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 Campus
PROGRAM/UNIT: Planning, Preparedness, Prevention Earthquake Early Warning	POSITION NUMBER: 163-281-8085-002 (11113)	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:
   This position will work under the general direction of the Earthquake Early Warning Program Manager (Program Manager I).

2. SUPERVISION EXERCISED:
   N/A

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
   Physical tasks include, but are not limited to overnight travel, driving, airline travel, standing, lifting, typing, bending, reading, writing, and public speaking. This position has an education and outreach component that requires the incumbent to attend outreach events in the community, which requires being outside for hours at a time. Mental tasks include but are not limited to working well with others, working under changing priorities, possible irregular work hours, attending meetings/conferences, giving lectures, and multitasking. This will include occasional travel to other parts of the state and nation to collaborate with key partners. Lift/carry laptop computer and other safety equipment as needed

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
   The Senior Emergency Services Coordinator (SESC) will have extensive and frequent contact with local government emergency managers, volunteers, representatives of non-governmental organizations (NGOs), academic partners and state and federal agencies. These contacts, mainly of a non-sensitive nature, will be with operational area representatives and other local organizations and individuals concerned with earthquake preparedness and mitigation. Within Cal OES and in addition to interaction with Seismic Hazards Branch colleagues, the SESC will interact with the Planning & Preparedness Branch, Information Technology (IT), Public Information Office (PIO), Mitigation Planning staff, the California State Warning Center, regional and executive staff.

   State agencies with which the SESC will have frequent contact include the California Geological Survey (CGS), and the California Seismic Safety Commission (SSC). Federal agencies with which the SESC will have frequent contact include the National Oceanic and Atmospheric Administration, National Weather Service, (NOAA/NWS), Federal Emergency Management Agency (FEMA) Region IX, FEMA Building Sciences Program at Headquarters, and the United States Geological Survey (USGS). Infrequent but possible contacts include control agencies and legislative staff.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
   The consequence of error due to inadequate performance, errors, omissions, and poor decisions

are most likely to result in: disenchantment among our clients, mainly local government agencies and voluntary associations, delay in accomplishing task assignments, or loss of funding for projects. The scope of potential consequences of errors is mainly to local planning and assistance efforts though serious errors could result in impacts on program funding from federal agencies.

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 Earthquake Early Warning (EEW) Unit is charged with the development, implementation, and maintenance of the California Earthquake Early Warning System (CEEWS). California's EEW Program began in 2013 to implement a comprehensive statewide EEW system in collaboration with stakeholders. The California EEW Program has realized a statewide system that provides critical seconds of warning prior to an earthquake. Under the general direction of the Program Manager I, the SESC performs the more responsible, varied, and complex technical analytical staff services assignments relating to the EEW Program. This position will act with independence to maintain a routine workload and respond to short-term special projects and priority assignments including the California EEW Business Plan, California EEW Advisory Board, EEW implementation projects, EEW research and development projects, and supporting other functional work areas within the EEW Program.

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
30%	Project Coordination Serve as a planner and technical expert for Cal OES in facilitating training workshops and exercises. In coordination with other Cal OES Seismic Hazards Branch staff and program partners including, but not limited to the California Geological Survey, United States Geologic

	Survey, and the National Oceanic Atmospheric Administration's (NOAA) National Weather Service, assist with earthquake and tsunami planning. Assist with grant and contract writing, submission, and maintenance pertaining to program funding from state and federal government. Monitor and facilitate project meetings, draft and review products, provide oversight, and collaborative coordination. The incumbent will participate in, and as necessary take responsibility for, research applications for the fields of earthquake and other geologic hazards-related social science. This includes program evaluation research, needs assessments, cost benefit analyses, field investigations and other projects that promotes technology development and transfer. Investigations include: • Perform original research to investigate issues or gaps in knowledge related to earth science • Engage in original research to develop new knowledge in the areas of earthquake, earthquake early warning, and tsunami resistant design, vulnerability and impact analysis, human response to warnings and hazard information • Field reconnaissance to investigate significant earthquakes and tsunamis may provide insights or lessons learned including field survey and inventory of high risk facilities • Focused interviews or survey research to identify and assess the needs of user groups and assess the impact of programs carried out by the Seismic Hazards Branch • Research to improve methodologies or develop databases (e.g. improve loss estimation methodologies, etc.) • Conduct evaluation studies to assess the effectiveness or cost-benefit of programs • Design pilot projects with user organizations to test new information technologies
30%	Research Translation Remain abreast of current research in the field of EEW, earthquake, tsunamis, and volcanos as well as mitigation, and other relevant hazard applications within the emergency management disaster planning cycle. The effective transfer of new technologies requires a multi-disciplinary approach that includes seismology, engineering, and social science. Incumbent will have an active participation in the major EEW, earthquake, tsunami, and/or volcano oriented professional associations, their activities, conferences and committees, as well as writing for newsletters and journals. Translate technical information and research from various fields for practical applicability to emergency management needs. Some activities in this area include: • Preparing reports of findings and translating findings in the context of Cal OES policy and good emergency management practices • Active liaison with scientists, engineers, and social scientists doing research in areas that have relevance to emergency management components. • Participation as a reviewer of journal articles and proposals submitted to major funding agencies (e.g. NOAA, FEMA, USGS, NSF, etc.) • Membership in, and/or attendance at the meetings of, organizations that bring together multiple disciplines that conduct research on earthquakes and seismic safety (e.g. Western States Seismic Policy Council)

	• Publication in journals that are multi-disciplinary in scope and address issues of importance for seismic safety (e.g. Earthquake Spectra, Seismological Research Letters, Environment and Behavior, Natural Hazards Review, etc.)
20%	Seismic Hazards Branch Duty Officer Serve as a Seismic Hazards Branch Duty Officer in rotation with other Seismic Hazards Branch staff. Other duties assigned including, but not limited to, working in a state emergency response, recovery, and mitigation operations, as well as other critical areas of responsibilities.
15%	Public Information Participate in the development and dissemination of locally relevant seismic hazards public information materials in cooperation with other Seismic Hazards staff.
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