

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

POSITION DUTY STATEMENT

BU: 2, 7, & Non-represented

EMPLOYEE:	CLASS TITLE: Program Manager II (PM II)	HEADQUARTERS: INLAND
PROGRAM/UNIT: Response Operations / Regional Operations Inland, Inland II unit	POSITION NUMBER: 322-4923-001 10542	CBID: S07
TENURE: Perm	TIME BASE: FT	WORK WEEK GROUP: E
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: <input type="checkbox"/> 6 Mos. <input checked="" type="checkbox"/> 12 Mos. <input type="checkbox"/> N/A
IMMEDIATE SUPERVISOR:	CONFLICT OF INTEREST CATEGORY: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	DMV PULL PROGRAM: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

1. SUPERVISION RECEIVED:
The Program Manager II (PM II) is under general direction of the Regional Administrator (CEA) in the Regional Operations Inland Division.

2. SUPERVISION EXERCISED:
Will provide full supervisory level leadership over professional and analytical staff performing journey person level work managing distinct activities across a wide range of tasks, projects and administrative duties. The PM II will direct multiple emergency services program(s) in a specific geographic region; responsible for complex operations with multiple department or statewide influence that is critical to the Department's primary mission.

This includes management of geographically dispersed staff and review and oversee monthly administrative and program paperwork ensuring information is correct and timely. May act as Region Emergency Operations Center (REOC) Director during activations or hold one of many Command and General Staff positions. May also lead recovery efforts as a Branch Manager or Division Supervisor. Staff supervised under these roles may or may not be the people they supervise day to day, and may hold classifications not normally in their chain of command. The PM II will occasionally act as a consultant to local elected officials, local emergency managers, or recovery staff.

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES)
This position may require extended travel during disaster response and recovery operations and work extensive hours (12-hour shifts) during emergency activations. Must possess good communication skills; effectively handle multiple tasks and changing priorities, work in an office setting with artificial light and temperature control, use sound judgment in decision-making; exercise creativity and flexibility in problem identification and resolution; manage time and resources effectively; and be responsive to Cal OES management needs. Must be able to sit in a normal seated position for extended periods of time or work in field conditions, walking, and standing outside for extended periods of time. Must have the ability to drive, fly, lift, bend, read, write, use a computer and telephone, and publicly speaking before a live audience at times.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
This position acts as agency ambassadors throughout the course of work. The PM I will be in contact with the Governor's Office of Emergency Services (Cal OES) staff, key local, state, and federal officials and representatives, as well as members of the public and members of the Legislature and their aids. Extensive contact is made with key Executive Branch Agencies, Departments, Offices, and Boards. The PM I will act as a liaison to every program at Cal OES. Contacts with media representatives and legislative inquiries will be governed by current Cal OES Policies and Procedures.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):

If the PM I fails to perform their duties and responsibilities as described and in accordance with California law, regulations, plans, Cal OES policies and standards, the consequences could impact the effectiveness and efficiencies of the Region's preparedness, response, and recovery activities. Consequences could be served and would range from inconvenience, political embarrassment, poor information sharing, and/or the health and safety of the people of California. In the worst case personal injury and the loss of life, property, or negative environmental impact could result by misdirected action or inaction.

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.

When not on-call, standby or Duty Officer status, if called upon by Cal OES Management (including contact from the California State Warning Center), the PM I is required to make contact as soon as possible. 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 emergency drills, trainings, and exercises.

All Staff need to work effectively under stressful conditions; work effectively and 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 you are filling a specific "position" and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command you report to or assume 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 Cal OES Management (including contact from the California State Warning Center) and report to work in a fit and able condition, if necessary, as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

Under general direction and overall management of the Regional Administrator, the Program Manager II (PM II) - Deputy Regional Administrator (DRA), carries out a variety of managerial and supervisory functions including but not limited to supervision of personnel assigned to assist local governments in emergency preparedness efforts, manage design of projects, including their implementation, monitoring, analysis, and evaluation. Lead single-year and multiyear regional work plan development, implementation, performance monitoring, and evaluation, participates in the policy level discussions and advises regional management in budget preparation, monitoring, and analysis and personnel management.

The Regional Administrator is expected to be ready to deploy for up to 2 weeks to austere conditions within 60 minutes of notification, adhere to all safety rules and exercise good judgment, model the way, be a wise steward of public funds, build extensive relationships across all disciplines and jurisdictions, influence and lead change, act cool under pressure, practice and utilize the systems/following the procedures put in place for day to day in steady state operations and in disasters (ICS, SEMS, NIMS). Manage expectations but be compassionate.

This position requires a high level of knowledge in all phases of emergency management including Hazard Mitigation, Planning Preparedness, Prevention, Response and Recovery. The PM II will perform complex technical tasks relating to the provision of Federal and State disaster assistance within Cal OES's Response and Recovery Operations Directorates. The PM II will function in a demanding and changing environment, which requires them to act with independence while effectively maintaining a routine journey level workload and also regularly responding to short term tasks, and the PM II may be required to travel on short notice, work in the field or in a Joint Field Office (JFO), Area Field Office (AFO), Region Emergency Operations Center (REOC), State Operations Center (SOC) and provide support as necessary to meet the Department's Vision, Mission, Values, and Goals.

Responsible to perform all other duties as required by Regional Administrator and consistent with duties assigned.

Percent of Time	ESSENTIAL FUNCTIONS
35%	<p>Supervision and Management Independently provides overall day-to-day supervision and management of staff, including but not limited to; hire, develop expectations, observe, coach, train, evaluate, recognize, and counsel staff as it relates to progressive discipline. Develop and implement annual and multi-year program plans and provide technical guidance to the team. Oversee the general fund and grant fund budget, approve and track expenditures and ensures appropriate use of equipment. Assigns staff to various projects, establishes deadlines, and holds the team accountable. Build team in support of the Agency's vision, mission, goals and objectives and emulates the organizational values. The PM II must have exceptional soft skills in the area of communication, influencing, interpersonal skills, and change management. The PM II estimates and acquires resources (personnel and other) needed to meet the region's goals and objectives; performance of annual work plan tasks in accordance with agency and regional criteria.</p> <p>Required to effectively communicate verbally one-on-one, in small and large groups, over the telephone and in person, and be able to write clearly and concisely. The PM II is also required to resolve issues or conflicts that arise with professionalism, diplomacy, tact and sensitivity. The PM II may also be asked to assist with the implementation of the California Disaster Recovery Framework and other Recovery Section activities when called upon. This position also represents the Regional Administrator in meetings.</p>
20%	<p>Planning and Technical Assistance Develop, plan and maintain a detailed knowledge of the region. Build broad relationships with local emergency managers understanding their needs and strengths. Implement the department's emergency management program policies, procedures, and rules including the implementation and maintenance of the Cal OES Doctrine as it relates to the Region's role and maintenance of SEMS/NIMS. Provide or supervise the provision of planning, technological and disaster assistance to local, state and federal agencies and non-government agencies within the region, including development of recommendations regarding changes or modifications to existing preparedness, mitigation, SEMS/NIMS response and recovery guidelines; identification of training, public information and educational activities that can support the agency's objectives.</p>
20%	<p>Emergency Operations and Training & Exercises Responsible to ensure that staff is ready and prepared to act in various positions should a disaster strike. Act in various EOC positions in the REOC and SOC; coordinate with all levels of government in responding to information resource requests including equipping the physical layout, training, and assignment of government and non-government personnel; development of written policies and procedures; and exercise of REOC organization. Assist with the implementation of training objectives and support in the delivery of training courses and exercises. Fully support REOC Readiness, response standardization, SMART Objectives and Homeland Security Objectives set forth.</p>
20%	<p>Supervision Provides supervision and assigns work to designated staff; provides counsel, guidance, and direction; redirect personnel and other resources to projects and tasks as necessary; provide clarification to assignments and other personnel matters; ensure compliance with BU Agreements, agency's policies and procedures, and other written and non-written directives. Ensures decisions are compliant with FLSA/BU; reviews and approves travel expense claims, time sheets, over-time, travel requests, requests for leave, performance reports, individual development plans; monitor punctuality; and evaluate effectiveness and efficiency in overall employee performance, and program performance.</p>

Percent of Time	MARGINAL FUNCTIONS
5%	<p>OTHER RELATED DUTIES AS REQUIRED</p> <p>Performs other related duties as required to fulfill the Department's and the Region's mission, vision values, goals and objectives.</p> <p>Additional duties may include, but not be limited to: (a) assisting where needed within the program areas, which may include special assignments; (b) complying with general State and Cal OES administrative reporting requirements (completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and (c) attendance at staff meetings. Provide other assistance as requested by leadership.</p>

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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SITTING: At a computer terminal or desk; conferring with employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STANDING:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BALANCING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FINGERING: Pushing buttons on telephone; typing; copying.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REACHING: Answering phones.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CARRYING: Distributing mail; reports; stocking supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLIMBING: stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BENDING AT WAIST:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KNEELING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUSHING OR PULLING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HANDLING: Documents, manuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DRIVING:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING INDOORS:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WORKING OUTDOORS:	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WORKING IN CONFINED SPACE: Enclosed office environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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