

**DUTY STATEMENT**

Employee Name:	
Classification: Senior Emergency Services Coordinator, Office of Emergency Services	Effective Date:
Working Title: Senior Emergency Services Coordinator	Position Number: 312-700-8085-008
Collective Bargaining Unit: R07	Work Location: 11120 International Drive, Suite 200, Rancho Cordova, CA 95670
Center/Office/Division/Unit: Disaster Medical Services/Plans and Training Unit	Tenure/Time Base: Permanent/Full Time

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

The mission of Emergency Medical Services Authority (EMSA) is to prevent injuries, reduce suffering, and save lives by developing standards for and administering an effective statewide coordinated system of quality emergency medical care and disaster medical response that integrates public health, public safety, and healthcare.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

During emergency operations, the incumbent may be required to work in EMSA's Departmental Operations Center (DOC), other governmental Emergency Operations Centers, or in EMSA's field Mission Support Teams to provide assistance in emergency response and recovery activities. EMSA staff are required to complete emergency management and Incident Command System training based on their respective roles in a response and participates in periodic departmental and statewide readiness drills and exercises. Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

### **Competencies**

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California](#)

[Department of Human Resource's Job Descriptions webpage.](#)

### Job Summary

Under the general direction of the Program Manager I, in the Plans and Training Unit of the Disaster Medical Services (DMS) Division, the Senior Emergency Services Coordinator (Sr. ESC) develops procedures and job action sheets for the California Emergency Support Function 8 (ESF 8) Medical and Health Coordination Center (MHCC), which will ensure activation continuity and procedural standardization. The Sr. ESC leads statewide public health and medical disaster response readiness for internal and external stakeholders by developing and maintaining disaster response readiness training and exercise programs. The Sr. ESC also analyzes and develops disaster public health and medical preparedness and response issue and concept papers and develops funding applications through the State budget process for grants, endowments, and/or other funding mechanisms.

The emergency management and response duties are complex, difficult, and sensitive and are essential to the Governor's Disaster Preparedness Initiatives, which is critical to EMSA's basic missions.

### Special Requirements

- Conflict of Interest (COI)
- Department of Motor Vehicles (DMV) Pull Notice Required
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel Required: 5%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: Possession of a valid class C driver license issued by the California DMV
- Telework Eligible: Up to 3 days
- Other:

### Essential Functions (including percentage of time)

30% Develops procedures and job action sheets for the California ESF 8 MHCC and EMSA's DOC to ensure activation continuity and procedural standardization. Collaborates with the California Department of Public Health (CDPH), various State agency training partners, consultants, and EMS working groups to develop training curriculum topics, establish the training review process, and conduct qualitative and/or quantitative data analysis on emergency programs and exercises conducted by surveying constituents and meeting with focus groups.

- 30% Leads statewide public health and medical disaster response readiness for internal and external stakeholders by developing and maintaining disaster response readiness training and exercise programs. Collaborates with CDPH on the development of the annual Statewide Medical and Health Exercise (SWMHEX) and the annual California Health and Human Services (CHHS) Executive Exercise. Coordinates DMS Division field exercises by establishing an exercise design team to assist with the development, maintenance and implementation of disaster public health and medical response plans, medical mutual-aid plans, communication plans, plan annexes, exercises, policies, procedures and protocols in accordance with departmental policy and procedures to include State, Federal, and local partners.
- 15% Analyzes and develops disaster public health and medical preparedness and response issue and concept papers, including policies and/or legislation affecting disaster medical program development to ensure accuracy and completeness, and planned implementation of policy relative to the State's role in disaster public health and medical response plans.
- 10% Researches, monitors, analyzes, and evaluates complex projects and/or programs including developing methods to present technical project and program data to State, Federal and local partners including monitoring project and program needs by meeting with involved parties, tracking interdepartmental memorandum of understandings (MOU) and/or contract deliverables and ensuring appropriate project timeframes in accordance with EMSA policies and procedures.
- 5% Researches and develops funding applications through the State budget process for grants, endowments, and/or other funding mechanisms in accordance with departmental procedures and policies. Oversees and monitors the progress and usage of grant monies by providing all reports and supplementary materials as requested by funding and oversight agencies in order to submit timely and accurate funding applications for the Plans and Unit or DMS Division.
- 5% Prepares comprehensive after-action reports and recommendations based on exercises and real-world disaster events in order to identify emergency management systems deficits. Develops recommendations for improvement of emergency management planning and emergency response operations.

---

**Marginal Functions (including percentage of time)**

---

- 5% Serves as a program liaison with local, regional, and State medical and health disaster partners in promoting the State's Public Health and Medical Emergency Coordination System in order to represent EMSA. Performs the role of Duty Officer, upon assignment, by effectively leading, planning for emergencies/disasters, responding appropriately, applying emergency management principles, mitigating hazards, communicating risks to appropriate personnel, and applying professional knowledge to all situations of coordination.

<input type="checkbox"/> I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.		<input type="checkbox"/> I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)	
Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

**HRD Use Only:**

Approved By: CT

Date: 1.12.24