

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

EMPLOYEE	CLASS TITLE: Senior Emergency Services Coordinator	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Recovery Directorate/Recovery Admin & Support/Disaster Analysis Unit	POSITION NUMBER: 163-500-8085-001 (10443)	CBID: R07
TENURE: Permanent	TIME BASE: Full-Time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE):	PROBATIONARY PERIOD: <input checked="" type="checkbox"/> 6 Mos. <input 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 Senior Emergency Services Coordinator (SESC) position is under the general direction of the Staff Services Manager II.
2. SUPERVISION EXERCISED:
None.
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES)
Physical tasks include, but are not limited to driving, 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 situations. 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):
The SESC has direct contact with all levels of California Governor's Office of Emergency Services (Cal OES) staff and has ongoing interaction with all local, state, federal, and private partners, the public, and special interest groups, including high level administrators.
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 the circumstances involved. Failure to effectively perform the duties of the position could result in not meeting 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 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 are 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 and cooperatively under pressure; 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 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 the general direction of the Staff Services Manager II, the Senior Emergency Services Coordinator (SESC) serves as lead for highly specialized support to all elements within the Recovery Disaster Analysis and Coordination Unit. The SESC will serve as the Special Projects Unit lead. The functions of this team are to prepare Governor's Office Action Requests, provide technical expertise, participate in the Incident Command Structure activations, and validate Initial Damage Estimates, and develop Recovery trainings, exercises, presentations, and briefings as requested.

The SESC is project coordinator on special assignments identified to support the most critical and/or 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-governmental partners. The SESC serves a lead and legislative coordinator for the unit. The SESC may also be called upon to support response and recovery operations, at the Joint Field Office and in the development/revision of operational recovery plans and documents. The SESC is responsible to lead and organize 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.

This position requires the incumbent have a broad working knowledge of state emergency management services and operations, in addition to state and federal Public Assistance, Individual Assistance, Fire Management Assistance Grant, and Hazard Mitigation Grant Programs as provided under the California Emergency Services Act, California Disaster Assistance Act, and the Robert T. Stafford Act.

Percent of Time	ESSENTIAL FUNCTIONS
35%	<p>PROGRAM ADMINISTRATION/IMPLEMENTATION/COORDINATION: Responsible for developing strategies and processes for ensuring comprehensive and consistent application of laws, regulations, and policies, (Emergency Services Act, California Disaster Assistance Act, Stafford Act, Title 19, etc.) by operational areas, local agencies (cities, counties, tribal organizations, and special districts), state agencies, and private non-profit organizations. Assisting in the development of disaster program guidance documents and standard operating procedures for Recovery; and oversight of coordination of damage data collecting, analysis and reporting for Preliminary Damage Assessments to determine the magnitude of disasters and the need for state and/or federal disaster assistance. Assisting in the development and implementation of systems to identify, review, track and correct recovery issues presented in disaster after action reports; and assisting in identifying and coordinating the development and implementation of process improvement measures. May provide program and technical assistance to local, regional, and state agencies, Branch Chiefs and Regional Administrators before, during and after disasters.</p>
30%	<p>TECHNICAL ASSISTANCE: Serves as a project coordinator for the unit in the delivery of disaster recovery and to local and state agencies. Serves as Recovery liaison to private, local, state, federal, forums where emergency management and disaster recovery issues are discussed. Implements state recovery policies and guidance by assisting local and state agencies with the coordination and development of comprehensive disaster recovery plans and procedures to meet the standards established by Standard Emergency Management System, National Incident Management System, the State Emergency Plan, and California Disaster Recovery Framework. Assists in the development of training materials and participates in the execution of exercises, conferences, and workshops for public and private target groups.</p> <p>Ensuring work program elements are coordinated with related work program elements in other state agencies, department branches, and between local, state and federal agencies; directing and reviewing the evaluation of program policies and procedures; making recommendations for improvement and determining appropriate courses of action; and coordinating dissemination of program results as part of the program's knowledge transfer objectives.</p> <p>Coordinates and supports in state and region emergency response and recovery operations including working in the State Operation Center (SOC), Regional Emergency Operation Center (REOC), Local EOCs, Disaster Field Offices, and Local Assistance Centers or as an Agency Representative to other state agency emergency operations. Provide direct, general emergency services coordination and support, prepare and make formal presentations to public and private organizations, and take the lead for special projects to facilitate disaster recovery as directed. Assists in development of work plan goals and objectives and perform other administrative tasks as directed.</p>

25%	<p>PROGRAM LEAD: Serves as and the programmatic lead for the Recovery Infrastructure Branch, including varied disaster recovery program work, oversight of resources, and the implementation of assigned work program objectives.</p> <p>Provide timely identification of specific program issues or conflicts associated with implementation of work program activity, and when requiring Executive review, preparing necessary background reports and issue papers, and making recommendations for efficient resolution and improvements; and ensuring all program work is performed in accordance with state and federal regulations and laws.</p>
5%	<p>PROGRAM REPRESENTATION: Represents Cal OES at meetings and conferences, making presentations on disaster assistance activities to executive staff, legislative staff, professionals associations, public/local agencies and organizations when deemed necessary. Duties will also include participation in short-and long-term coordination of the California Disaster Recovery Framework; Recovery Support Functions activations, participation in drills, training exercises and disaster recovery operations as required.</p>
Percent of Time	MARGINAL FUNCTIONS
5%	<p>OTHER JOB-RELATED DUTIES AS REQUIRED: Performs other related duties as required to fulfill the Cal OES mission, goals and objectives. These additional duties may include, but not be limited to: (a) assisting where needed within the program(s), 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>
OTHER INFORMATION	
<p>The incumbent must be willing to work within a team-oriented environment. Must be capable of taking direction and be able to give good constructive feedback. Must have the ability to write and speak effectively, have exceptional interpersonal skills, be well organized, able to pay close attention to detail, have the ability to work independently and to use good judgment. Must have good attendance, punctuality, dependability, be presentable at all times, have competent computer skills, and have the ability/desire to advance. Must maintain a valid driver's license and wear appropriate business attire for a professional office environment.</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 type="checkbox"/>	<input checked="" type="checkbox"/>
STANDING:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BALANCING:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
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, interaction, or interaction from other staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DRIVING:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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