State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU: 1, 4, 9, 10, 11, 12 & 14

| EMPLOYEE: | CLASSIFICATION:<br>Analyst II | HEADQUARTERS:<br>Mather Campus |
|---|---|---|
| PROGRAM/UNIT:<br>Recovery Operations/Recovery Closeout and Infrastructure/ Debris and Watershed Operations/ Watershed Mitigation, Coordination, and Outreach Unit | POSITION NUMBER:<br>163-533-5393-004 CN 11964 | CBID:<br>R01 |
| TENURE:<br>Permanent | TIME BASE:<br>Full-Time | WORK WEEK GROUP:<br>2 |
| APPT EFFECTIVE DATE: | RANGE (IF APPLICABLE): | PROBATIONARY PERIOD:<br>☐ 6 Mos. ☒ 12 Mos. ☐ N/A |
| IMMEDIATE SUPERVISOR:<br>Program Manager I | CONFLICT OF INTEREST CATEGORY:<br>☒ Yes ☐ No | DMV PULL PROGRAM:<br>☒ Yes ☐ No |

1. SUPERVISION RECEIVED:
   The Analyst II works under the direction of the Program Manager I (PM I) in the Watershed Mitigation, Coordination, and Outreach Unit.

2. SUPERVISION EXERCISED:
   None

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
   This position is primarily office-based and requires prolonged periods of sitting, computer use, and frequent communication by telephone, video conference, and in-person meetings. The position may require occasional lifting, carrying, moving, and organizing equipment, supplies, and materials weighing up to 50 pounds in support of Unit readiness activities, trainings, activations, and Watershed Protection Missions. Duties may require bending, kneeling, reaching, climbing stairs, and loading or unloading equipment from vehicles.

   Occasional travel throughout California may be required, including travel to field locations, disaster-affected areas, training venues, meetings, and operational assignments. While conducting field support activities, the incumbent may be required to traverse uneven terrain, work outdoors in varying weather conditions, and safely operate in environments impacted by natural hazards or disaster-related conditions. The incumbent must be able to wear required personal protective equipment (PPE) and perform duties safely in both office and field environments.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
   The Analyst II will have contact with all levels of California Governor's Office of Emergency Services (Cal OES) staff including Executive management. The Analyst II may also interact with Federal, State, Tribal, and Local representatives, private sector, academic, and community-based organizations, military personnel/officials, and the general public.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
   If the Analyst II fails to complete planning, outreach, or implementations assignments by the regulatory deadlines, the funding that the State and subsequently the Local jurisdictions receive for mitigation programs could be severely impacted. If the Analyst II fails to complete management assignments by the designated deadline, it will impact the ability of the Program Manager and Unit

staff to complete their tasks.

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 Watershed Mitigation, Coordination, and Outreach Unit supports state, federal, tribal, and local partners in addressing geologic and post-fire hazards that threaten life, property, infrastructure, and the environment. The Unit supports activities related to post-fire debris flows, flooding, landslides, erosion, sediment transport, and other geohazards through coordination, planning, emergency management support, outreach, and operational assistance.

Under the direction of the PM I, the Analyst II independently performs a variety of analytical, administrative, operational, and program support functions in support of the Watershed Mitigation, Coordination, and Outreach Unit within the Recovery Directorate. Supports geohazard preparedness, response, recovery, and mitigation initiatives through program analysis, coordination, research, reporting, equipment management, and stakeholder support activities.

The Analyst II provides administrative and analytical support to Unit operations, including support activities associated with data coordination, operational tracking, field technology management, and program support workflows. Assists with maintaining and coordinating Unit equipment and resources utilized during trainings, activations, field operations, and Watershed Protection Missions.

The Analyst II independently researches and analyzes program issues, prepares reports, correspondence, briefings, and recommendations, tracks assignments and action items, and supports coordination efforts with internal and external stakeholders. The incumbent must exercise sound judgment, manage multiple priorities, communicate effectively both orally and in writing, and work independently or collaboratively in a fast-paced operational environment with changing priorities and deadlines.

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 Analysis, Coordination, and Administrative Support<br>Performs a wide range of analytical, administrative, and program support activities in support of the Watershed Mitigation, Coordination, and Outreach Unit. Independently researches, reviews, analyzes, and prepares correspondence, reports, briefings, memorandums, issue papers, presentations, spreadsheets, tracking documents, and other written materials related to Unit operations and priorities. Assists with the coordination, tracking, monitoring, and completion of assignments, projects, action items, deliverables, deadlines, and program activities to support Unit operations and management objectives. Maintains organized records and tracking systems related to operational activities, projects, procurement requests, equipment assignments, training activities, stakeholder coordination, and other Unit initiatives. Collects, organizes, validates, tracks, and analyzes operational and programmatic information from a variety of internal and external sources to support situational awareness, reporting requirements, planning efforts, and decision-making. Assists with maintaining and updating operational documents, reference materials, procedures, contact lists, inventories, and program files. Provides administrative and analytical support for Unit activities related to geohazard preparedness, response, recovery, and mitigation operations. Assists with coordination efforts between internal staff, partner agencies, contractors, local jurisdictions, and external stakeholders to support Unit priorities and operational objectives.<br><br>Independently responds to routine inquiries and requests for information from internal and external stakeholders and escalates complex or sensitive issues to management as appropriate. Participates in meetings, conference calls, trainings, workshops, and other coordination activities on behalf of the Unit. |
| 30% | Watershed Protection Mission Readiness and Equipment Coordination<br>Supports readiness activities associated with Watershed Protection Missions and Unit field operations by assisting with the coordination, organization, tracking, inventory, maintenance, and deployment readiness of Unit equipment and operational resources. Serves as a custodian for designated Unit equipment and assists with maintaining accountability, organization, assignment tracking, replacement coordination, and operational readiness of equipment utilized during trainings, exercises, activations, and field operations. Coordinates preparation and distribution of equipment and materials needed for Watershed Protection Missions, trainings, and operational activities. Assists with maintaining equipment inventories, documenting assignments and returns, identifying damaged or missing equipment, and coordinating repairs or replacement requests as necessary. Provides basic support for setup, organization, and coordination of operational technology and equipment utilized by Unit staff during field operations and emergency activities. Supports continuity and operational readiness efforts by helping maintain organized equipment storage, operational supply levels, readiness documentation, and deployment materials necessary to support Unit activities. |
| 20% | Operational and Emergency Management Support<br>Supports Unit activities related to geohazard preparedness, response, recovery, and mitigation operations. Assists with coordination, planning, documentation, and administrative support activities associated with emergency management operations and Recovery Directorate priorities. May assist with operational support activities during activations, including support to the State Operations Center (SOC), Joint Field Office (JFO), Recovery Support Functions, task forces, field operations, or other emergency management activities where travel may be required. Supports development, coordination, and |

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| | maintenance of operational documents, status updates, situation reports, briefing materials, and other emergency management support products utilized during activations and operational periods. Participates in trainings, exercises, workshops, and readiness activities to support Unit operational capabilities and maintain familiarity with emergency management procedures, systems, and processes. |
| 10% | Stakeholder Coordination and Outreach Support<br>Provides coordination and administrative support for stakeholder engagement, outreach efforts, meetings, workshops, trainings, and interagency coordination activities conducted by the Unit. Assists with development and distribution of outreach materials, meeting materials, presentations, agendas, notes, and related communication products. Coordinates scheduling, attendance tracking, meeting logistics, and follow-up activities associated with Unit meetings and stakeholder engagements. Maintains professional working relationships with internal and external stakeholders, including local, state, federal, tribal, and private sector partners. Provides courteous and timely customer service and assists with routing requests and inquiries to appropriate staff.<br><br>Supports Unit outreach and engagement efforts by assisting with communication and coordination activities related to Unit programs, initiatives, and operational priorities. |
| *Percent of Time* | MARGINAL FUNCTIONS |
| *5%* | Other Job-Related Duties as Required<br>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. | ☐ | ☐ | ☒ | ☐ | ☐ |

Updated 10/26/2026

| 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*

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*Civil Service Title*