

DUTY STATEMENT

GS 907T (REV. 04/02)

SHADED AREA FOR HUMAN RESOURCES ONLY**INSTRUCTIONS:** Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-

15-001

EFFECTIVE DATE:

July 1, 2015

1. DGS OFFICE OR CLIENT AGENCY Emergency Medical Services Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED Plans and Training Unit	3. CLASS TITLE Senior Emergency Services Coordinator
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m. -- Flexible	5. SPECIFIC LOCATION ASSIGNED TO Rancho Cordova
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 312-700-8085-xxx

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. **BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the general direction of the Program Manager I, the Senior ESC performs the most complex, difficult, and sensitive emergency management and emergency response duties. The Senior ESC functions as a highly skilled technical program consultant in a program that is one of the Governor's Disaster Preparedness Initiatives and which is critical to the EMS Authority's basic missions. The Senior ESC is a member of the Disaster Medical Services Division and is responsible for performing the following duties:

9. Percentage of time performing duties

10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*

ESSENTIAL FUNCTIONS

In order to achieve operational efficiency, working as part of a team with lead responsibility for coordinating the development of broad policy in disaster training and exercise development, planning, organizing and preparing for disaster, public health, and medical response operations as directed by management in accordance with the appropriate California Codes, regulations, statutes, and department policy and procedures.

11. **SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

12. **EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
30%	<p>ESSENTIAL FUNCTIONS (cont.)</p> <p>The Plans and Training Senior (Sr.) Emergency Services Coordinator (ESC) will serve as the administrator of the development of planning and delivery of training to have the appropriate capabilities for emergency medical services personnel and public health partners responding to terrorist or natural disaster events in accordance with Office of Domestic Preparedness (ODP), Office of Homeland Security (OHS), California Governor's Office of Emergency Services (Cal OES), California Department of Public Health (CDPH) and Emergency Medical Services Authority (EMSA) requirements, applicable rules, regulations, departmental policies and procedures and acceptable training development methods. The Sr. ESC is responsible for the planning and management of activities of emergency disaster programs including the Regional Disasters Medical Health Services, exercises, development of public health and medical training, emergency plans, special projects, and emergency manuals for the State of California. The Sr. ESC will develop public health and medical exercises and public health and medical components to State and federal disaster exercises in accordance with ODP, OHS, Cal OES, CDPH and EMSA requirements, applicable rules, regulations, departmental policies and procedures and acceptable exercise development methods. Microsoft Word, Excel, PowerPoint, and Access software will be used extensively.</p> <p>In order to ensure the most complex projects and/or programs are developed and implemented appropriately, the DMS Plans and Training Sr. ESC will independently:</p> <ul style="list-style-type: none"> ▪ Collaborate with state agency training partners, consultants and public health and medical working groups to develop a list of training topics that meet the training requirements. ▪ In collaboration with CDPH, develop procedures and job action sheets for the Medical and Health Coordination Center. ▪ Conduct qualitative and/or quantitative data analysis on emergency programs and exercises conducted. ▪ Develop curriculum review process and instruments to review training programs by surveying constituents and meeting with focus groups. ▪ Review existing state and national terrorism response training programs to determine compliance with the ODP training requirements and identify deficiencies by using a predetermined evaluation tool. ▪ Summarize existing training programs that meet or do not meet training requirements and determine supplemental course needs for training programs that are deficient in meeting the ODP training requirements using Microsoft Word, Excel and/or Access to collect, analyze, summarize and present technical data to State, federal, and local partners.

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
30%	<p>In order to oversee work products of assigned teams and perform the most complex and difficult technical work required by the projects, the DMS Plans and Training Sr. ESC will independently:</p> <ul style="list-style-type: none"> ▪ Develop and maintain State-level public health and medical disaster response readiness by participating, developing, and implementing a training and exercise program both for internal department staff as well as in conjunction with our disaster response partners using the Office of Domestic Preparedness (ODP)/Federal Emergency Management Agency (FEMA) and Office of Homeland Security (OHS) exercise models and in accordance with office policies and procedures. ▪ Coordinate EMSA's annual full-scale medical disaster field exercise. As co-lead exercise coordinator and the liaison to Cal OES, CDPH, ODP and FEMA; establish an exercise design team to assist with the development of the exercise to include State, federal, and local partners. Exercise plans and materials will be developed utilizing the Homeland Security and Evaluation Program, Microsoft Word, PowerPoint. ▪ Work with CDPH in the development of the annual Statewide Medical and Health exercise and the annual California Health and Human Services Executive exercise. ▪ Develop, maintain and implement disaster public health and medical response plans, medical mutual aid plans, communication plans, plan annexes, policies, procedures and protocols in accordance with departmental policy and procedures; using Microsoft Word, PowerPoint, Excel and/or Access and previously developed templates. ▪ Coordinate catastrophic planning with CDPH for such plans as the San Francisco Bay Area Earthquake Response Plan revision, the Central California Flood Plan, and the California Statewide Patient Movement Plan. ▪ Work with CDPH on the development of policies and procedures for Public Health and Medical Emergency Function #8.
10%	<p>In order to ensure the accuracy and completeness of a variety of disaster public health and medical preparedness and response issues the DMS Plans and Training Sr. ESC will independently:</p> <ul style="list-style-type: none"> ▪ Analyze and develop issue papers and concept papers, including policies or legislation affecting disaster medical program development using Microsoft Word, PowerPoint, Excel and/or Access in accordance with departmental policies and procedures. ▪ Develop and implement policy relative to the State's role in disaster public health and medical response plans, preparedness, response, and recovery transcending multi-level public jurisdictional and private sector interests using Microsoft Word, PowerPoint, Excel and/or Access in accordance with departmental policies and procedures.

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
10%	<p>In order to ensure that complex projects and/or programs are developed and implemented appropriately the DMS Plans and Training Sr. ESC will independently:</p> <ul style="list-style-type: none"> ▪ Determine needs by reviewing and analyzing documentation and develop methods using Microsoft Word, PowerPoint, Excel and/or Access to collect, analyze, summarize and present technical data to State, federal, and local partners. ▪ Negotiate, monitor, and evaluate by meeting with and discussing issues with involved parties, tracking MOU and/or contract deliverables and evaluating deliverables against stated objectives of interdepartmental memorandum of understandings and other contractual agreements for furthering the EMS Authorities goals and priorities using Microsoft Word, Outlook, Excel and Access.
10%	<p>In order to ensure the timely and accurate submission of funding applications for the Section or Division, the SR ESC under the direction of the Plans and Training Section Manager:</p> <ul style="list-style-type: none"> ▪ Researches, develops, and submits funding applications through the State budget process, for grants, endowments, and/or other funding mechanisms in accordance with departmental procedures and policies using Microsoft Word, PowerPoint, Excel and/or Access. ▪ Monitors and oversees progress of grant monies use and provides all reports and supplementary materials as requested by funding agencies and relevant oversight agencies in accordance with departmental procedures and policies using Microsoft Word, PowerPoint, Excel and/or Access. <p>MARGINAL FUNCTIONS</p>
5%	<p>Represents the EMS Authority at meetings; serves on task forces and committees as a program liaison with local, regional and state medical and health disaster partners in promoting the State's Public Health and Medical Emergency Coordination System.</p>
5%	<p>Fulfill the EMSA Duty Officer role when assigned.</p> <p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: Mission, goals, objectives, and organization of emergency management and emergency response; operations and structure of government; processes, principles and regulations applied in the administration of emergency management programs; State and Federal laws, regulations, and requirements relating to local, State, and Federal emergency management planning and emergency response; apply professional knowledge and ability to all situations; principles, concepts, and terminology in emergency management, emergency response planning processes, hazard mitigation, and community preparedness; laws and regulations pertaining to State and Federal financial assistance and mutual aid; current trends of emergency management, emergency response,</p>

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
	<p>recovery, and planning; methods of program report preparation and program reporting techniques; basic techniques of data analysis; basic computer skill. Maintain objectives and organization of emergency management and emergency response; principles and techniques of organization, administration, and management; purposes, activities, and legislation of the EMS Authority.</p> <p>Ability to: Plan for emergencies/disasters and respond, under all conditions, appropriately to emergencies/disasters by applying emergency management principles to the specific immediate situation; apply professional knowledge and ability to all situations of coordination, planning, and mitigation of hazards, and communicate risks to specific emergency management situations; interpret emergency management-related laws and their application to program or incident situations; develop and implement new and revised methods and procedures; establish and maintain cooperative working relationships with staff, local, State, and Federal officials, and representatives of other organizations; prepare complete and comprehensive reports and recommendations; communicate and write effectively; reason logically; analyze problems and situations accurately and take effective action. Work independently in identifying needs and emergency management systems deficits and developing recommendations for improvement of emergency management planning and emergency response operations; act as a lead person or as a team leader; train other staff in principles and methods; provide effective leadership.</p> <p>NOTE: Travel within and outside the State of California is required for this position. Anticipate approximately 15% travel.</p> <p>SPECIAL PERSONAL REQUIREMENTS This position requires the willingness to monitor an electronic telecommunication device and respond to electronic mail and phone calls 24/7 including holidays.</p> <p>During emergency operations, may be required to work in the Medical and Health Coordination Center, other governmental Emergency Operations Centers or in EMSA's field Mission Support Team to provide assistance in emergency response and recovery activities. Staff is required to complete emergency management and Incident Command System (ICS) training based on their respective roles in a response and participates in periodic departmental and statewide readiness</p>