

DUTY STATEMENT

Employee Name:	Position Number: 580-230-4926-909
Classification: Emergency Services Coordinator, Office of Emergency Services	Tenure/Time Base: Limited-Term/Full-time
Working Title: Emergency Pharmaceutical and Warehouse Section Emergency Response Coordinator	Work Location: 2040 Enterprise Blvd, West Sacramento, CA 95691
Collective Bargaining Unit: R07	Position Eligible for Telework (Yes/No): Yes – Hybrid
Center/Office/Division: Center for Preparedness and Response/ Division of Program and Response	Branch/Section/Unit: Program and Response Branch/ Emergency Pharmaceutical and Warehouse 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 enhancing preparedness and response for emerging public health threats in support of the health and well-being of California's diverse people and communities.

Under the direction of the Program Manager II of the Emergency Pharmaceutical and Warehouse Section (EPWS), the Emergency Services Coordinator (ESC) completes 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 in a program that is one of the Governor’s Disaster Preparedness Initiatives. The ESC will support the statewide public health and medical disaster response readiness within the EPWS, assist in the development of a robust inventory management system, provide project management and coordination efforts, and provide guidance and direction on the Standardized Emergency Management System (SEMS) and the Medical and Health response system.

In the event of an emergency activation, the incumbent may be required on short notice to work irregular and overtime hours, including weekends, holidays, extended, or rotating shifts (day/night) during disaster operations to support CDPH emergency response capabilities. During emergency operations, incumbent may be required to work in the Receiving, Staging, and Storage (RSS) warehouse, State Operations Center (SOC), the Medical Health Coordination Center (MHCC), or other external governmental Emergency Operations Centers (EOC). The incumbent is required to participate on a Center for Preparedness and Response (CPR) Incident Response Team.

The incumbent must be ready to deploy for up to two (2) weeks to austere conditions, adhere to all safety rules, exercise good judgment, build extensive relationships across all disciplines and jurisdictions, influence and lead change, and practice appropriate policies and procedures.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: 15%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification: Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. Applicants who do not possess the license will be admitted to the examination but must secure the license prior to employment.
- Other:

Essential Functions (including percentage of time)

- 20% Tests and operates a robust inventory management system for the Receiving, Staging, and Storage (RSS) warehouse. Develops appropriate processes, policies, procedures, protocols, trainings, and exercises to ensure consistent and competent warehousing functionality within the inventory management system. Works with CDPH Information Technology Services Division (ITSD) and the inventory management system vendor to continually maintain, improve, and reevaluate the RSS inventory management system and processes. Ensures accurate tracking, storage, staging, receiving, and distribution of critical medical and public health supplies and resources. Conducts inventory system audits regularly to maintain accuracy and identify discrepancies, gaps, or shortages.

- 20% Assists with statewide public health and medical disaster response readiness for internal and external stakeholders by developing, maintaining, training, and exercising emergency pharmaceutical and warehouse response policies, procedures, processes, and protocols. Collaborates with local public health agencies, allied state agencies, federal partners, and the Regional Disaster Medical Health Specialists (RDMHS) to support local, regional, state, and federal response capabilities. Assists with conducting exercises and drills with relevant stakeholders to fulfill necessary grant requirements.
- 20% Analyzes and maintains a knowledge of disaster public health and medical preparedness, mitigation, response, and recovery issues to inform EPWS response and recovery operations. Establishes and maintains extensive knowledge of the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), the California Public Health and Medical Emergency Operations Manual (EOM), the state emergency response structure as outlined in the CA State Emergency Plan (SEP), local, regional, state, and federal emergency preparedness and response plans, resources, and authorities. Assists senior staff and management on issues impacting emergency pharmaceutical and warehousing policy areas.
- 15% Assists with project management and coordination efforts for EPWS preparedness and response initiatives by providing leadership, organization, and collaboration to facilitate section objectives. Assists with training programs to enhance staff members' knowledge and skills related to inventory management, disaster response protocols, and other EPWS programs. Contributes to a culture of collaboration, preparedness, and continuous improvement. Assists in the preparation and submittal of relevant EPWS reports on various projects, inventory status, disaster inventory status, disaster response activities, and operational performance to relevant stakeholders and management. Maintains accurate records of inventory transactions, emergency drills, and response activities. Ensures compliance with documentation requirements, including incident reports and other necessary documentation.
- 15% Travels to attend meetings, workshops, conferences, trainings, and exercises, and participates in workgroups on behalf of the CPR relating to public health emergency and response issues. Attends Federal and State training programs, in-services, and continuing education courses necessary to maintain program knowledge and skills. Conducts local site visits in support of statewide resource preparedness and response.

Marginal Functions (including percentage of time)

- 10% 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 to support CDPH emergency response capabilities. During emergency operations, incumbent may be required to work in the SOC, the MHCC, or other external governmental EOC.-The incumbent is required to participate on a CPR Incident Response Team.

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: CT
 Date: 3.22.24