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

EMPLOYEE:	CLASSIFICATION: Senior Emergency Services Coordinator	HEADQUARTERS: Mather Building F
PROGRAM/UNIT: Planning, Preparedness, Prevention/ Technological Hazards & Systems/ Emergency Management Systems	POSITION NUMBER: 163-264-8085-004 (10248)	CBID: R07
TENURE: Permanent	TIME BASE: Full-Time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE): N/A	PROBATIONARY PERIOD: ☒ 6 Mos. ☐ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR: Program Manager I	CONFLICT OF INTEREST CATEGORY: ☒ Yes ☐ No	DMV PULL PROGRAM: ☒ Yes ☐ No

1. SUPERVISION RECEIVED:
   The Senior Emergency Services Coordinator (SESC) is under the general direction of the Program Manager I of the Emergency Management Systems (EMS)Unit.

2. SUPERVISION EXERCISED:
   N/A

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
   The SESC must demonstrate effective written and oral communication skills. The SESC must be willing to work irregular and long hours on short notice in a stressful situation10248 when activated due to an emergency. Moderate in-state travel involving both ground and air transportation with possible out-of-state travel, typically within the United States. Physical tasks include driving, standing, lifting, bending, etc. Must demonstrate the ability to lift/carry a laptop computer and other safety equipment as needed. Mental tasks include working well in a team environment, working under changing priorities (flexibility), etc.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
   The SESC coordinates with Planning & Preparedness Branches, Divisions, and Units, other branches within the Governor's Office of Emergency Services (Cal OES), regions, local government, state agencies, federal government, and private sector. The individual will also be responsible for handling both non-sensitive material and confidential documents.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
   Failure to perform the duties of the position effectively may result in not meeting department and branch objectives and deadlines, resulting in potential negative programmatic, fiscal, public relations, and public safety impacts.

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 general direction of the EMSU Manager, SESC leads programmatic efforts to meet Planning & Preparedness Branch goals and objectives. The SESC serves as technical program expert, team lead, and project coordinator, independently responsible for the most complex, difficult, and sensitive emergency management duties/projects; provides management highly sensitive and critical technical/operational decision-making recommendations; conducts complex and technical emergency management planning, training and exercises, and provides recommendations on plans and systems; consults, negotiates, and provides technical assistance to local jurisdictions, federal and state agencies, non-governmental organizations, and community groups regarding major program development issues or operations; formulates program direction, participates in policy development and alternatives, makes recommendations, develops program implementation methodologies, participates in strategic planning, and independently identifies issues, initiates processes leading to final resolution; analyzes legislation having a statewide program impact and recommends legislative proposals and implementation.

Reviews technical staff work; must have the ability to be flexible; work effectively with shifting priorities; work as part of a team or independently; effectively facilitate and coordinate meetings; work in possibly adverse field response conditions; exhibit tact and a professional demeanor; travel for extensive periods during emergency activations, including weekends and holidays; work odd hours and long shifts.

Use approved AI tools, when appropriate, to enhance efficiency, clarity, and quality of work products. All AI assisted outputs require human review to ensure accuracy and alignment with standards.

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%	Serves as the technical expert and program lead for the Standardized Emergency Management System (SEMS), developing and updating the SEMS guidelines, providing technical assistance, and supporting the SEMS Maintenance System; duties include coordinating the SEMS Technical Group and SEMS Advisory Board meetings, supporting Specialist Committee chairs, and participating in Mutual Aid Regional Advisory Committee (MARAC) meetings. Coordinates efforts with Cal OES regions, operational areas, tribal

	governments, and state agencies to develop, maintain, and implement SEMS, ensuring compliance with the National Incident Management System (NIMS). Monitors state and federal legislation affecting SEMS policy and conducts analyses to meet legislative requirements.
40%	Responsible for developing state-level After Action Reports (AAR) per the Emergency Services Act and the National Incident Management System. AARs are created for declared disasters to document response and recovery efforts and identify corrective actions. The incumbent identifies and coordinates with appropriate participating Cal OES regions, operational areas, local and state agencies to collect and analyze incident data through electronic surveys and other means, prepares Request for Information (RFI) letters, conducts stakeholder interviews, and drafts final reports.
15%	Provide integration and outreach through training and presentations and ensure quality control of SEMS training and exercise materials in collaboration with the Cal OES Training and Exercise Branch.
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