

DUTY STATEMENT

Employee Name:	Position Number: 580-230-8085-909
Classification: Senior Emergency Services Coordinator, Office of Emergency Services	Tenure/Time Base: Permanent/Full-Time
Working Title: Intelligence Hub Specialist	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R07	Position Eligible for Telework (Yes/No): Yes Hybrid
Center/Office/Division: Center for Preparedness & Response (CPR)/ Division of Program & Response	Branch/Section/Unit: Program Response Branch/ 24/7 Intelligence Section

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.

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.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

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

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by proving a senior level position in the 24/7 Intelligence Hub that can perform as a lead in preparation for and during public health and medical incidents to provide support, coordination to CDPH Center and Programs and assist in the wellbeing of healthcare communities, partners, and citizens of California.

The incumbent works under the general direction of the Program Manager II (PM II) of the 24/7 Intelligence Section (IS), Program and Response Branch, Center for Preparedness and Response

(CPR). The Senior Emergency Services Coordinator, Office of Emergency Services (Sr. ESC) performs the most complex, difficult, and sensitive emergency management, emergency response, recovery, and planning work above the journey level. The Sr. ESC is independently responsible for significant, specialized emergency management projects; serves as a lead person, team leader, and/or project coordinator on the most difficult and complex emergency management projects; formulates program and policy direction and alternatives, which are highly complex and select and develop methodologies for their implementation.

Up to 15% travel is required to attend meetings and participate in workgroups on behalf of CPR relating to public health emergency response; attend federal and state training programs, in-services and continuing education courses, workshops, conferences, and local site visits. In order to address urgent operational needs or conduct emergency-related response activities, incumbent may, on occasion, be required to work outside core business hours, travel, and transport up to 25 lbs.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 15%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 40% Serves as a public health and medical and emergency management subject matter expert in the daily operations of the California Department of Public Health (CDPH) Intelligence Hub (Intel Hub). This includes: coordination with CDPH Intel Hub staff; development of complex plans, policies, and procedures for the Intel Hub, updates to complex and often confidential notification contact lists and advanced planning efforts; communicating with internal and external public health and medical stakeholders; coordinating the allocation of CDPH emergency response and recovery resources; and maintaining situational awareness of all current or future potential public health and medical incidents throughout the state. Coordinates with the Intel Hub staff to ensure integration and unification of efforts in day-to-day activities and during public health and medical emergency response activities. Serves as a subject matter expert in the CDPH duty officer programs. Works as a lead to administer and manage complex, confidential, and time-sensitive documentation and appropriate databases for the Intel Hub.
- 25% Independently serves as a California Emergency Support Function (CA-ESF) 8 Public Health and Medical representative at the California Governor's Office of Emergency Services (CalOES) State Operations Center (SOC) during large activations, as needed. Establishes and maintains a working knowledge of the Incident Command System (ICS), the Standardized Emergency Management System (SEMS), the California Public Health and Medical Emergency Operations Manual (EOM), and the State Emergency Plan (SEP). Maintains knowledge and capabilities to fill any ICS position within the CPR response structure during activations. Maintains awareness of priorities and functions to ensure continuity of operations

within the Intel Hub and the Medical Health Coordination Center (MHCC) organizational structure during activations.

- 20% Independently collaborates with various CDPH Centers/Divisions/Offices (CDO's) and CPR executive management and staff to facilitate Intel Hub and Duty Officer program functions including: health and medical intelligence gathering and data collection; situation reporting and creation of intelligence products; forecasting and modeling; emergency communications, response, and recovery activities. Serves as a main point of contact for coordination and communication with external public health and medical partners to ensure continuity of preparedness, response, and recovery activities for the Intel Hub and the CDPH Duty Office program. Maintains technical expertise in health and medical response and planning while consulting with local jurisdictions, state, and federal agencies, community-based organizations, and community groups regarding major Intel Hub development issues or operations.
- 10% Attends and participates in workshops, conferences, drills, trainings, and exercises on behalf of CPR as a subject matter expert in public health and medical emergency response, planning, mitigation, and recovery. Attends all monthly, quarterly, and annual MHCC, Intel Hub, and Duty Officer program drills, trainings, and exercises within CPR.

Marginal Functions (including percentage of time)

- 5% Performs other job-related duties as required. In the event of an emergency activation, the incumbent may be required, on short notice, to work irregular and overtime hours during disaster operations in order to support one of four Emergency Operations Centers (EOC). The incumbent is required to participate on an CPR Incident Response Team (IRT) if requested.

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.

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: T. Moya
 Date: April 15, 2024