

# Job Posting: Senior Emergency Services Coordinator, Southern Region I

## California Governor's Office of Emergency Services

JC-165857 -  
Senior Emergency Services Coordinator, Southern Region

SENIOR EMERGENCY SERVICES COORDINATOR,  
OFFICE OF EMERGENCY SERVICES

\$5,529.00 - \$6,874.00 per Month

**Final Filing Date: 8/5/2019**

### Job Description and Duties

Under the supervision of the Deputy Regional Administrator, the Senior Emergency Services Coordinator (SESC) will serve as Lead Staff for Southern Response Operations. The incumbent will perform a high level of complex technical and analytical emergency service functions, and will be a subject matter expert in disaster preparedness, mitigation, education, and response. The SESC can be tasked as the primary Southern Region representative on regional/state/federal level emergency management related projects, and will delegate, coordinate, and provide guidance to staff assigned to Southern Response Operations. This incumbent is expected to be a training officer for new employees.

This position will serve as a regional staff lead to provide technical and organizational support to ESCs and other regional staff. The SESC will maintain situational awareness of events, projects, trainings, exercises, meetings and incidents within the region. The SESC will support, review and evaluate technical work of staff assigned to various functions, assignments and incidents. The SESC may be assigned to lead the coordination of the most technical planning, preparedness, response, recovery and mitigation projects.

For field operations, the SESC serves as the interface between local and state government. Responsibilities include a wide variety of emergency management advisory functions in support of local and tribal governments, regional staff and state agencies. The SESC is expected to provide technical expertise and training to special districts, cities, towns and counties (collectively known as Operational Areas) regarding emergency services in the areas of planning and preparedness, mitigation, field operations, emergency response, and recovery. The SESC will provide direct support to assigned Operational Areas and state agencies in times of actual emergency/disaster. Topics that the SESC should be knowledgeable in include, but are not limited to the Emergency Services Act (ESA), Incident Command Systems (ICS), the Standardized Emergency Management System

(SEMS), Emergency Support Functions (ESF), and the Emergency Management Mutual Aid (EMMA) system. The SESC must possess a well-developed ability to operate within Cal OES' emergency management software system (CalEOC). The SESC will work with other Region ESCs, headquarters staff and local government to develop and/or review various emergency planning documents such as concepts of operation for specific hazards, mitigation plans, evacuation plans and various emergency operations plans. The SESC may represent Southern Region, Cal OES, and the State at meetings, conferences, and workshops.

The SESC must be able to work independently as well as be a contributing team member. They must demonstrate effective interpersonal, written and oral communication skills. They must be able to function as a project lead, think creatively and possess solutions-oriented work principles. The SESC must possess an attitude of self-sufficiency in order to overcome unforeseen physical and mental challenges when support from others is unavailable. This assignment requires a perceptive understanding of state and federal regulations, as well as local government requirements in relation to declared emergencies and recovery programs.

As a primary Southern Region representative on regional/state/federal level emergency management related projects, this position will dedicate the majority of time to short and long-term projects as directed by Southern Region management. Incumbent will ensure that plans, concepts of operations, guidelines and other documents prepared by Cal OES and other state/federal agencies sufficiently consider and incorporate all relevant concerns. Where appropriate, incumbent will solicit feedback and participation from appropriate stakeholders.

You will find additional information about the job in the [Duty Statement](#).

## Working Conditions

### **Southern Region**

There are 11 counties and two Mutual Aid Regions I and VI within the Southern Administration Region. Within the region, there are 226 incorporated cities that include two nuclear plants. The total population of all cities and counties in the Southern Region is approximately 21,648,506.

The Southern Region geography is vast and varied with terrain consisting of valley floors, agricultural centers, watershed areas, foothill regions, mountain range areas and high desert regions.

Along with such diverse terrain, each area presents with its own set of challenges and threats that affect California. Those vulnerabilities include: earthquakes, tsunamis, wildfires, drought, river and flash flooding, dam and levee failures, pestilence, pandemic, terrorism, radiological hazards, and volcanoes.

Southern Regional Operations Map link below:

[https://www.caloes.ca.gov/RegionalOperationsSite/Documents/EMA\\_ESC\\_OA\\_Assignments\\_Southern.pdf](https://www.caloes.ca.gov/RegionalOperationsSite/Documents/EMA_ESC_OA_Assignments_Southern.pdf)

Please see attached Duty Statement for more information.

## Minimum Requirements

You will find the Minimum Requirements in the Class Specification.

- [SENIOR EMERGENCY SERVICES COORDINATOR, OFFICE OF EMERGENCY SERVICES](#)

## Additional Documents

- [Job Application Package Checklist](#)
- [Duty Statement](#)

## Position Details

**Job Code #:** JC-165857  
**Position #(s):** 163-341-8085-001  
**Working Title:**  
**Senior Emergency Services Coordinator, Southern Region I**  
**Classification:**  
 SENIOR EMERGENCY SERVICES  
 COORDINATOR, OFFICE OF EMERGENCY SERVICES  
 \$5,529.00 - \$6,874.00  
**The salaries used in this bulletin are the latest available from the State Controller’s Office, but may not reflect the most recent salary adjustment.**

**# of Positions:** 1  
**Work Location:** Orange County  
**Job Type:** Permanent, Full Time

## Department Information

**In the event of an emergency:**  
 Governor’s Office of Emergency Services (Cal OES) is an emergency response, homeland security, and disaster recovery agency and as a result, is a dynamic and exciting place to work in a team-oriented environment. Cal OES provides training to enhance the understanding of emergency and incident management to all employees. As an employee, you may be contacted and requested to report to work in the event of an emergency. This contact may be outside of your normal working hours (evenings/nights, weekends, and holidays). This service may require irregular work hours, work locations other than the official duty location, and may include duties other than those specified in your official position description. Travel requirements in support of emergency operations may be extensive in nature (weeks to months), with little advance notice, and you may be required to relocate to emergency sites.

Department Website: <http://www.caloes.ca.gov>



## Special Requirements

- The position(s) require(s) a valid California Drivers License (CDL). You must answer the questions addressing your CDL on your application. Ensure you provide your CDL number, class, expiration date, and any endorsements and/or restrictions.

**This position is required to have a valid California Driver's License and participate in the Department of Motor Vehicles (DMV) Employer Pull Notice Program.**

**If using education to qualify please attach a copy of your degree or transcripts. Candidates selected may be asked to provide official transcripts.**

#### **How to apply:**

To have your application considered for this job opportunity, please indicate the **JC#165857 and Position #163-341-8085-001** in the "EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING" section on the State Application, STD. 678. Please identify how you are eligible (list, transfer, reinstatement, etc.). You **must** list your most current employment history first in the "EMPLOYMENT HISTORY" section on the State Application providing the "From" and "To" dates with the month, day and year, the "Hours Per Week" that you worked and the Total Worked (Years/Months). You **must** complete the "DUTIES PERFORMED" on the State Application (do not note "see attached resume" in this section). **NOTE: Failure to comply with filing instructions or incomplete applications received will not be considered.** Resumes are welcomed but do not take the place of the completed State Application STD 678. Please note, applications received via fax or email will **NOT** be accepted. **If you would like confirmation of receipt please send certified mail.** Only the most qualified candidates will be interviewed. A candidate pool may be established for subsequent vacancies.

**All hires may be subject to a criminal background check.**

**\*\*We encourage applicants to apply electronically.\*\***

## Application Instructions

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 8/5/2019

### **Who May Apply**

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, have list eligibility, are in the process of obtaining list eligibility, or have SROA and/or Surplus eligibility (please attach your letter, if available). SROA and Surplus candidates are given priority; therefore, individuals with other eligibility may be considered in the event no SROA or Surplus candidates apply.

Applications will be screened and only the most qualified applicants will be selected to move forward in the selection process.

Applicants must meet the Minimum Qualifications stated in the Classification Specification(s).

### **How To Apply**

Complete Application Packages (including your Examination/Employment Application (STD 678) and

applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.CalCareers.ca.gov](http://www.CalCareers.ca.gov). When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

### Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:

California Governor's Office of Emergency Services  
Attn: Erica Cardenas  
Human Resources Examinations  
3650 Schriever Avenue  
Mather, CA 95655

### Address for Drop-Off Application Packages

You may drop off your application and any applicable or required documents at:

Erica Cardenas  
Human Resources Examinations  
3650 Schriever Avenue  
Mather, CA 95655  
08:00 AM - 05:00 PM

### Required Application Package Documents

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at [www.CalCareers.ca.gov](http://www.CalCareers.ca.gov). All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume is required and must be included.
- Statement of Qualifications - **Please refer to the Statement of Qualifications (SOQ) section at the bottom of this job bulletin for the filing instructions and the SOQ Questions. Applications submitted without the SOQ will not be considered.**

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

## Benefits

To learn more about the comprehensive benefit package, please visit:

<http://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>

## Contact Information

The Human Resources Contact is available to answer questions regarding the position or application process.

**Department Website:** <http://www.caloes.ca.gov>

**Human Resources Contact:**

Erica Cardenas  
(916) 845-8329  
[erica.cardenas@caloes.ca.gov](mailto:erica.cardenas@caloes.ca.gov)

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

**EEO Contact:**

Robin Frazier  
(916) 845-8527  
[Robin.Frazier@CalOES.ca.gov](mailto:Robin.Frazier@CalOES.ca.gov)

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## Exam Information

**To obtain list eligibility please click on the link below for the Senior Emergency Services Coordinator, Office of Emergency Services examination bulletin:**

<https://jobs.ca.gov/JOBSGEN/7PB31.PDF>

## STATEMENT OF QUALIFICATIONS

**All applicants must provide a Statement of Qualifications (SOQ) for the hiring manager's review.** Failure to include an SOQ may disqualify an applicant from consideration. Your SOQ may determine your qualifications for this position. If your qualifications are competitive, you may proceed to the hiring interview.

**A resume in lieu of the SOQ response will disqualify an applicant from consideration.**

**Please review the Duty Statement.**

**The SOQ should be no more than one page, single-spaced in 12-point Times New Roman font.**

**PLEASE ANSWER THE FOLLOWING STATEMENT:**

- **Describe your relevant background, experience, education, and/or training that qualifies you for the Senior Emergency Services Coordinator with Southern Response Operations.**

## Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.