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

EMPLOYEE:	CLASSIFICATION: Emergency Services Coordinator	HEADQUARTERS: Southern Region- Santa Barbara
PROGRAM/UNIT: Response Operations/ Response South/ Regional Operations Southern/ Southern II	POSITION NUMBER: 163-342-4926-006 CN: 10570	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:	CONFLICT OF INTEREST CATEGORY: ☒ Yes ☐ No	DMV PULL PROGRAM: ☒ Yes ☐ No

1. SUPERVISION RECEIVED:
   The Emergency Services Coordinator (ESC) is under direction of the Program Manager II (Southern Deputy Regional Administrator) in Response Operations – Southern II Region.

2. SUPERVISION EXERCISED:
   N/A

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. The incumbent must be willing to work irregular and long hours on short notice in stressful situations when activated due to an emergency.

   Physical demands include, but are not limited to, driving (including driving Code 3 during a response to an emergency), flying, standing, sitting, bending, lifting, walking, hiking, climbing hills and stairs, typing, operating a computer, reading, writing, public speaking, potentially sleeping in a vehicle or tents and enduring austere conditions.

   Mental demands include, but are not limited to, working well with others, working under changing priorities and extreme time constraints, multi-tasking, and the potential of working long and irregular hours in stressful situations. Must possess an attitude of self-sufficiency in order to overcome unforeseen physical and mental challenges when support from others is unavailable. Willingness and ability to travel statewide routinely and sometime on short notice for work related meetings and conferences, as well as for extended travel due to disaster activations.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
   Interacts with members of the public, as well as local, state, federal, tribal, and private partners, in becoming knowledgeable of unique response and preparedness needs within the region. Although not all-inclusive, may be interacting with the following individuals, entities, and agencies on a regular basis: 1) peers and other employees and leaders of the California Governor's Office of Emergency Services (Cal OES); 2) Other State Agencies (e.g. CalFire, Department of Fish & Game, Department of Transportation, Department of Toxic Substances & Control, California Highway Patrol, and etc.); 3) Local Government (e.g. City, County, Special Districts, Law, Fire, Emergency Management, Public Works, etc.); 4) Federal Agencies; 5) Tribal Governments; 6) Local, State, and Federal elected officials; and 7) the general public.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
Failure to perform their duties and responsibilities as described within this duty statement and consistent with the Cal OES Vision, Mission and Values, the consequences will influence the effectiveness and efficiency of the Region, cause inconvenience, impede information sharing, affect the health/safety of personnel and citizens, and delay completion of important assignments thereby influencing Cal OES and its partners. The magnitude of the impact would vary from low to critical and perhaps even life threatening, depending upon the commission or omission of the action and the circumstances involved at the time of a major event.

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:
This assignment involves a perceptive understanding of state and federal regulations, as well as local government requirements in relation to declared emergencies and recovery programs. Under direction of the Program Manager II, the Emergency Services Coordinator (ESC) will be part of a team of field Coordinators with the Regional Operations Southern Branch and they must be able to work independently as well as be a contributing team member.

The incumbent will function in a demanding and changing environment, which requires them to act with great independence while effectively maintaining a routine workload and also regularly responding to short term tasks. They will demonstrate effective interpersonal, written and oral communication skills, and function effectively and efficiently in a fast-paced environment with competing and changing priorities. They must be able to respond to all forms of disasters and emergencies, at any hour anywhere in the state, within short time frames. They will be required to meet regulatory and internal deadlines on all assignments.

The incumbent serves as the interface between local and state government, as such, they must be able to function as a project lead, think creatively, and possess solutions-oriented work principles. They will possess an attitude of self-sufficiency in order to overcome unforeseen physical and mental

challenges when support from others is unavailable. Responsibilities include a wide variety of emergency management advisory functions in support of local and tribal governments, regional staff and state agencies.

Topics that ESCs should be knowledgeable in include, but are not limited to: the Emergency Services Act (ESA); Incident Command Systems (ICS); Standardized Emergency Management System/National Incident Management System (SEMS/NIMS); Emergency Support Functions (ESF); Recovery Support Functions (RSF); Emergency Management Mutual Aid (EMMA); Hazard Mitigation Plan (HMP); Cal OES Emergency Management Software system (CalEOC); and Emergency Management Performance Grants (EMPG).

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 Coordination and Assistance Provides direct support to assigned Operational Areas (OAs) (the county, cities, and special districts), and state agencies in times of actual emergency/disaster, and in all aspects of emergency planning and preparedness, mitigation, field operations, response, and recovery activities, training, exercises, and compliance activities. Response Assists with response to all emergency incidents and disasters, as appropriate. Understands and supports the Duty Officer program as stated in the Southern Region Duty Officer manual. Ensures that local government and state agency response is in accordance with SEMS/NIMS. Responds to significant disaster/emergency situations, reporting directly to the scene (Incident Command Post) or, providing technical support to the impacted jurisdiction in their EOC, or staffing the REOC. In addition, during such disaster emergency operations, responds to the Coastal or Inland REOC or the SOC, as required.
30%	Planning and Preparedness Assists region staff with the preparation of Operational Profiles for their assigned OA, assists OA staff with preparation of Emergency Operations Plans as needed. Ensures that utilities (public and private), private businesses, non-profits agencies, hospitals, critical businesses and industries, etc. have plans for response and are prepared for an emergency. Participates in quarterly Mutual Aid Advisory Committee (MARAC) and Local Emergency Planning Committee (LEPC) meetings. Responsible for reviewing all Regional Plans for accuracy and to ensure that all emergency plans are in conformance with Cal OES Acts (including SEMS/ NIMS), General Plan law, and other applicable laws and regulations. Assists with and ensures that the Region and OAs have access to redundant telecommunications systems (e.g. OASIS, Auxiliary Communications Service, etc.), emergency power (including generators), alternate potable water sources, identified shelters, staging areas, etc. Performs weekly and monthly tests of telecommunication and radio equipment assigned to the Region, as well as participates in exercises and drills with OAs.
15%	Training Conducts and assists with training of OAs. Works with the Southern Region Training and Exercise Coordinator to ensure local government staff has full access to all emergency management training opportunities. Ensures that local government staff receives SEMS training, as appropriate. Works with OA to assist and ensure that after action and corrective action reports are completed in accordance with SEMS and NIMS laws and regulations. Attends trainings to update and refresh skills and keeps in compliance with EMPG training regulations.
Percent	MARGINAL FUNCTIONS

of Time	
5%	Exercises Assists Region staff and OAs with exercise scenario design, problem and message formulation, exercise drills, tabletop training, functional and full-scale exercise implementation and exercise evaluation. Ensures that all exercises are in accordance with SEMS and NIMS regulations. Coordinates with other CalOES entities such as CSTI, Law, Fire, T-Comm, and HQ units to assist in evaluating or running exercises. Attends exercises put on by other agencies to keep in compliance with EMPG training guidelines.
5%	Recovery Works with Region staff, Operational Area, and Recovery Section staff to ensure that damage assessment information, local emergency declarations and requests for Director's Concurrence, Governor's Proclamations, and Presidential Declarations meets the requirements of ESA. Works with Regional staff, Operational Area staff, and the Cal OES Recovery staff to ensure that recovery efforts meet the needs of all disaster victims (e.g. individuals, businesses, public agencies, non-profits).
5%	Mitigation Works with Region staff, Operational Area, and Haz Mat staff to ensure that mitigation planning and implementation occur in accordance with appropriate laws and regulations. Assists OA in the application, implementation, and closeout of the EMPG. Required to prepare and make presentations to public and private organizations and take the lead for special projects to facilitate disaster response, as directed by the Deputy Regional Administrator and/or the Regional Administrator.
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.	☐	☐	☐	☐	☒

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