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
PROGRAM/UNIT: Response Operations / Response South / Regional Operations Southern / Southern I	POSITION NUMBER: 163-341-4926-003 (10573)	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: Program Manager II	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 Program Manager II of the Southern I Unit in Response Operations.

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 under various methods such as flying, and driving or riding in a variety of vehicles.

   MENTAL DEMANDS
   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

(CONTINUED) 5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
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:
The Inyo/Mono ESC position is the Inyo and Mono Operational Area (OA) liaison. This position is the link between the Inyo County Office of Emergency Management, Mono County Office of Emergency Services and the State. They will provide technical expertise on emergency management, response, mitigation, recovery, and other functions of Cal OES while representing the state. During non-emergencies, the ESC will focus on planning, prevention, training, response exercises, and various projects which enhance preparedness for the region and partner agencies. During emergencies, the ESC will respond and provide coordination between an Operational Area and the Region and/or State Operations Center within the Standardized Emergency Management System (SEMS). This position reports to the Southern Region. This is an in-person position.

This assignment requires a perceptive understanding of state and federal regulations, along with local government requirements related to declared emergencies and recovery programs. Under the direction of the Program Manager II/Southern Deputy Regional Administrator for Response Operations – Southern Region I, the ESC serves as part of the Regional Operations Southern Branch field coordination team and must be able to work independently while also contributing effectively as a 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 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.

ESCs will be knowledgeable in many standards within Emergency Management discipline including but 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 360); 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
40%	Program Coordination, Planning, and Preparedness The Response ESC is the primary contact and agency representative to the assigned OA and/or to a series of project areas. • Coordinates 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. • Prepares and updates OA profiles, response guides, and other documents that assist Cal OES staff and leadership in supporting the OA. • Reviews and provides input and guidance to the OA and other local agencies when they are developing or updating Emergency Operations Plans, Emergency Actions Plans, and other doctrines. Ensures that plans conform to SEMS/NIMS standards, Cal OES policy, and other applicable laws and regulations. • Attends and participates 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. • Attends and participates in preparedness events as an agency representative for Cal OES. • Works with utilities, private businesses, non-profit agencies, hospitals, critical infrastructure, industries, etc. to ensure they are prepared for an emergency. • Updates and completes project areas that include coordinating, researching, and presenting on various emergency management and regional needs. • Works on preparedness functions that ensure that the assigned OAs have access to emergency transportation, redundant communications systems, emergency power, alternate potable water sources, identified shelters, and staging areas. Ensures that all plans include and identify access and functional needs and underserved populations. • Ensures readiness by performing checks and tests of assigned equipment (response vehicle, gear, electronics, communications).
30%	Response The Response ESC serves 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 maintains 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, the ESC responds 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. • Identifies, alongside the OA, urgent requests for personnel or equipment and coordinates through a Mission Tasking process to fill unmet needs through available local, regional, or state entities. • Routinely provides information on response activities and priorities to regional management and up through the Standardized Emergency Management System (SEMS) process. • Ensures that local government and state agency response is in accordance with SEMS/NIMS. • Tracks and documents positive actions and room for improvement to support the After-Action process post event.
10%	Training and Presentations • Maintains awareness of required Cal OES training and completes within allotted timeframes and deadlines. • Conducts or assists with training at OAs, partner agencies, utilities, etc. • Collaborates with the California State Training Institute (CSTI) and regional training Coordinators to ensure local government staff have full access to all emergency management training opportunities. • Attends and presents at meetings on emergency management and response topics to audiences that include the public, government officials, elected leaders, and others.
10%	Recovery and Mitigation • Works 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. • Ensures that recovery efforts meet the needs of all disaster victims (e.g. individuals, businesses, public agencies, non-profits). • Ensures that mitigation planning and implementation occur in accordance with appropriate laws and regulations. • Assists OA in application, implementation, and closeout of grants.
5%	Exercises • Coordinates 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. • Ensures that all exercises are in accordance with SEMS and NIMS regulations. • Coordinates with other CalOES entities such as CSTI, Law, Fire, Telecommunications, and HQ units to assist in evaluating or running exercises. • Attends 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.	☐	☐	☐	☐	☒
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