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

EMPLOYEE:	CLASSIFICATION: Supervisor I	HEADQUARTERS: Costa Mesa
PROGRAM/UNIT: Response Operations/Response South/Regional Operations Southern/Southern Region Office	POSITION NUMBER: 163-344-4800-001 (12050)	CBID: S01
TENURE: Permanent	TIME BASE: Full-Time	WORK WEEK GROUP: E
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: ☐ 6 Mos. ☒ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR: Regional Administrator/CEA	CONFLICT OF INTEREST CATEGORY: ☒ Yes ☐ No	DMV PULL PROGRAM: ☒ Yes ☐ No

1. SUPERVISION RECEIVED:
   The Supervisor I is under the general direction of the Regional Administrator/CEA

2. SUPERVISION EXERCISED:
   The Supervisor I has supervisory responsibility for a small group of professional and clerical staff with purchasing and timekeeping authority. The Supervisor I is responsible for supervising and directing existing and surge administrative staff assigned to Response Operations reporting to the Southern Region Headquarters during day-to-day and during disasters or emergencies.

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
   Works in an office setting with artificial light and temperature control. Ability to sit in a normal seated position for extended periods; ability to effectively handle multiple tasks and changing priorities. During an activation for an emergency or disaster, may work on 12 hour rotating shifts, with possible extensive excess hours. Ability to use a personal computer and telephone is essential, as majority of the work is performed in utilizing these tools.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
   The incumbent will have frequent and direct contact with California Governor's Office of Emergency Services (Cal OES) staff including Executive management; leadership and Executive management of other state agencies, local and Tribal government representatives, federal agencies; the Federal Emergency Management Agency, and private sector entities.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
   Errors, poor judgments, and lack of professionalism could result in the loss of potential funding for Cal OES. The Supervisor I is responsible for providing clear expectations to and having open communication with staff. Failure to provide these expectations can lead to unmet deliverables, unproductive use of resources, and low morale. In addition, failure to exercise good judgment and perform policy, training, and compliance functions effectively could result in deteriorated staff development, undetected deficiencies, disclosure of inaccurate information in reports, and loss of credibility to the department.

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

(CONTINUED) EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
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 Supervisor I supports the Response Directorate at the Southern Headquarters. Under the Regional Administrator/CEA, this position is responsible for the supervisory and operational functions for a team of professional and clerical staff within the Southern Region including the Southern Region Headquarters as a support unit and will personally perform sensitive assignments at times. The incumbent exercises a high degree of independence and responsibility while performing the following duties and other job-related work.

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%	Supervision and Administration Supervises, plans, and directs the work of the timekeeping and support staff for Southern Region Headquarters, including but not limited to, assessing workload, and assigning tasks and/or projects, providing instruction to unit staff to accomplish assignments, and meeting with unit staff as needed to facilitate successful completion of assignments. Establishes and communicates unit goals, objectives, and priorities. Organizes and monitors staff resources and develops implementation plans to effectively respond to workload fluctuations. Assigns workload and sets priorities for staff, reviews and provides feedback to ensure accurate and timely completed staff work. Ensures the continued development, operation, maintenance and ongoing enhancements to the Timekeeping and Purchasing Support Units program policies. Provides coaching, mentoring, and training to regional staff on core workload; answers inquiries and clarifies policies and procedures; Assigns tasks and projects; reviews staff work for quality and timeliness; completes administrative related supervisory tasks such as monitoring, coaching, providing feedback, approving and monitoring attendance of staff members. During activations, provides leadership and direction to surge staff, as needed. Monitors, evaluates, and timely completes employee performance appraisals. Ensures the continuous professional development of staff by scheduling regular individual staff and team meetings, informs staff of appropriate training, and provides the most current personnel resources. Manages staff performance; is knowledgeable of the principles and practices of employee supervision; the progressive discipline process; and Cal OES or statewide policies or procedures in accordance with personnel needs and state guidelines. Participates in the recruitment process by developing and editing duty statements, conducting merit-based hiring interviews, and retaining complete hiring packages.
20%	Program Development Establishes and maintains a record keeping process for all timekeeping records associated with activations. Audits timekeeping entries to ensure they are consistent with the level of detail required, in accordance with labor agreements related to time recording, ensuring the correct program cost account (PCA) codes are used for events, and time reporting entries are current and consistent with bargaining unit agreements. Establishes and maintains procurement processes associated with activations, including any purchasing contracts assigned to the purchasing support unit. Coordinates with field staff to forward their administrative and operational needs to administrative support staff at regular scheduled intervals. Reports information regarding limited resource concerns, sensitive information, unusual activities, etc. Oversees the development, monitoring and reporting of changing practices; monitoring and dissemination of production data and formulates recommendations to management based on production trends and patterns.

15%	Program Research and Reports Works with the Regional Administrator/CEA on highly sensitive issues with relation to the Timekeeping and Purchasing Support Unit. Reviews and manages policies, procedures, and reports. Manages, develops, and implements policies and procedures for the Unit's program and for the oversight of staff. Advises on potential program problems by performing research and providing complex data analysis with solutions for resolution. Provides recommendations or reports to management regarding any Timekeeping and Purchasing Support Unit-related activities. Remains familiar and current on Departmental policies and procedures.
10%	Collaboration and Training Collaborates with Regional staff to conduct outreach to local, state, and federal agencies to identify critical gaps and propose solutions. May assist in providing training and guidance to state agencies and departments on incident support efforts. Develops and maintains rapport with other supervisors and managers at all levels, as well as external contact with local, state, and/or federal agencies. Works with Incident Support Team (IST) and Operational Readiness Team (ORT) staff to coordinate the completion of hot washes upon the conclusion of activations and after-action reports during and after disasters, as necessary. Implements solutions and lessons learned from after action reports. Coordinates with IST section staff to troubleshoot any hurdles that are identified during implementation, and assists with real-time adjustments to achieve a successful outcome. Participates in rehearsal drills and exercises. Completes all required disaster response training.
10%	Special Projects Serves as a project lead on all aspects of assigned process improvements or program development projects, including conducting complex or rigorous research with many variables, analyzing options, making recommendations, and implementing solutions independently. Leads special projects as directed by the Regional Administrator/CEA and ensures projects are planned, organized, and managed effectively. Develops and maintains a project tracking and documentation monitoring system to ensure efficient and timely project completion. Completes other complex and sensitive special projects as requested.
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