



**Riverside County Department of Public Health**  
*is seeking an*  
**EMERGENCY SERVICES COORDINATOR**  
*for their*  
**Emergency Preparedness and Response Branch**



**SALARY**

\$25.47 - \$38.06 Hourly  
\$52,972.19 - \$79,158.56 Annually

**Riverside County Department of Public Health Emergency Preparedness and Response Branch (PHEPR)** is a diverse group of public health professionals dedicated to strengthening the medical/health infrastructure to prepare for, respond to and withstand a man-made or natural disaster. The Branch is funded by a variety of Federal and State grants to include; the Public Health Emergency Preparedness Grants (Centers for Disease Control and Prevention, Cities Readiness Initiative, State Pan Flu), Hospital Preparedness Program and the State Homeland Security Grant Program.

Emergency Preparedness and Response staff is a multidisciplinary group of experienced professionals from Nursing, Emergency Medical Services, Epidemiology, Disease Control, Hazardous Materials, Health Statistics, Health Education and many others.

**Our mission** is to decrease illness and injury by preparing for, responding to and recovering from a disaster or public health emergency by coordinating resources and response activities; collaborating with partners and stakeholders; and increasing the capacity and capabilities of the public health and medical community.

**Our vision** is to have a public health and medical community, including all partners and clients, that is trained, resourced and prepared to respond to and recover from an emergency.

*The ideal candidate will have experience in coordinating regional medical/health response activities, experience with State medical/health emergency planning and response activities; and supporting the response system through the development of information and emergency management systems; and SEMS, NIMS, and/or ICS training.*

[Click here to learn more about the Department of Public Health's Emergency Preparedness and Response Branch.](#)

Under general supervision, plans, develops, and coordinates multi-hazard emergency response and recovery activities in support of the medical/health system in Region VI, which includes: The counties of Mono, Inyo, San Bernardino, Riverside, San Diego and Imperial. Performs other related duties as required.

Incumbents of this class may be assigned a variety of functions related to emergency services planning, development, resource identification, interagency response coordination, incident assessment, and public education. This class is distinguished from that of Emergency Services Program Supervisor in that the latter is the full supervisory level of the series.

**EXAMPLES OF ESSENTIAL DUTIES**

- Regular travel to attend regional and state meetings.
- Public speaking and presentations.
- Assist with planning, development and coordination of a public health and medical emergency response, including man-made emergencies and natural disasters.
- Assist with the development and maintenance of the medical/health program elements of a Multi-Hazard Functional Plan.
- Review and evaluate local, state and federal laws and regulations as they relate to disaster and emergency response.
- Research, analyze, and develop emergency preparedness procedures and resources for all areas in Region VI as they pertain to medical/health response activities.
- Assist with developing and conducting in-service programs for emergency response personnel.
- Present education trainings and demonstrations in area of expertise and/or certification to hospitals and

emergency response units.

- Assist with the coordination of Region VI medical/health resources; coordinate all situation reports and resource requests between the counties in Region VI and the California Department of Public Health and California Emergency Medical Services Authority.

## **RECRUITING GUIDELINES**

**Education:** A Bachelor's Degree with major coursework in Emergency Management, Public Health, or Business Administration, Environmental Sciences, Communications, Urban Studies, or a closely related field.

**Experience:** One year experience in four phases of emergency management: Mitigation, Preparation, Response and/or Recovery;

**1. Mitigation Phase:** Experience in the development and or implementation of a project, plan, or program that reduced the probability or limited the effects of a State of Emergency or Natural Disaster.

**2. Preparation Phase:** Experience in either the development of Emergency Operation's Plans; Training programs utilizing the Standardized Emergency Management System (SEMS) approved course curriculum as mandated by state law; or the design of disaster exercises and guide exercise participants during an exercise.

**3. Response Phase:** Experience in Emergency Operations Center (EOC) coordination responsibilities in the assistance of departments and or agencies tasked with field operations.

**4. Recovery Phase:** Experience in the following tasks necessary to recover from a State of Emergency or Natural Disaster: 1) conducting a detailed damage assessment; 2) Preparing and submitting Damage Survey Reports in accordance with the rules and policies of FEMA and OES; or 3) Coordinating the recovery efforts of a business through either business recovery plans or Small Business Administration applicant processes.

*Training from a recognized state or Federal Emergency Management Agency training program may substitute for the required experience on the basis of 30 hours of training equaling one month of experience.*

**OR**

**Experience:** Either three years of experience as a Public Safety Communications Officer II with the County of Riverside or as a dispatcher for a fire department or law enforcement agency, Paramedic (EMT-P) or Registered Nurse (RN).

Knowledge of: The principles of planning, developing, and coordinating emergency management services; the techniques of emergency response and recovery; interrelationships, responsibilities, goals, and functions of local, state, and federal government in planning and implementing emergency services; emergency communications and computer systems and applications; techniques of training and public speaking; public relations.

Ability to: Anticipate, analyze, and evaluate potential disaster problems; understand and apply local, state, and federal rules, regulations, and directives governing disaster/emergency preparedness; establish and maintain effective working relationships with a variety of agencies, organizations, and individuals; elicit the cooperation and support of County and city personnel, and volunteers; prepare comprehensive reports and plans involving detail and coordination; communicate effectively in verbal and written form.

Go to [www.rc-hr.com](http://www.rc-hr.com) to apply. Only the most competitive candidates will be contacted to proceed in the recruitment process. This recruitment will remain open until filled, but is subject to close at any time without notice. Questions? Contact Carmen Posey 951-358-3965.

