

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/ Recovery Operations/ Recovery Closeout and Infrastructure Branch/Closeout and Debris Division/Debris Operations Unit	POSITION NUMBER: 163-532-4926-009 / CN 11572	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: Program Manager I	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 Debris Operations Coordinator (Emergency Services Coordinator) is under the direction of the Program Manager I.		
2. SUPERVISION EXERCISED: None		
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):		
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 effectively perform the duties of the position could result in an inability to ensure consistency and compliance with state and federal laws, regulations, policies, plans, and procedures. This could result in statewide impacts, including, but not limited to the loss of state and federal disaster assistance funding and/or regulatory compliance, as well as audit findings and health and safety concerns. Failure to perform the duties and responsibilities as described within this duty statement, could result in consequences that influence the effectiveness and efficiency of a jurisdictions recovery, cause inconvenience, impede information sharing, affect the health/safety of personnel and citizens, and delay completion of important assignments thereby influencing Cal OES and its partners. The magnitude of the impact would vary from low to critical dependent upon circumstances involved. Failure to effectively perform the duties of the position could result in not meeting Executive deadlines, resulting in potential negative fiscal and public relations' impacts for Cal OES.		

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 the direction of the Program Manager I in the Debris Operations Unit, the Debris Operations Coordinator performs the emergency management, emergency response, recovery, and planning work at the journey level related to the coordination of disaster debris operations and other disaster recovery programs.

The Debris Operations Coordinator assists in the coordination of special assignments identified to support critical and/or the less complex disaster recovery projects to support short and long-term recovery operations, in concert with other Cal OES, state, federal, and local government and non-government partners. Participates with a team of professionals, technical, and analytical staff consisting of program analyst(s), ESC(s), and other SESC(s). May be called upon to support response and recovery operations at disaster-affected sites, in field offices, at the SOC, or at the JFO. Assists in organizing the resources and implementation of objectives that support the department's pre- and post-disaster recovery objectives, such as disaster recovery planning and preparedness, assessments, vulnerability studies, and financial incentives.

The Debris Operations Coordinator may be responsible for completing technical, analytical, and research assignments relevant to the planning, development, implementation, and coordination of emergency management operations and programs including performing a wide variety of tasks associated with the development and maintenance of emergency management systems. May be responsible for and act as the liaison between the department and emergency management agencies, organizations, and groups on all program matters, including interpreting laws and department policy; assist in problem solving and program implementation; assist in development and implementation of program policies; plan and coordinate activities to develop emergency management plans and systems; and provide assistance, advice, and consultation to departmental staff, external entities, or individuals regarding the development and maintenance of emergency management programs and operations. May act as a lead person or be assigned staff responsibilities in support of other technical or programmatic functions.

This position requires knowledge and experience in the disaster program laws, regulations, policies, and damage assessments. The incumbent must have knowledge and understanding of debris management/removal issues including eligibility, monitoring, and contracting. The incumbent must be able to prepare detailed plans and specifications, conduct technical research, make detailed analysis; and analyze situations in order to make appropriate recommendations. The incumbent must 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.

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.

The Debris Operations Coordinator will be required to travel on short notice for extended durations, often exceeding multiple months deployed to a field location.

Percent of Time	ESSENTIAL FUNCTIONS
40%	<p><u>INCIDENT MANAGEMENT</u></p> <p>In response to an emergency or disaster event, the Debris Operations Coordinator directs disaster debris operations efforts as necessary to protect public health, safety, and the environment. May lead or assist in leading interagency Incident Management Teams, Task Forces, Recovery Support Teams, and other project teams composed of diverse stakeholders. In accordance with the Incident Command System, the Debris Operations Coordinator formulates incident objectives, develops and approves incident action plans, directs and monitors field operations, and ensures incident operations align with agency priorities and goals. Tactfully communicates and negotiates with other state agencies, including the California Environmental Protection Agency, Department of Toxic Substances Control, Department of Resources Recycling and Recovery, local government agencies, and disaster debris removal contractors. Interfaces directly with disaster survivors in person, at community meetings, and over the phone to resolve complaints and respond to inquiries.</p>
40%	<p><u>TECHNICAL ASSISTANCE</u></p> <p>Provides technical assistance to local agencies regarding disaster debris planning and operations. Technical assistance may be provided prior to a disaster incident in support of disaster planning tasks such as development of a disaster debris management plan, trainings for local agency personnel, or development of pre-disaster contracts. Technical assistance may also be provided during and after a disaster incident, to support debris removal operations conducted by local agencies or other state agencies.</p> <p>When requested, the Debris Operations Coordinator provides technical assistance to other states through the Emergency Management Assistance Compact.</p> <p>Functions as a liaison on disaster debris management policies and procedures and provides guidance to local agencies. Ensures local agencies comply with applicable Federal and State laws and regulations, funding requirements, environmental requirements, and operational best practices when planning for or conducting disaster debris operations.</p>
15%	<p><u>PROJECT CLOSEOUT AND ADMINISTRATION</u></p> <p>May act as a lead or support project closeout activities after a disaster debris operation, including preparation of cost reports, insurance reports, and after action reports. Coordinates with other Cal OES staff to ensure project activities and costs are properly documented and appropriate project closure steps are taken. Facilitates after action reviews with stakeholders, drafts after action reports, and presents findings and recommendations to various parties.</p> <p>Supports various administrative tasks such as document management, data management, and contract review.</p>

Percent of Time	MARGINAL FUNCTIONS
5%	<p data-bbox="261 113 727 149"><u>Other Related Duties as Required</u></p> <p data-bbox="261 149 1547 401">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 data-bbox="261 436 1547 688">May 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"/>

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
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 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.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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