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

EMPLOYEE:	CLASSIFICATION: Emergency Services Coordinator	HEADQUARTERS: Orange County- Southern Region Headquarters
PROGRAM/UNIT: Response Operations/ Regional Operations Southern/ Southern II	POSITION NUMBER: 163-342-4926-XXX CN: XXXXX	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 works under the direction of the Southern II Program Manager.

2. SUPERVISION EXERCISED:
   N/A

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
   Physical demands include but are not limited to driving (including driving Code 3 during a response to an emergency), standing, sitting, bending, lifting, walking, hiking, climbing hills and stairs, and enduring austere conditions such as sleeping in a tent or vehicle, traveling via flying and driving or riding in a variety of vehicles.

   Mental demands include but are not limited to working under stressful and changing priorities, extreme time constraints, multi-tasking, and working long and irregular hours in various climates and situations.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
   The employee interacts with members of the public as well as local, state, federal, tribal, and private partners to learn and understand the unique response and preparedness needs within the region.

   The employee may interact or work with the following individuals, entities, and various 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 & Wildlife, Department of Transportation, Department of Social Services, California Highway Patrol, 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, consistent with the Cal OES Vision, Mission and Values, may impact 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 negatively impacting Cal OES and its partners. The magnitude of the impact may vary from low to critical/life threatening, depending upon the commission or omission of the action and the circumstances involved at the time of an event, emergency or disaster.

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 direction, the Emergency Services Coordinators (ESCs) in Regional Operations Southern are the first line of collaboration, communication, and coordination between local emergency managers and the state. Under direction, this Southern Headquarters ESC position will be responsible for day-to-day operations, trainings, meetings, and facilities readiness, as well as emergency response operations at the Southern Region Santa Ana office. They will provide technical expertise on emergency management, response, mitigation, recovery, and other functions of Cal OES while representing the state. They will possess a perceptive understanding of local, state, and federal regulations and requirements in relation to declared emergencies and recovery programs to provide guidance to their assigned area and accurately convey critical information vital to saving lives, property, and the environment.

During non-emergencies, the ESC will focus on planning, prevention, training, response exercises, and various projects that enhance preparedness for the region and partner agencies. During emergencies, the ESC may respond to provide coordination between an Operational Area and the Region and/or State Operations Center within the Standardized Emergency Management System (SEMS).

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, Planning, and Preparedness The Southern Headquarters Emergency Services Coordinator (ESC) is the primary contact and agency representative for the building operations and facilities needs at Southern Region's Santa Ana Office. They may also be assigned to an Operational Area (OA) and/or

	to a series of project areas. • Attend and participate in meetings and presentations, including the Mutual Aid Regional Advisory Committee (MARAC), Local Emergency Planning Committee (LEPC), Operational Area Unified Command or Disaster Council meetings, and other duties as assigned. • Ensure readiness by performing checks and tests of assigned equipment (response vehicle, gear, electronics, communications). • Attend and participate in preparedness events as an agency representative for Cal OES. • Work with utilities, private businesses, non-profit agencies, hospitals, critical infrastructure, industries, etc. to ensure they are prepared for an emergency. • Update and complete project areas that include coordinating, researching, and presenting on various emergency management and regional needs. • Work on preparedness functions that ensures Continuity of Operations for the region and all of its facilities and equipment. • Coordinate between OA and state agencies in all aspects of emergency planning and preparedness, mitigation, field operations, response and recovery activities, training, exercises, and compliance activities. • Prepare and update Operational Area profiles, response guides, and other documents that assist Cal OES staff and leadership in supporting the OA. • Review and provide input and guidance to the OA and other local agencies when they are developing or updating Emergency Operations Plans, Emergency Actions Plans, Continuity of Operations plans, and other doctrine. Ensure that plans conform to SEMS/NIMS standards, Cal OES policy, and other applicable laws and regulations.
30%	Response A Response ESC will serve as a regional duty officer for their assigned region both in emergency and non-emergency situations for an assigned period of time on a rotating basis. The Response ESC will maintain required training to be ready and capable of performing the functions of the Regional Duty Officer (RDO) after completing initial onboarding and training. The Regional Duty Officer provides the first line of communication for OAs, California State Warning Center (CSWC), and State agencies when needing to reach the Region during non-business hours, on weekends and holidays. During emergencies, they will respond to emergency incidents and disasters within OA and Region as appropriate and as directed by management, reporting to an Emergency Operations Center (OA, utility, city, or similar), directly to the scene (Incident Command Post), or staffing the REOC. • Identify, alongside the OA, urgent requests for personnel or equipment and coordinate through a Mission Tasking process to fill unmet needs through available local, regional, or state entities. • Routinely provide information on response activities and priorities to regional management and up through the Standardized Emergency Management System (SEMS) process. • Ensure that local government and state agency response is in accordance with SEMS/NIMS. • Track and document positive actions and room for improvement to support the After-Action process post event.
10%	Training and Presentations • Keep apprised of required Cal OES training and complete within allotted timeframes and deadlines.

	• Conduct or assist with training at Southern Region HQ, OAs, partner agencies, utilities, etc. • Collaborate with the California State Training Institute and regional training Coordinators to ensure local government staff have full access to all emergency management training opportunities. • Attend and present at meetings on emergency management and response topics to audiences that include the public, government officials, elected leaders, and others.
10%	Recovery and Mitigation • Work with Region staff, Operational Area, Recovery, and Mitigation staff to ensure that damage assessment information, local emergency declarations, requests for Director's Concurrence, Governor's Proclamations, and Presidential Declarations meet the requirements of Emergency Services Act. • Ensure that recovery efforts meet the needs of all disaster victims (e.g. individuals, businesses, public agencies, non-profits). • Ensure that mitigation planning and implementation occur in accordance with appropriate laws and regulations. • Assist OA in application, implementation, and closeout of grants.
10%	Exercises • Coordinate with OAs, partner agencies, and other entities on exercise scenario design, problem and message formulation, exercise drills, tabletop training, functional and full-scale exercise implementation, and exercise evaluation. • Ensure that all exercises are in accordance with SEMS and NIMS regulations. • Coordinate with other CalOES entities such as CSTI, Law, Fire, Telecommunications, and HQ units to assist in evaluating or running exercises. • Attend exercises put on by other agencies as an observer, evaluator, or participant to keep in compliance with EMPG training guidelines.
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.	☐	☐	☐	☐	☒

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