

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

|                                                                                         |                                                                                                       |                                                                                                                                  |
|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| EMPLOYEE:                                                                               | CLASSIFICATION:<br>Coordinator (Fire & Rescue)                                                        | HEADQUARTERS:<br>Mather Campus                                                                                                   |
| PROGRAM/UNIT:<br>Response Operations/Fire & Rescue /Special Operations (Fire) & Haz Mat | POSITION NUMBER:<br>163-350-8188-004 / CN 11179                                                       | CBID:<br>R07                                                                                                                     |
| TENURE:<br>Permanent                                                                    | TIME BASE:<br>Full-Time                                                                               | WORK WEEK GROUP:<br>2                                                                                                            |
| APPT EFFECTIVE DATE:                                                                    | RANGE (IF APPLICABLE):                                                                                | PROBATIONARY PERIOD:<br><input checked="" type="checkbox"/> 6 Mos. <input type="checkbox"/> 12 Mos. <input type="checkbox"/> N/A |
| IMMEDIATE SUPERVISOR:                                                                   | CONFLICT OF INTEREST CATEGORY:<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | DMV PULL PROGRAM:<br><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                                         |

1. SUPERVISION RECEIVED:  
The Coordinator (Fire & Rescue) is under the direction of the Senior Coordinator (Fire & Rescue) of the Special Operations and Haz Mat Section on all matters related to the operation, training, coordination, emergency deployment, exercise mobilization, evaluation and typing of Hazardous Materials Response Vehicles and Teams (Primary), Urban Search & Rescue (US&R) resources (Secondary/Assisting), Swiftwater-Flood Search & Rescue assets (Secondary/Assisting), Fire & Rescue Maritime resources (Secondary/Assisting), and other Special Operations resources in California, including acting as Agency Rep or other ICS positions for Cal OES to these resources as assigned in California or other states and nations; coordinating and supporting the Cal OES Regional Haz Mat Response System; and consulting and coordinating with local, state and federal entities.

2. SUPERVISION EXERCISED:  
None

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):  
The individual selected for this position must be able to operate a motor vehicle, must be able to fly as a passenger on commercial airlines and as a passenger on transportation and response rotocraft that requires standing and sitting for extended periods of time. Individual must be able to perform climbing, lifting and bending as related to inspecting equipment caches, coordinating deployment exercises and training, and acting as Cal OES Agency Rep or other ICS or agency position to emergencies, meetings, training, and exercises involving Haz Mat, US&R, Swiftwater-Flood S&R, Maritime, and other Special Operations and Haz Mat resources. This position will require participation in the DMV Pull Program.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):  
This position will interact with personnel throughout Cal OES, other state, federal, regional, operational, and local area agencies that possess Haz Mat, US&R, Swiftwater-Flood S&R, Maritime, and other Special Ops and Haz Mat response capability and responsibility, and agencies that wish to have Special Ops/Haz Mat resources typed by Cal OES; and during attendance of meetings, training, and exercises; and while assigned as Cal OES Agency Rep or other ICS or agency position to emergencies requiring Haz Mat, US&R, Swiftwater-Flood S&R, Maritime, and other Special Operations and Haz Mat resources, and other Fire & Rescue resources.

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

Failure to effectively perform the duties of the position could result in providing inaccurate information and impediments to effective Cal OES coordination and assistance to agencies, departments, operational areas, and specialized resources, which could affect public and emergency responder safety and Cal OES representation.

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 direction of the Senior Coordinator (Fire & Rescue, Special Operations & Haz Mat Section, incumbent provides professional staff support for the development, implementation and ongoing operations of the Fire & Rescue Division's Hazardous Materials program and the Cal OES Regional Haz Mat Response Program (Primary), the Urban Search & Rescue Program (Secondary/Assisting), the Swiftwater-Flood S&R program (Secondary/Assisting), the Maritime program (Secondary/Assisting), and other Special Operations & Haz Mat Section functions. Attends meetings and provides presentations to public, private, and governmental entities regarding these programs. Responds to emergencies and disasters within California or outside California as assigned. Provides guidance and coordination for operational strategies and procedures during emergency incidents and disasters. Provides staff support for Special Operations & Haz Mat Section-related committees and working groups. Conducts resource typing and readiness inspections, helps coordinate training and exercises. Develops plans and budgets for training and exercises and acts as Cal OES Agency Rep or other ICS or agency assignments. Consults and coordinates with local, state and federal entities and performs other related duties as assigned.

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%             | Assists with and coordinates the development, implementation, readiness, and operation of the Hazardous Materials response resources within the California Fire & Rescue Mutual Aid System and the Cal OES Regional Haz Mat Response Program (Primary). Assists with the Urban Search & Rescue Program (Secondary/Assisting), the Swiftwater/Flood Search & Rescue program (Secondary/Assisting), and the Maritime program (Secondary/Assisting), developing, coordinating, and implementing procedures for organizing, equipping, and deploying Haz Mat, US&R, Swiftwater-Flood S&R, Maritime, and other Special Operations and Haz Mat Section-related resources. Prepares written reports and briefs relating to Special Ops & Haz Mat Section programs and assists in providing consultative and coordination services to federal, state, and local government in the development and enhancement of local Special Operations & Haz Mat Section-related programs and resources. Establishes and maintains agreements for assignment, use and care of state-owned Special Operations & Haz Mat Section-related equipment. Maintains and provides coordination for the signing of federal, state, and local government memoranda of agreement for local government participation in Special Operations & Haz Mat Section-related programs. Maintains contact with local, state, and federal entities and exchange information. Ensures coordination with Operational & Regional Coordinators & associated Communications Facilities for seamless flow of information and operations, presenting Haz Mat updates at SERC (State Emergency Response Commission) Meetings. |
| 20%             | Attends meetings and prepares, coordinates, and provides presentations related to training, the California Fire & Rescue Mutual Aid System. Coordinates of Special Operations & Haz Mat Section-related exercises in California and out-of-state. Conducts other administrative and coordination/oversight duties as assigned. Coordinates development and certification of Special Operations & Haz Mat Section-related training props as assigned. Supports Cal OES responsibilities related to CSTI (California Specialized Training Institute). Assists with development of recommendation for modification of program elements. Reviews State and Federal Regulations pertaining to Hazardous Materials and provide input as needed. Researches and responds to requests for information. Represents Special Ops & Haz Mat Section at Local Emergency Planning Committee (LEPC) meetings and Certified Unified Program Agency (CUPA) meetings as needed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 15%             | Coordinates emergency Haz Mat (Primary), US&R (Secondary/Assisting), Swiftwater/Flood S&R (Secondary/Assisting), Maritime (Secondary/Assisting), and other Special Ops & Haz Mat Section-related activities during times of natural, technological, man-made, or war-caused emergencies and disasters, including recommendations and coordination of response of Haz Mat, US&R, Swiftwater-Flood S&R, Maritime, and other Special Operations & Haz Mat Section-related resources, including assignment as a Cal OES Agency Rep, or ICS position, or other agency position as directed; including in-state, out-of-state, and international disaster response. Evaluates incidents and operations and serve as the Agency Representative for mutual aid resources at incidents or a Multi-Agency Coordination System center. Helps coordinate the submission and processing of reimbursement claims for federal Haz Mat, US&R, SF-S&R, Maritime, and other responses by local government Special Ops & Haz Mat resources from California. Serves in the Fire & Rescue Branch Emergency Operations Center as assigned. Back-ups to respond as an agency representative to fire or other emergencies and serves (in rotation with the other Fire & Rescue Coordinators) as Fire Duty Chief (FDC).                                                                                                                                                                                                                                                                                                                                                                            |

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10%                    | Participates in and conducts research and development projects in Special Operations and Haz Mat Section-related topics and disciplines. Assists in maintaining quarterly commodities shipments from railroads as needed. Assists in preparing for SERC Meetings and reporting on Cal OES Haz Mat activities at SERC meetings. Assists as needed with planning and support for the annual Cal OES-supported Haz Mat Continuing Challenge Conference, the annual WMD Summit, and related activities.                                                                                                    |
| 10%                    | Participates in resource typing and Inventory and inspection of Cal OES Special Operations and Haz Mat Section Resources (including Cal OES Type 2 Haz Mat Response Vehicles) local government fire department hazardous materials response teams, and other special operations resources as assigned, to help ensure readiness and compliance with FIREScope and other applicable standards.                                                                                                                                                                                                          |
| <i>Percent of Time</i> | MARGINAL FUNCTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 5%                     | <p>Other Job-Related Duties as Required</p> <p>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.</p> |

| 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.                                                                                                                                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.                                                                                                                                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.                                                                                                                                                                                                                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.                                                                                                                                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| SITTING: At a computer terminal or desk; conferring with employees.                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| STANDING:                                                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| BALANCING:                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.                                                                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.                                                                                                                                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 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. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| LIFTING UP TO 10 LBS. OCCASIONALLY:                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:                                                                                                                                                                                                                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| KEYING: Pushing buttons on telephone; typing; copying.                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

| PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS      |                          |                          |                                     |                                     |                                     |
|--------------------------------------------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Activity                                                     | Not<br>Required          | Less than<br>25%         | 25%<br>to<br>49%                    | 50%<br>to<br>74%                    | 75%<br>or<br>More                   |
| REACHING: Answering phones.                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| CARRYING: Distributing mail; reports; stocking supplies.     | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| CLIMBING: Stairs                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| BENDING AT WAIST:                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| KNEELING:                                                    | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| PUSHING OR PULLING:                                          | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| HANDLING: Documents, manuals                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| DRIVING:                                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| OPERATING EQUIPMENT: Computer; telephone; copy machine; fax. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| WORKING INDOORS:                                             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| WORKING OUTDOORS:                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| WORKING IN CONFINED SPACE: Enclosed office environment.      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

### 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