DEPARTMENT OF DEVELOPMENTAL SERVICES
OFFICE OF THE DIRECTOR
EMERGENCY PREPAREDNESS AND COORDINATION

DUTY STATEMENT

JOB TITLE: Sr. Emergency Services Coordinator **POSITION #:** 472-544-8085-XXX

EMPLOYEE:

POSITION DESCRIPTION: Under the general direction of the Division Chief in the Emergency Preparedness and Coordination Office, the Sr. Emergency Services Coordinator serves as the statewide lead for coordinating emergency preparedness, response, and recovery activities affecting individuals with intellectual and developmental disabilities. This position provides complex, high-level coordination and technical assistance to a network of 21 contracted regional centers throughout California, ensuring that emergency preparedness infrastructure, plans, and protocols are consistently developed, maintained, and exercised across all partner organizations.

The position requires advanced knowledge of emergency management frameworks, and the unique vulnerabilities of individuals with intellectual and developmental disabilities. The incumbent exercises considerable independence and judgement in developing statewide policy recommendations, training curricula, and interagency agreements that affect service delivery across diverse geographic regions; acting as a liaison between state agencies, local jurisdictions, federal partners, and nonprofit service providers to build a resilient and integrated emergency response system for individuals served by the Department.

SUPERVISION EXERCISED: None

SUPERVISION RECEIVED: Under general direction of the Division Chief

EXAMPLES OF DUTIES:

Essential Job Functions:

35% Serve as the primary statewide point of contact for 21 regional centers and State Operated Facilities (SOF) statewide. Provide technical assistance, expert consultation, and training to regional centers emergency coordinators, leadership, and SOF on topics including hazard mitigation, program design, service delivery standards, reporting requirements, continuity of operations, resource coordination, developing community outreach, public education campaigns, and emergency operations protocols. Conduct regular site visits, check-ins, and virtual consultations with partner organizations; identify capacity gaps and connect partners with training or resources. Facilitate a statewide partner coordination meeting/network to share best practices, lessons learned, and resource updates.

Develop, implement, and maintain statewide emergency response protocols, guidance, templates, and resource materials for regional center use. Coordinate multi-agency planning efforts with state, local, federal, and community partners to ensure regional centers emergency activities align with statewide policies and requirements. Represent the department on interagency task forces, working groups, and community committees related to emergency management. Serve as the department's rotating duty officer with 24-hour coverage responsibility. Routinely work with and exposed to sensitive and confidential issues and/or materials and is expected to always maintain confidentiality.

25% Facilitate the development, review, and updating of agency level Emergency Operations Plans (EOP), Continuity of Operations/Continuity of Government (COOP/COG), including regional centers and SOF EOP and associated addendums such as Memorandum of Understanding/Partner agreements. Manage and maintain data systems tracking preparedness metrics. Coordinate After-Action Reviews (AARs) following training exercises and real emergency events, track implementation of corrective actions items. Support partners and agency staff in obtaining Federal Emergency Management Agency Incident Command Structure certifications and other emergency management credentials. Design, schedule, and facilitate statewide emergency preparedness training programs, tabletop exercises, and full-scale drills in partnership with our partner agencies. Attend regular local, regional, and state meetings such as Public Safety Power Shutoff coordination calls, Mutual Aid Region Area Coordination meetings, local coalition meetings, and other emergency preparedness related meetings and provide summaries and updates as indicated for local regional center emergency coordinators.

25% Serve in an assigned role within the Department's Emergency Operations Center (EOC) or equivalent structure during activations, coordinating regional centers and SOF partner resources and mutual aid requests. Serve as the Departments representative for Governor's Office of Emergency Services State Operations Center Activations. Maintain up-to-date rosters, capabilities, and after hours contact information for the regional center and SOF to enable rapid activation during disasters and emergencies. Manage information flow between regional centers and state leadership during emergencies, including situational updates, resource needs, impact to service delivery, and operational status. Develop and deliver reports, policy recommendations, briefing materials, and data summaries to department leadership and external partners.

10% Maintain relationships with community partners, advocacy groups, provider organizations, and local emergency management agencies. Support procurement, grant management, department initiatives, and resource tracking activities related to emergency preparedness or disaster response. Participate in continuous improvement of departmental emergency policies, guidance documents, and training curriculum. Ongoing use and maintenance of the department's Geographic Information System and situational awareness tools, mass notifications system. Research and analyze emerging emergency preparedness legislation, regulations, and best practices to inform statewide policy recommendations.

Marginal Job Functions:

5% Other duties as assigned within the scope of the classification.

WORKING CONDITIONS: Position is subject to 24/7 recall or extended hours during declared emergencies or disasters. Frequent statewide travel to nonprofit partner sites or local emergency management offices; occasional evening or weekend work for meetings and exercises. May be required to deploy to Department Emergency Operation Center, or State Operations Center, disaster field office on short notice. This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or cancelled at any time.

DESIRABLE QUALIFICATIONS:

Knowledge of: Emergency management principles, the National Incident Management System (NIMS), and the Incident Command System (ICS). Nonprofit sector operations, grant/contract administration, and state or federal emergency funding programs.

Ability to: Build and sustain effective working relationships with a large, diverse network or external partner organizations. Analyze compliance data, identify risks, and recommend corrective action independently. Communicate clearly and effectively, including nonprofit executives, government officials, and the public. Manage multiple priorities across a statewide portfolio and travel on short notice during emergency activations. Skill in facilitating meetings, training, and coordination calls with multiple community/partners.

CERTIFICATION OR LICENSE: Emergency Management Specialist Certificate is desirable but not required for hire.

Employee Name (Print)	Employee Signature	Date
Supervisor Name (Print)	Supervisor Signature	Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.