

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-	EFFECTIVE DATE:
EMS	

1. DGS OFFICE OR CLIENT AGENCY Emergency Medical Services Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED	3. CLASS TITLE Senior Emergency Services Coordinator
4. WORKING HOURS/SCHEDULE TO BE WORKED	5. SPECIFIC LOCATION ASSIGNED TO
6. PROPOSED INCUMBENT (if known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 312-700-8085-906

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 Team Leader designated for deployment, the Senior Emergency Services Coordinator (Sr. ESC)/Logistics Officer (LO) is a member of an assigned California Medical Assistance Team (CAL-MAT) Unit or Mission Support Team (MST). The Sr. ESC/LO is responsible for all aspects of logistics to support the CAL-MAT Unit or MST.

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)*

The Sr. ESC/LO will:	
35%	<ul style="list-style-type: none"> Provide overall management and coordination of logistical aspects for deployed CAL-MAT Units. Support the CAL-MAT Unit by managing, reviewing and approving requests for supply, facility, transportation, communication, and medical needs. Provide logistics support to field personnel, including the specification, procurement, receipt, storage, and transportation of and accountability for all equipment including support kits, vehicles and Go Kits. Assist, coordinate, and ensure that Operational Areas have access to redundant telecommunication systems, emergency power, alternate potable water sources, identified shelters, staging areas, etc. Remain on standby to respond to warnings and alerts, gather information, determine appropriate responses and make recommendations to the Team Lead. Develop and recommend solutions to resolve problems.
25%	<ul style="list-style-type: none"> Be responsible for development of plans for communications services, transportation, security and safety, and environmental sanitation activities.
20%	<ul style="list-style-type: none"> Develop, implement, and maintain processes for tracking all requests for services and supplies, including verification of delivery.

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>
15%	<ul style="list-style-type: none"> • Ensure all records for supplies and services requested and utilized by CAL-MAT Units are submitted in a timely manner to the Finance Section.
5%	<ul style="list-style-type: none"> • Perform logistical functions as necessary to fulfill the Team’s mission, goals and objectives. <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 and 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, recovery, and planning; methods of program report preparation and program reporting techniques; basic techniques of data analysis; basic computer skill; objectives and organization of emergency management and emergency response; principles and techniques of organization, administration, and management; purposes, activities, and legislation of the Office of Emergency Services.</p> <p>Ability to: Plan for emergencies and respond, under all conditions, appropriately to emergencies and 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>SPECIAL REQUIREMENTS</p> <p>Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating 12 hour shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.</p> <p>DRIVER LICENSE REQUIREMENT</p> <p>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.</p> <p>Travel within and outside the State of California is required for this position.</p>

DESIREABLE QUALIFICATIONS

- Knowledge of and/or experience in disaster planning and response, emergency medical services, public health administration and/or or a health/ medical background; principles and techniques of organization, administration, and management; purposes, activities, and legislation of the Emergency Medical Services Authority.
- Excellent leadership and problem solving skills,
- Analyze situations accurately, make recommendations, and take effective action.

INTERPERSONAL SKILLS

- Work well as part of a team and independently as necessary.
- Build good working relationships with constituents, colleagues, and consultants.

Work Environment, Mental and Physical Abilities

- Shall be required to work in the field, with a Mission Support Team, or location to provide assistance in emergency response and recovery activities.
- Ability to accept a 14 consecutive day deployment with the potential to decrease or extend (This means all personal appointments should be cleared before accepting this assignment).
- Ability to work irregular work hours (7 days a week, 12 hour shifts)
- Ability to function in austere living conditions such as base camp style (or similar) housing/lodging.
- Ability to self-sustain for first 24 to 72 hours.
- Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently.
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government.
- Ability to consistently exercise good judgment and effective communication skills.

PHYSICAL ABILITY:

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental, and emotional) situations as may be encountered during deployments without compromising their health and well-being, or that of their fellow team members or patients.