

DUTY STATEMENT

Employee Name:	Position Number: 580-230-8085-012
Classification: Senior Emergency Services Coordinator, Office of Emergency Services	Tenure/Time Base: Permanent/Full-time
Working Title: Exercise 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	Branch/Section/Unit: Planning, Recovery, & Evaluation Branch / Recovery & Evaluation Section / Exercises & Evaluation 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 performing highly complex and sensitive consultative, advisory, and evaluative duties in the area of emergency management planning and response operations with a specific focus on development of exercises and drills to validate CDPH emergency response plans, policies, and procedures developed by CDPH to address critical threats and public health disasters. The Senior Emergency Services Coordinator, Office of Emergency Services (Sr. ESC) serves as the project manager for fulfillment of the exercise requirements for the Hospital Preparedness Program (HPP), Public Health Emergency Preparedness (PHEP), Cities Readiness Initiative (CRI), and Homeland

Security Exercise and Evaluation Program (HSEEP). The incumbent coordinates with Federal, State, and local agencies involved in emergency preparedness and disaster response to ensure a coordinated and multidisciplinary exercise planning effort for CDPH.

Up to 15% travel is required to attend meetings and participate in workgroups on behalf of the Center for Preparedness and Response (CPR) relating to public health emergency and response issues; 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.

The incumbent works under the general direction of the Staff Services Manager I, Chief of the Exercises and Evaluation Unit.

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:
- Other:

Essential Functions (including percentage of time)

- 25% Serves as lead developing, coordinating, and conducting exercises and drills within CDPH to test emergency response plans, procedures, and policies. Participates in annual exercises which include, but are not limited to, the Capstone Exercise and the Statewide Medical and Health Exercise (SWMHE). Develops an exercise plan with clearly defined goals and objectives; including testing specific plans, policies, and procedures to ensure goals and objectives are met in a timely manner and will work towards ensuring a competent level of preparedness is established within the department and tested via exercises. Develops exercise documents consistent with the Homeland Security Exercise and Evaluation Program (HSEEP) including, but not limited to, the situation manual, master scenario of events list, PowerPoint presentations, and exercise evaluation guides. Monitors and evaluates exercise and drill related activities to provide and ensure that feedback and lessons learned are incorporated into updated processes for State plans, policies, and procedures. Plans and coordinates staff participation in meeting the needs of the exercise plan and coordinates regularly with training staff to identify training needs and gaps.
- 20% Establishes, develops, and maintains ongoing relationships with key stakeholders and partners in emergency planning and response related to ongoing exercise drill activities for CDPH. Stakeholders and partners include, but are not limited to, CDPH (including all Centers/Programs), the Governor's Office of Emergency Services, the California Emergency Medical Services Authority, Federal Emergency Management Agency, the U.S. Health and Human Services, and local health jurisdictions and healthcare providers across California. Coordinates CDPH participation in exercises conducted by other agencies at the Federal, State, and local level, such as conference calls, meetings, and trainings offered by, or in coordination with, partnered agencies. Provides CDPH with tactical, programmatic, and

technical advice in response to actual or potential public health emergencies.

- 20% Ensures that exercises are evaluated; writes After Action Reports (AARs) and Improvement Plans using information gathered and provide the AARs to appropriate participants; and incorporates lessons learned from evaluations into response plans, policies and procedures and the ongoing exercise plan, goals, and objectives. Conducts after action meetings with exercise participants and/or Incident Response Team (IRT) leads. Ensures that all activities are well documented, both qualitatively and quantitatively, in order to ensure that the department’s obligations under the PHEP and HPP Grant Funds are met as well as to provide feedback into the evolving exercise plan. Ensures that corrective actions from AARs are tracked and updated on a regular basis. Provides technical assistance and training to others in the development of AARs and Improvement plans.

- 15% Oversees multiple projects including planning, training, tracking, reporting, outreach, and exercise development/participation. Defines project scope and approach; sets objectives, deliverables, and steps to meet deliverables; and defines the project schedule. Develops reasonable timelines with team members, ensures timely completion, and updates management on statuses including any barriers/risks to completing the project on time and any critical items that must be completed before proceeding with the project(s). Monitors progress, determines the impact of any delays, and communicates and/or escalates any issues to management. Facilitates exercise planning meetings, builds consensus and collaboration with internal and external partners, and ensures that meeting participants are actively engaged in the exercise planning process.

- 15% Travels to attend meetings and participate 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; attends workshops, conferences, and conducts local site visits.

Marginal Functions (including percentage of time)

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 CDPH Emergency Operation Centers (EOC). The incumbent is required to participate on a CPR Incident Response Team (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: T. Moya
 Date: 12/13/24