STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

GS 907T (REV. 03/05)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

INSTRUCTIONS: Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.	RPA- **10942-ORIM**	EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Office of Risk and Insurance Management	POSITION NUMBER (Agency - Unit - Class - Serial) 306-47-4801-002
UNIT NAME AND CITY LOCATED DGS Emergency Management – West Sacramento	CLASS TITLE Staff Services Manager ll (Supervisory)
WORKING DAYS AND WORKING HOURS Monday through Friday 8 a.m. to 5 p.m.	SPECIFIC LOCATION ASSIGNED TO West Sacramento
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-47-4801-002

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.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under general direction of the Office Chief, the incumbent, as a technical expert provides departmental emergency planning; directs and supervises departmental health and safety functions and oversees a fully developed and highly technical statewide Emergency Functions Program.

% of time performing duties	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)*
	Under general direction of the Office Chief, the incumbent exercises a high level of technical expertise, independence and broad discretion to direct departmental and statewide emergency management functions.
35%	**<u>Essential Functions</u>** In order to effectively and efficiently implement departmental and statewide policy the incumbent: • Sets policies for emergency preparedness, response, recovery and mitigation responsibilities in accordance with the National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS). • Directs, plans and organizes the development of emergency response plans and procedures in accordance with the National Framework, National Incident Management System (NIMS), California Emergency Plan and the Standardized Emergency Management System (SEMS). • Is responsible for administrative orders and management memos which provide emergency directives for implementation by state agencies and departmental offices/branches.
25%	In order to effectively manage departmental & statewide functions the incumbent: • Provides oversight, supervision and strategic guidance for the continued development and implementation of emergency functions assigned to the California Government Operations Agency as well as continued assessment and improvement of existing departmental programs, plans and procedures. • Maintains the Department of General Services (DGS) Business Continuity Plan, Emergency Response Plan, and Risk Analysis documents. • Directs, plans and organizes the development of a Business Continuity Communication Plan. • Ensures all emergency personnel are adequately trained and prepared by conducting exercises and drills in accordance with industry standards.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

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 balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

% of time performing duties	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)*
	Essential Functions(continued) • Manages and directs the development and maintenance of the DGS Emergency Operation Center and the DGS Alternate Emergency Operation Center. Areas of DGS operational responsibilities are: construction and engineering services, logistics, facilities, safety assessments and procurement. • Serves as the departmental representative for the Federal Emergency Management Agency (FEMA), CalOES, and the following work groups/committees; Drought, Flood, Statewide Emergency Management, Emergency Function 3, Emergency Function 7 and others as assigned.
20%	In order to effectively respond to emergencies and other emergency duties the incumbent: • Coordinates efforts with departmental divisions who have emergency related responsibilities. • Attends and participates in training and exercises to enhance emergency management knowledge, skills, and abilities to gain better understanding of CalOES roles and responsibilities during an emergency. • Participates in drills and exercises to demonstrate proficiency in implementing emergency procedures.
10%	**Marginal Functions** • In time of an emergency designated DGS Duty Officer and required to respond 24/7. • Upon activation of the State Operations Center (SOC), incumbent will be directed to the SOC and will assist CalOES in coordinating state agency response and mobilization of mutual aid resources. • Recommends and activates building closures and/or access restrictions to DGS managed buildings. • Implements the applicable portions of the DGS emergency plans. • Alerts personnel and mobilizes resources in affected areas. • Provides trained personnel, equipment, and essential incident-related information to CalOES to support response operations. • Coordinates emergency response with federal, state, local, and other agencies.
10%	**Administrative and Supervisory Responsibilities** **Employee Leave Accounting** In order to maintain an accurate reporting to the State Controller's Office (SCO) for issuance of correct payroll warrants of subordinate staff's time or accurate reporting to the Office of Fiscal Services (OFS) for the billing of services for clients through the use of the Project Accounting and Leave (PAL) system in accordance with DGS policies and guidelines, MOU provision and State Personnel Board (SPB) or Department of Personnel Administration (DPA) laws and rules, and effectively manages and directs subordinate staff in accordance with established Equal Employment Opportunity (EEO) and personnel policies, rules and regulations: • Grants or denies subordinate staff request for time off or requests to work overtime. • Ensures subordinate staff has sufficient leave credits available for the requested leave. • Oversees supervisors who enter subordinate's time in PAL system, i.e., time charged to projects, leave usage, approved leave without pay (dock or NDI), Absence Without Leave (AWOL), etc. • Approves PAL entries for subordinate staff on dock or AWOL on or before the designated SCO's semi-monthly or monthly payroll cut-off date in order to ensure issuance of a SCO warrant for pay day. • Approves or disapproves PAL entries for subordinate staff within three (3) working days after the completion of the pay period. This is to ensure the correct issuance of a SCO warrant this is returned to SCO for late dock, issuance of correct overtime pay due to an employee and proper billing to clients for services rendered. **Employee Performance** In order to effectively manage, coach, and direct subordinate staff in accordance with DGS constructive intervention process, Office of Legal Services (OLS) direction, and established personnel, equal employment opportunity, and MOU provision, policies, rules, and regulations: • Identifies performance expectations utilizing probationary reports and/or Individual Development plans and convey expectations to the employee via written and verbal communication/direction.

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	• Monitors performance through various production documents, supervisor's daily reports, personal observations, and by following-up with employee to ensure that performance expectations are being met. • Provide feedback to employees on performance noting exceptional performance as well as areas of improvement through regular discussions. • Sustain employee performance using the departmental constructive intervention and progressive discipline principles and processes. **KNOWLEDGE AND ABILITIES** Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives. Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's affirmative action objectives. **SPECIAL PERSONAL CHARACTERISTICS** Demonstrate ability to act independently, open-mindedness, flexibility and tact. Willingness to work unusual hours and on Saturdays, Sundays, and holidays and to travel throughout the State. **DESIRABLE QUALIFICATIONS** • Experience working effectively under emergency conditions. • Experience working with the principles and practices of emergency planning response and operation. • Experience handling situations that if handled incorrectly may cause serious harm or damage to life and property. • Experience in conducting simulated emergency drills and exercises. • Experience handling multiple courses of action simultaneously. • Experience in working with federal and state disaster assistance and post-disaster mitigation funds. **INTERPERSONAL SKILLS** • Works well in a team environment. • Organizes and handles multiple tasks and assignments. **WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES** • WORK ENVIRONMENT: • Business attire appropriate to a professional office environment. • Frequent use of phone, computer, and related software at a workstation. • Daily use of general office equipment. • Occasional use of cell phone, projector, and laptop computer. • Occasional off-site and out-of-town travel within California to that may require the use of various transportation modes, i.e. airplane, car, taxi, etc.

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	PHYSICAL ABILITIES: • Use of hand cart to transport documents and/or equipment up to 15-20 lbs., i.e. laptop computer, reference manuals, etc. MENTAL ABILITIES: • Ability to effectively handle stress while making decisions and meeting deadlines in a fast-paced work environment • Ability to communicate effectively in both oral and written modes. • Ability to produce written communications in a professional manner and in accordance with accepted business practices. • Ability to use standard Microsoft applications such as Word, Excel, and Office. The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.