

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2018)

RPA NUMBER	DGS OFFICE or CLIENT AGENCY Emergency Medical Services Authority	
UNIT NAME Response Personnel Unit	REPORTING LOCATION	
SCHEDULE (DAYS / HOURS)	POSITION NUMBER XXX-XXX-4926-XXX	CBID
CLASS TITLE Emergency Services Coordinator	WORKING TITLE Emergency Services Coordinator	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

The mission of Emergency Medical Services Authority (EMSA) is to prevent injuries, reduce suffering, and save lives by developing standards for and administering an effective statewide coordinated system of quality emergency medical care and disaster medical response that integrates public health, public safety, and healthcare.

POSITION CONCEPT

Under general direction of the Mission Support Team lead, the Emergency Services Coordinator performs the most complex, difficult and sensitive emergency management and emergency response duties in order to function as a highly skilled technical program consultant in a program that is one of the Governor's Disaster Preparedness Initiatives.

SPECIAL REQUIREMENTS Conflict of Interest Medical Evaluation Background Evaluation Background Evaluation FTB Office Technician (Typing)

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
40%	Coordinate emergency response training. <ul style="list-style-type: none"> - Develops, plans, coordinates, and provides training and exercises to various stakeholders to support the setup, operation and demobilization of deployed medical assets and personnel. - Manages an on-line training website for continual training of new and existing medical volunteers to support emergency relief, recovery, mitigation, and preparedness programs.
20%	Perform a wide variety of developmental and emergency response activities. <ul style="list-style-type: none"> - Assists in the development and implementation of program policies and procedures. - Develops emergency planning standards and reviewing criteria. - Develops communication and coordination plans for all field responders during disasters.
20%	Provide a variety of consultative and emergency response activities. <ul style="list-style-type: none"> - Acts as liaison between the department and emergency management agencies, organizations, and groups on all program matters. - Provides assistance, advice, and consultation to departmental staff, external entities, or individuals regarding the development and maintenance of emergency management programs and operations.
20%	Coordinate emergency response activities with stakeholders. <ul style="list-style-type: none"> - Provides technical planning assistance to local, State, and Federal agencies. - Coordinates preparedness, mitigation, response, and recovery programs with local, State, and Federal officials.

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ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

During emergency operations, may be required to work in EMSA's Departmental Operations 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 drills and exercises. Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

Shall be required to work in the field, with a CAL-MAT Unit or 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.

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SPECIAL REQUIREMENTS:

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.

Travel within and outside the State of California is required for this position.

Staff must work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

Possession of a valid class C driver license issued by the California Department of Motor Vehicles is required. This position requires appropriate dress attire and appearance for a professional office environment.

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.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED