



EMERGENCY MANAGEMENT COORDINATOR/INSTRUCTOR II

OFFICE OF EMERGENCY SERVICES

Exam Code: 7OEAA

Department: California Governor's Office of Emergency Services

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Emergency Management Coordinator/Instructor II - \$7,081.00 - \$8,808.00 per month

View [the Emergency Management Coordinator/Instructor II classification specification](#)

APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12)** months.

Application Requirements:

All Standard State Applications (STD 678) must include:

- The examination title and/or exam code on the application
- "To" and "from" dates (month/day/year)
- Hours per week you worked
- Civil service or private sector titles
- Duties performed (Do not list see attached resume)
- If using education to qualify please provide a copy of your transcripts
- Resumes do not replace a completed application (STD 678)

Applications received without this information may be rejected.

NOTE: Candidates unable to provide a degree or unofficial transcripts before the cut-off date may be submitted to the examination process. However, candidates will be required to submit official transcripts upon appointment to a position.

Applications received without an original signature will be admitted to the exam; however, an original signature must be obtained prior to appointment.

Applications will be reviewed to ensure the minimum requirements for participation in this examination are met. Possession of the minimum requirements does not assure a place on the eligible list.

Cut-off Dates and Timely Filing:

***This examination will be processed quarterly (or as the needs of the department warrant). The application cut-off dates are listed below:**

February 21st May 21st August 21st November 21st

Examination applications (form STD 678) and Training and Experience Exam Questionnaires must be postmarked (U.S. mail), personally delivered, or electronically submitted no later than the cut-off date stated on this bulletin.

Please note that dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered postmark dates for the purpose of determining timely filing of an application.

Applications postmarked, personally delivered, or received via inter-office mail later than 5:00 P.M. Pacific time after the advertised cut-off date will be held and processed in the next administration of the exam.

Electronically submitted applications must be received no later than 11:59 p.m. Pacific time on the cut-off date. Applications received after the cut-off will be held and processed in the next administration.

To Obtain the Training and Experience Exam:

Email Examinations@caloes.ca.gov to obtain the Emergency Management Coordinator Instructor II, O.E.S. Training and Experience Exam.

Required Exam Documents:

- Completed Standard State Application (STD 678) package
- Emergency Management Coordinator Instructor II, O.E.S. Training and Experience Exam
- Conditions of Employment (Form 631)
- Proof of Education (if applicable to meeting the Minimum Qualifications)

Note: If you do not include all the required documents, you will not be considered for this exam.

Where to Apply:

Submit the **required exam documents** only to the address indicated below. Do not send these documents to the California Department of Human Resources (CALHR).

Applications may be obtained at www.jobs.ca.gov and www.caloes.ca.gov on the Internet or at any Employment Development Department office.

FILE BY MAIL/ IN PERSON:

California Governor's Office of Emergency Services
Human Resources - Examinations
3650 Schriever Avenue,
Mather, CA 95655

EMAIL EXAM PACKAGE:

Email **required exam documents** to Examinations@caloes.ca.gov

Special Testing Arrangements:

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin. Please complete [Accommodation Request Form STD 679](#).

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, will count toward experience.

Either 1

One year of experience performing the duties of an Emergency Management Coordinator/Instructor I, Office of Emergency Services, in the California state service.

Or2

Experience: Three years of administrative staff experience in the development, administration, and evaluation of emergency management training programs preferably in the military or State, Federal or local law enforcement or fire agency; **And**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

POSITION DESCRIPTION

Emergency Management Coordinator/ Instructor II

This is the full journey level for the series. Incumbents in this class are responsible for developing and administering a Civil Emergency Management Course. Incumbents are given primary responsibility for managing a wide variety of tasks related to consulting, planning, programming, organizing, scheduling, and conducting training on the methods and manner of Emergency Management. There will be lead responsibility over others.

Incumbents at this level are responsible for management of entire courses of instruction, conduct research, provide consultation, prepare manuscripts, present instruction, and coordinate the construction or preparation of training aids; select guest lecturers and technical training assistants; and organizes facilities to support the training effort.

Special Personal Characteristics

Willingness to work effectively and agreeably under the pressure of short lead times, extensive travel, including weekends and holidays; accept responsibility for accuracy of research and platform presentation.

EXAMINATION SCOPE

Email Examinations@caloes.ca.gov to obtain the Emergency Management Coordinator Instructor II, O.E.S. Training and Experience Exam.

This examination consists of the following components:

Training and Experience Evaluation - Weighted 100% of the final score.

The examination consists solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be achieved.

The Training and Experience Evaluation will be emailed to the applicant in the form of a survey. Please monitor your email account's SPAM, Junk, Bulk, etc. Folder(s) as the examination email may be filtered depending on your specific account settings.

Applicants will receive their score by mail within four to six weeks following the cut-off date.

The Training and Experience is designed to elicit specific information regarding each candidate's education, training, and experience relative to the testing classification. Responses to the questionnaire will be assessed based on pre-determined rating criteria.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Training principles and methods as applied to emergency management training.
2. Principles and provisions concerning Peace Officer Standards and Training.
3. Principles and provisions of the National Fire Protection Association Standards.

Ability to:

1. Speak and write effectively, establish, and maintain cooperative relations with the public and with Federal, State, county, city law enforcement and fire agencies.
2. Teach emergency management courses.
3. Analyze situations accurately and take effective action.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Emergency Management Coordinator/ Instructor II** classification will be established for:

California Governor's Office of Emergency Services

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **Twenty-four (24) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans' status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (Std. form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits **will not** be added to the final score of competitors who are successful in this examination.

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TESTING DEPARTMENTS

California Governor's Office of Emergency Services

CONTACT INFORMATION

If you have any questions concerning this examination bulletin, including provisions of reasonable accommodation for this testing process, please contact:

California Governor's Office of Emergency Services
3650 Schriever Avenue
Sacramento, CA 95655
Phone: (916) 845-8321
Examinations@caloes.ca.gov

California Relay Service: Voice (800) 735-2922
TTY: (800) 734-2929

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your [Cal Career Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

The California Governor's Office of Emergency Services reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.