

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: Medical and Health Coordination Center Coordinator	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 and Response/ Division of Program and Response	Branch/Section/Unit: Program and Response Branch/Response Section/MHCC Readiness Unit

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 supporting the Medical and Health Coordination Center in enhancing preparedness and response capabilities for public health and medical threats in support of the health and well-being of California's diverse people and communities.

Under the general direction of the Medical and Health Coordination Center (MHCC) Readiness Unit Program Manager I (PM I), the Senior Emergency Services Coordinator (Sr. ESC) will independently lead a disaster response MHCC Section during public health and medical emergency response

activities and independently coordinate day-to-day activities in the MHCC and the Richmond Campus Coordination Center (RCCC). The incumbent independently works with internal and external partners including the Emergency Medical Services Authority (EMSA), California Governor’s Office of Emergency Services (CalOES), California Emergency Support Function (CA-ESF) 8 partners, and California Health and Human Services Agency (CalHHS) to ensure continuity of preparedness and response activities. The incumbent independently and collaboratively develops, implements, and revises standardized operating procedures (SOP), advises and makes recommendations to Center for Preparedness and Response (CPR) executive management on the status of daily operations pertaining to emergency response, and works with the CPR 24/7 Intelligence Section and Incident Response Team (IRT) leads to ensure a unified and coordinated effort during public health and medical emergencies. The Sr. ESC performs the most complex, difficult, and sensitive emergency management, emergency response, recovery, and planning work. The incumbent is independently responsible for significant, specialized emergency management projects; serves as a team lead and/or project coordinator on emergency management projects; formulates program and policy direction and alternatives; and develops methodologies for implementation.

CPR Emergency Services Classification staff are required to complete and maintain emergency management and Incident Command System (ICS) training, based on their respective roles in a response, and participate in periodic departmental and statewide readiness drills and exercises, attend meetings, participate in workgroups, attend Federal and State training programs, workshops, conferences and may be required to travel statewide if needed. The incumbent may need to work effectively and cooperatively under stressful conditions with short lead times, effectively communicate with stakeholders, and provide guidance and direction on the Standardized Emergency Management System (SEMS) and the Medical and Health response system. To address urgent operational needs or conduct emergency-related response activities, incumbent may be asked on short notice to work weekends, holidays, extended, or rotating shifts (day/night).

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 and the appropriate 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: Valid driver license issued by the Department of Motor Vehicles
- Other:

Essential Functions (including percentage of time)

- 30% Independently serves as a Medical Health Coordination Center (MHCC) Section Coordinator. A Section Coordinator is a highly skilled, formally trained subject matter expert in emergency management capable of independently leading an MHCC Operations, Plans, Logistics, or Finance team during a disaster response by leading section staff, establishing section objectives and priorities, developing MHCC staffing plans, and ensuring all section deliverables are completed

each Operational Period. Independently serves as a day-to-day Incident Response Team (IRT) co-lead for Team A, B, or C by coordinating and conducting training, documenting training and exercise activity for all members, managing rotational staffing rosters, communicating with team members, and working with CPR management on IRT program developments and improvements. Independently communicates with internal and external public health and medical partners and when appropriate informs CPR management of project progress. Establishes and maintains broad subject matter expertise of MHCC Section priorities and functions to ensure continuity of operations within the MHCC organizational structure. Coordinates with the CPR 24/7 Intelligence Section to ensure integration and unification of effort in day-to-day activities and during public health and medical emergency response activities.

- 25% Independently collaborates and coordinates with other IRT Co-Leads, CPR staff, CPR management, and other subject matter experts to develop, implement, revise, and maintain emergency policies and SOPs, ensuring continuity of effort and a streamlined process for response activities during public health and medical emergencies. Establishes and maintains extensive knowledge of federal, state, and local emergency management systems, operations, and plans. Ensures SOPs are consistent with the CDPH Emergency Operations Manual (EOM), CDPH Emergency Operations Response Plan (EORP), State Emergency Plan (SEP), Standardized Emergency Management Systems (SEMS), Incident Command System (ICS), and National Incident Management System (NIMS), and maintains subject matter expert knowledge of all disaster response plans and procedures. Advises on implementation and ensures coordination across CPR programs. Provides subject matter expertise to federal, state, and local partners. Supports the Response Unit and Regional Disaster Medical Health Specialists under the Response Section in ensuring CPR preparedness and response capabilities.
- 10% Independently manages the development and implementation of a standardized training curriculum for IRT Co-Leads and members. Coordinates with EMSA, CalOES, CalHHS, and other state agency partners, local partners, workgroups, and other applicable entities to assess training needs, determine appropriate curriculum and topic areas. Develops and provides training to various CDPH centers and programs as requested to ensure vital components of emergency response operations are tested and validated prior to an emergency activation. Serves as an instructor for ICS, SEMS, NIMS, and EOM courses as needed.
- 10% Independently collaborates with CDPH Information Technology Services Divisions (ITSD) to ensure support of MHCC and RCCC hardware and software including phones (analog, digital, and Voice Over Internet Protocol), broadcast satellite feeds, desktop/laptop computers, display monitors, Very Small Aperture Terminal (VSAT) telecommunications, and video conferencing equipment. Collaborates and communicates with ITSD to ensure that critical systems remain in a state of readiness for emergency response.
- 10% Independently leads the coordination of MHCC and RCCC facility needs, including the identification, analysis, purchase, and oversight of MHCC and RCCC emergency supplies and equipment. Maintains oversight and responsibility for managing the storage and distribution of supplies and equipment within the MHCC and the RCCC using established procedures to ensure that each facility remains secure, stocked, and in a state of readiness for emergency response activities. Coordinates room scheduling for the MHCC, breakout rooms within the MHCC, and the RCCC. Travels to attend meetings, participate in workgroups, and trainings.
- 10% Establishes and maintains relationships with the Program and Response Branch (PRB) and the Planning, Recovery, and Evaluation Branch (PREB) to ensure continuity of operations and to establish working knowledge of all cross-functional activities, including emergency response

exercises within the CPR Division of Program and Response. Conducts MHCC outreach and recruitment efforts for new IRT members.

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 CDPH emergency operations at various locations throughout the state. The incumbent is required to participate on a CPR IRT.

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: 3/19/24