. Mental tasks include working well as a team player, working under changing priorities (flexibility), irregular hours, and working under pressure during disasters, etc.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
   Coordinates with federal, state, and local agencies, the public, and other whole community planning partners. Responsible for establishing and maintaining working relationships with the California Governor's Office of Emergency Services (Cal OES) executive staff and all agency directorates.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
   The consequences of error due to inadequate performance may range from inefficient or inadequate response to an emergency, including loss of property or compromised environmental protection to potential life and safety issues for the public.

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:
The Emergency Function Planning (EFP) Unit aids other Cal OES branches, federal, state, and local agencies, departments, and other stakeholders with similar functional activities working together in a discipline-specific environment. These discipline-specific areas of responsibility include, but are not limited to, the State of California Emergency Plan and California Emergency Support Functions, public health and medical emergency management projects, care and shelter planning, education emergency preparedness, and the California Animal Response Emergency Systems (CARES). The EFP Unit also develops and maintains the state planning guidance materials and implementation of emergency planning policy and guidance for which Cal OES has lead agency responsibility.

Under the direction of the EFP Unit Supervisor, the ESC performs work at the entry, working, and journey levels to implement Planning Division goals and objectives. Responsible for completing technical, analytical, and research assignments relevant to the planning, development, implementation, and coordination of emergency management operations and programs including performing a wide variety of tasks associated with the development and maintenance of emergency management systems. May be responsible for and act as liaison between the department and emergency management agencies, organizations, and groups on all program matters, including interpreting laws and department policy; assist in problem solving and program implementation; assist in development and implementation of program policies; plan and coordinate activities to develop emergency management plans and systems; and provide assistance, advice and consultation to department staff, external entities, or individuals regarding the development and maintenance of emergency management programs and operations. May act as a lead person or be assigned staff responsibilities in support of other technical or programmatic functions.

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%	Support the Emergency Functions Planning Unit with the development and review of Cal OES and other state agency plans and procedures to ensure efficient and current processes for consistency with federal and state laws/policies and identify issues and make recommendations for their resolution. Provides planning and technical assistance to local and state agencies working on all aspects of emergency planning in support of the Standardized Emergency Management System (SEMS), the State Emergency Plan, California Emergency Support Functions, and function and hazard-specific contingency

	planning. Responsible for other specialized emergency management guidance and plan development and maintenance. Serve as the primary Mass Care and Shelter Liaison for the CA-ESF 6 Mass Care and Shelter. Coordinate with the CA-ESF 6 agencies (i.e., the California Health and Human Services Agency and California Department of Social Services) and federal ESF 6 agencies. Support and/or participate in exercises as needed. Coordinate with CA-ESF 6 partners, other state agencies, local and tribal governments, and other whole community partners as needed in support of CA-ESF 6. Partner with Cal OES Recovery in support of the Health, Social Services, and Education (HSS) CA-RSF as needed.
20%	Support the Cal OES Mission as the primary emergency management planner for Administrative Orders (AOs). This includes coordinating with state agencies, departments, offices, and boards (agencies) to plan, develop, execute, and maintain current AOs between Cal OES and other state agencies that outline detailed activities for each agency on their role in preparation for, and implementation of the California State Emergency Plan (SEP).
20%	Assist with the planning, update, and maintenance of the SEP and all related California Emergency Support Functions (CA-ESFs) under the lead of the SEP Senior Emergency Services Coordinator. This may include, but is not limited to, meeting with stakeholders, research, reviewing and editing documents to provide directions to the CA-ESF Primary Agencies, assisting the SEP Lead Planner to develop project timelines, presentations, and issue briefs to Cal OES management, and other related planning responsibilities.
10%	May support Exercises and Regional/State Operations Center activations. Support Planning and Preparedness Branch programs such as catastrophic, radiological, dam safety and community planning, emergency management systems, and seismic units. Coordinate and communicate with Col OES internal and external partners to facilitate meetings, committees, and working groups in support of different areas of responsibility within the EFPU. Prepare and make formal presentations to public and private agencies, groups, and organizations. Maintain positive working relationships with Cal OES staff and management.
10%	Assist in statewide efforts regarding the implementation of major federal initiatives, including the National Incident Management System (NIMS), the National Response Framework (NRF) and associated Homeland Presidential Security Directives, and the National Preparedness Goal.
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