STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current
☑ Proposed

RPA NUMBER	DGS DIVISION / OFFICE or CLIENT AGENCY	
31357	Procurement Division	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)	
Emergency Functions	707 Third Street, 2nd Floor, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION	POSITION NUMBER	CBID
Program Manager I/ OES	306-505-4924-002*	S07
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☑ 12 Months ☐ N/A	WORK WEEK GROUP E
WORK SCHEDULE (DAYS / HOURS)	TENURE	
Monday - Friday, 8:00am to 5:00pm	Permanent	
WORKING TITLE	TIMEBASE	
	Full Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☑ Yes ☐ No	BILINGUAL POSITION: ☐ Yes ☑ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☑ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the direction of the Office of Statewide Emergency Resource Support (SERS) Program Manager III, Office of Emergency Services (PM III, OES) serves as a nonsupervisory, technical expert in the planning, development, and delivery of the statewide emergency procurement program under the California Emergency Functions (ESF-7) and is responsible for the continued management and implementation of objectives assigned under ESF-7.

SPECIAL REQUIREMENTS

☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Telework
The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
25%	Serves as a subject matter expert representing the statewide emergency management program across all levels of government; facilitate forums for all stakeholders to communicate and collaborate toward completion of their respective annexes to ensure implementation and maintenance of ESF-7 assigned to DGS by the California Government Operations Agency.
20%	Develops and implements policies and procedures for emergency preparedness, response, recovery and mitigation responsibilities through the review of policy analysis, research and recommendations in order to effectively and efficiently implement statewide policies to ensure compliance in accordance with the National Framework, National Incident Management System (NIMS), California Emergency Plan and the Standardized Emergency Management System (SEMS).
20%	Serves as a representative for emergency management work groups and committees by conducting

PERCENTAGE	DESCRIPTION
	briefings with executive-level management and control agencies regarding emergency management policy and procedures; establish and maintain effective communication with other state agencies to ensure operational efficiency under ESF-7.
20%	Develops and implements emergency response plans and procedures, ensures emergency personnel are adequately trained and prepared by overseeing the coordination of emergency response efforts with other state departments; conducts exercises and drills in accordance with industry standards in order to serve as a state representative for the Federal Emergency Management Agency (FEMA) and the California Governor's Office of Emergency Services (CalOES).
10%	Exercises authority to direct statewide resources and capabilities required to support emergency response efforts; required to respond to emergencies 24/7 in order to assist CalOES in coordinating state agency response and the emergency procurement of resources and services.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Assist DGS Executive Leadership during disasters by acting on behalf of and attend meetings for the Project Manager III, OES in order to maintain efficiency within the unit and ensure the continuity of business.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

☑ Travel (Specify the percentage in the travel box below)

Travel 20 % of the time to various locations and may include overnight travel by various methods of transportation.

• In times of state emergencies, may be required to respond 24/7 on-site, or off-site.
-The incumbent works a minimum of 40 hours per week.
-Work in a high-pressure fast-paced environment, under time critical deadlines.
-If activated by CalOES, required to be ready and able to respond immediately; May be required to carry a state-issued phone after work hours; Shall be required to work in person at the State Operations Center (SOC) or other locations to provide assistance in emergency response recovery activities; Office space may be open and thus noisy.
-Required to work effectively under stressful conditions; work effectively and cooperatively under the pressure of short notice in person reporting times; work weekends, holidays, extended and rotating shifts (day/night).
-Statewide travel may also be required for extended periods of time and on short notice.
-When not activated to emergency response, this position is eligible for telework in accordance with DGS's current Telework Policy, and will be required to report to the office as needed/required. Must reside in California for the duration of State employment.

Continuous physical requirements:
-Upward and downward flexion of the neck.
-Frequent: sitting for long periods of time (up to 70%); repetitive use of hands, forearms, and fingers to operate computers, mouse, and dual computer monitors, printers, and copiers (up to 70%).
-Long periods of time at desk using a keyboard, manual dexterity and sustained periods of mental activity are need
-Frequent: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files, and binders.

-Ability to use a utility cart to transport documents and/or equipment (i.e. laptop computer, reference manuals, etc.).

DESIRABLE QUALIFICATIONS

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

C & P APPROVED BY	DATE SIGNED