

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 10901 Gold Center Drive, Rancho Cordova, 95670	
SCHEDULE (DAYS / HOURS) Monday - Friday, 8:00 a.m. - 5:00 p.m. (flexible)	POSITION NUMBER 312-700-8085-009	CBID R07
CLASS TITLE Senior Emergency Services Coordinator, OES	WORKING TITLE Senior 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 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 the general direction of the Program Manager I, in the Response Personnel Unit of the Disaster Medical Services (DMS) Division the Senior Emergency Services Coordinator (Sr. ESC) performs the most complex, difficult and sensitive emergency management and 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 Initiative s which is critical to the Emergency Medical Services Authority (EMSA) basic mission.

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

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
25%	Independently collaborates with state agency training partners, consultants, and Disaster Healthcare Volunteer (DHV) working groups to identify DHV end user training needs. Develop/ update, implement/conduct, evaluate and refine DHV training curriculum for DHV end users in accordance with EMSA, Standardized Emergency Management System (SEMS), and the National Incident Management System guidelines using the DHV system, Microsoft applications, GoToWebinar, classroom and web-based learning platforms, and surveys to ensure DHV end users are trained and prepared to utilize the DHV system to obtain volunteers for response to emergencies/disasters.
20%	Serves as the Lead CAL-MAT Statewide Coordinator, administers the program level recruitment and personnel documentation to ensure response readiness for emergency/disaster responses. Collaborates with the EMSA Human Resource Liaison/Travel Officer to develop, implement, evaluate, and maintain CAL-MAT Program level processes/procedures to vet CAL-MAT applications, on-boarding documentation, timesheets and travel expense claims during daily operation and emergency/disasters using Microsoft applications and the DHV System. Coordinates with local, regional, state, and federal partners to roster, deploy, and track CAL-MAT personnel during emergency/disaster response activations utilizing the DHV system. Develops, implements, evaluates, and maintains CAL-MAT personnel mobilization processes and procedures using Microsoft application and the DHV system to be prepared for emergency/disaster responses.

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 Current Proposed**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
15%	Develops and maintains State-level medical disaster response readiness by developing, implementing, and participating in DHV exercise programs utilizing the Homeland Security Exercise and Evaluation Program for internal and external partners in accordance with EMSA DHV policies and procedures and the SEMS. DHV lead coordinator of EMSA's participation in local, regional, state, and federal drills, tabletop, and functional/full scale exercises to ensure response readiness.
15%	Project management of DHV vendor contract. Determines, develops, and implements DHV projects and/or program needs by reviewing and analyzing DHV Program requirements and developing methods to collect, analyze, summarize and present DHV system technical data to local, state, and federal partners in order to identify, evaluate and negotiate concerns and/or gaps in contracts or Memoranda of Understanding with contractors, consultants and/or stakeholders to meet EMSA's goals and priorities.
10%	Analyzes and develops a variety of disaster public health and medical preparedness and response issues and concepts papers, including policies and/or legislation affecting the DHV Program. Develops, implements, and maintains DHV disaster response plans, plan annexes, policies, and procedures to ensure accurate use of the DHV Program. Develops and implements policy relative to the DHV Program role in disaster public health and medical preparedness, response, and recovery plans transcending multi-level public jurisdictional and private sector interests.
10%	Create and deliver presentations to internal and external partners to provide knowledge of the DHV Program including but not limited to the use of DHV volunteers in response to man-made, terrorist, or natural disaster events, and the Patient Unified Lookup System for Emergencies. Represents EMSA leadership at local, regional, state and federal functions/exercises to recruit, build partnerships, and be prepared for emergency/disasters response. Provide DHV coordination in Emergency Operation Centers to support and coordinate medical volunteer response activities with local, regional, state, and federal medical health disaster partners using the DHV Program during daily operation and emergencies/disasters.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Serves 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 in order to represent the EMS Authority. Performs the role of Duty Officer upon assignment by effectively leading, planning for emergencies/disasters and responding appropriately, under all conditions, by applying emergency management principles to the specific immediate situation, mitigating hazards, communicating risks to appropriate personnel, and applying professional knowledge to all situations of coordination.

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. EMSA staff are 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.

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Current

Proposed

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
Theresa Gonzales		