

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

EMPLOYEE:	CLASS TITLE: Emergency Services Coordinator	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Recovery Directorate	POSITION NUMBER: 163-554-4926-002 (CN 10275)	CBID: R07
TENURE: Permanent	TIME BASE: Full Time	WORK WEEK GROUP: 2
APPOINTMENT 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 Emergency Services Coordinator (ESC) is under the direction of the Recovery Manager.

2. SUPERVISION EXERCISED: None

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):

Physical tasks include, but are not limited to driving, airplane flying, standing, lifting, typing, bending, reading, writing, and public speaking; and the ability to sit in a normal seated position for extended periods of time. Must possess a current California driver's license and demonstrate the ability to lift/carry a laptop computer and other safety equipment as needed.

Mental tasks include, but are not limited to working well with others, working under changing priorities, multi-tasking, and the potential of working long and irregular hours in stressful conditions. Willingness and ability to travel statewide routinely for work related meetings and conferences, as well as extended travel due to disaster activations.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):

Considerable direct contact with every level of emergency management, including federal, state and local government agencies, voluntary agencies and private citizens.

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

Failure to provide effective liaison activities could negatively reflect on the agency and the Governor. Additionally, failure to provide prompt service to disaster survivors and those in a position to help disaster survivors may reduce the amount of aid received by disaster victims.

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 Governor's Office of Emergency Services (Cal OES) Management (including contact from the California State Warning Center), you are required to make contact as soon as possible.

Shall 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 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). 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.

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 Warning Center) and report to work in a fit and able condition if necessary as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

Under direction of the Recovery Manager, the Emergency Services Coordinator (ESC) is responsible for performing a broad range of technical, analytical, and administrative tasks related to the provision of federal and state disaster assistance grant programs, including but not limited to: Public Assistance (PA) Disaster Grant, California Disaster Assistance Act (CDAA), Individual Assistance (IA), Fire Management Assistance Grant (FMAG), Hazard Mitigation Grant Program (HMGP), Hazardous Materials Emergency Preparedness grant (HMEP), Pre-Disaster Mitigation program (PDM), Flood Mitigation Assistance (FMA), Interagency Recovery Coordination (IRC), and others.

ESC plans and coordinates program related efforts, organizes and monitors resources to support activity associated with implementing program objectives, and provides a wide range of other analytical and technical tasks.

This position requires a high level of knowledge and experience in the disaster program laws, regulations, policies, and damage assessments. The incumbent prepares detailed plans and specifications, conducts technical research, makes detailed analysis; and analyzes situations in order to make appropriate recommendations. Possess the ability to analyze situations accurately, reason logically, implement policy and regulations, and be able to effectively communicate with Cal OES staff and management, public agency representatives, and federal staff for proper action.

CONTINUED - JOB DESCRIPTION/GENERAL STATEMENT:

Functions in a demanding and changing environment, which requires the incumbent to act with independence while effectively maintaining a routine workload and also regularly responding to short term tasks. Responsible for meeting regulatory and internal deadlines on all assignments.

Duties will be performed during both normal and disaster recovery operations, within the context of Cal OES, as well as part of field activities, such as those associated with Preliminary Damage Assessments (PDAs), Joint Field Office (JFO) operations, and various disaster assistance centers. May be required to travel on short notice.

Percent of Time	ESSENTIAL FUNCTIONS
40%	<u>COORDINATION</u> Monitor and manage the program activities to effectively coordinate the unit objectives and promote implementation of statewide emergency relief and recovery programs; identify and coordinate work activity and training to support Cal OES' compliance with state/federal laws and regulations, state and regional policies, procedures and guidelines to include, but are not limited to, the Standardized Emergency Management System (SEMS), National Incident Management System (NIMS), the Emergency Services Act, the Robert T. Stafford Act, Code of Federal Regulations, etc. Respond to local government requests for disaster assistance by analyzing damage reports and data, and based on federal and state guidelines, request appropriate levels of assistance. Coordinate representation with federal, state, local, and non-profit organizations in all phases of emergency management activities and maintain effective relations with those contacted in the course of work.
30%	<u>RECOVERY OPERATION SUPPORT</u> Establish joint coordination of disaster assistance and recovery efforts with other emergency management entities; assist with impact analysis of implementing disaster recovery programs and resources to meet the disaster assistance and recovery needs; serve as a Branch/Program liaison for disaster recovery entities; assist with initiating, training, coordinating, and monitoring support services for disaster assistance operations such as Preliminary Damage Assessments (PDAs), Disaster Survivor Assistance Teams, Local Assistance Centers/Disaster Recovery Centers (LACs/DRCs) and staffing, etc.; ensure the effective and timely implementation of all program operations that relate to the provision of disaster recovery assistance for the public and private sector; compose and coordinate the timely publication, and wide distribution of current recovery program resources and informational materials, provide consultative and advisory function to support the effective management of the recovery program providing uniform and quality service delivery to disaster victims; respond to public officials, citizens, and constituent inquiries; prepare correspondence related to program analysis; and assist with implementing mobilization and demobilization activities associated with the recovery programs immediately following disaster declarations, including the implementation and operation of disaster assistance centers.
25%	<u>TRAINING AND TECHNICAL ASSISTANCE</u> Develop, implement, coordinate, and present training programs that bring emergency management partners up to date on recovery programs and processes. Evaluate and formulate recommendations that impact program and policy areas; develop alternative solutions and recommendations for legislation, regulations, policies, and programs. Monitor and analyze proposed legislation for potential impacts to disaster programs and recovery. Translate disaster statistical data and findings into appropriate language for a wide range of emergency management audiences. Effectively communicate verbally one on one, in large groups, over the telephone and in person, and be able to write clearly and concisely.

Percent of Time	MARGINAL FUNCTIONS
5%	<p><u>Other Related Duties as Required</u></p> <p>The incumbent will perform other related duties as required to fulfill the Cal OES mission, goals, and objectives. Additional duties may include, but not be limited to: (a) assisting where needed within the program, which may include special assignments; (b) complying with general State and Cal OES administrative reporting requirements (i.e. 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.</p> <p>Represent the Recovery Program Manager or Branch Chief, and/or other Recovery Operations staff at meetings; make presentations on program-related activities/operations to Cal OES staff and other entities; assist with planning and facilitating JFO; participate in drills, training exercises, and disaster response/recovery operations; coordinate with representatives of other state, federal, local, and/or voluntary agencies, to promote effective implementation of the Cal OES mission, Recovery Operations Directorate objectives, and disaster assistance programs; and, perform other duties as required.</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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>
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 checked="" type="checkbox"/>	<input type="checkbox"/>
LIFTING UP TO 10 LBS. OCCASIONALLY:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLIMBING: stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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