



**EMERGENCY MANAGEMENT COORDINATOR/INSTRUCTOR SERIES
DEPARTMENTAL OPEN EXAMINATION
SERIES EXAM CODE: OE116**

- 6OE11-01 – Emergency Management Coordinator/Instructor I UH70/2880**
- 6OE11-02 – Emergency Management Coordinator/Instructor II UH60/2881**
- 6OE11-03 – Senior Emergency Management Coordinator UH50/2882**

Department(s):	California Governor's Office of Emergency Service (Cal OES)
Opening Date:	07/11/2016
Cut-off Date:	08/05/2016
Monthly Salary:	Emergency Management Coordinator/Instructor I: \$5140.00 - \$6387.00 Emergency Management Coordinator/Instructor II: \$5643.00 - \$7018.00 Senior Emergency Management Coordinator: \$6298.00 - \$7835.00
Exam Type:	Departmental Open, Statewide
Testing Location:	Sacramento, and Los Alamitos, California

EEO

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.

DRUG FREE STATEMENT

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.

WHO SHOULD APPLY

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. All applicants must meet the minimum qualifications as stated in this examination announcement by the final filing date (08/5/16).

HOW TO APPLY

Applications must be POSTMARKED no later than 5:00 p.m. on the final filing date. FAXED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED. Applications postmarked, personally delivered or received via inter-office mail after the advertised Final File Date will not be accepted.

NOTE: The examination title(s) and code(s) must be indicated on the application. If you are applying for multiple examinations within the Emergency Management Coordinator Series, please submit one application for all examination that you are applying for.

SUBMIT STATE APPLICATIONS ONLY TO THE ADDRESS INDICATED BELOW. DO NOT SEND APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR). Applications may be obtained at www.jobs.ca.gov and www.caloes.ca.gov on the Internet or at any Employment Development Department office.

FILE BY MAIL / IN PERSON:

California Governor's Office of Emergency Services
Human Resources – Examinations
3650 Schriever Avenue
Mather, CA 95655

TESTING AND FINAL FILE DATE INFORMATION

Once you have taken the examination, you may not reapply for twelve (12) months.

Final File Date: August 5, 2016

QUALIFICATIONS APPRAISAL

It is anticipated that the Qualifications Appraisal interviews will be scheduled during month of September/October 2016.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements mark the appropriate box on the application. A Special Testing Arrangements Questionnaire will be sent to you for completing and returning to the California Governor's Office of Emergency Services for review and approval. If you have questions regarding special testing arrangements please call the California Governor's Office of Emergency Services, Recruitment and Selection Services at (916) 845-8321. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, voice line at 1-800-735-2922.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the cut-off date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications received without this information will be rejected. Resumes are optional.

MINIMUM QUALIFICATIONS**Emergency Management Coordinator/Instructor I, Office of Emergency Services:**

Experience: Two years of administrative or staff experience in the development, administration and evaluation of emergency management training programs preferably in the military or a Federal, State or local law enforcement or fire agency.

AND

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Emergency Management Coordinator/Instructor II, Office of Emergency Services:**Either I**

One year of experience performing the duties of an Emergency Management Coordinator/Instructor I, Office of Emergency Services, in the California state service.

OR II

Experience: Three years of administrative staff experience in the development, administration and evaluation of emergency management training programs preferably in the military or State, Federal or local law enforcement or fire agency;

AND

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Senior Emergency Management Coordinator, Office of Emergency Services:**Either I**

One year of experience performing the duties of an Emergency Management Coordinator/Instructor II, Office of Emergency Services, in the California state service.

OR II

Four years of administrative, supervisory or staff level experience in the development, administration and evaluation of emergency management training programs preferably in the military or a Federal, State or local law enforcement or fire agency. (Experience in the California state service applied toward this requirement must include at least one year of performing the duties of an Emergency Management Coordinator/Instructor II, Office of Emergency Services.)

AND

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

POSITION DESCRIPTION & LOCATION(S)**Emergency Management Coordinator/Instructor I, Office of Emergency Services:**

This is the entry and first journey level for the series. Incumbents in this class are typically assigned less difficult training and coordinating responsibilities within the Institute or work closely with Emergency Management Coordinator/Instructor II on more complex assignments. Incumbents perform a wide variety of tasks related to the planning, programming, organizing, scheduling and conducting of training in the methods and manner of emergency management. Incumbents at this level conduct research, prepare manuscripts, present instruction and coordinate the instruction or preparation of training aids; and, organize facilities to support the training effort.

Emergency Management Coordinator/Instructor II, Office of Emergency Services:

This is the full journey level for the series. Incumbents in this class are responsible for developing and administering a Civil Emergency Management Course. Incumbents are given primary responsibility for managing a wide variety of tasks related to consulting, planning, programming, organizing, scheduling, and conducting training on the methods and manner of Emergency Management. There will be lead responsibility over others. Incumbents at this level are responsible for management of entire courses of instruction, conduct research, provide consultation, prepare manuscripts, present instruction and coordinate the construction or preparation of training aids; select guest lecturers and technical training assistants; and, organizes facilities to support the training effort.

Senior Emergency Management Coordinator, Office of Emergency Services:

This is the first supervisory level of this series. In addition to all of the duties and responsibilities ascribed to the Coordinator/Instructor I and II, the Senior Coordinator is also responsible for the management of a major portion of the Civil Emergency Management Program consisting of multiple related courses such as, Criminal Justice, Natural/Man-made Disasters or Program Development and Research. A Senior Coordinator supervises a staff of full-time Coordinator/Instructors, support staff and consultants/guest lecturers. Incumbents at this level devise new programs; develop and maintain a master calendar of events; provide extensive consultation to local jurisdictions; exercises considerable judgment and discretion in selecting the form, content and method of presenting subject material; supervises the conduct of subordinates to include reviewing manuscripts, conducting rehearsals and evaluating presentations. Positions exist in various regions throughout the State of California.

SPECIAL PERSONAL CHARACTERISTICS**ALL LEVELS:**

Willingness to work effectively and agreeably under the pressure of short lead times, extensive travel, including weekends and holidays; accept responsibility for accuracy of research and platform presentation.

EXAMINATION INFORMATION

Emergency Management Coordinator/Instructor I & II, Office of Emergency Services:

This examination consists of a Qualifications Appraisal Interview weighted 50% and Performance component weighted 50%. To obtain a position on the eligible list, a minimum score of 70% must be received. Competitors will receive the results of this examination by mail within four to six weeks following the examination. Qualifying candidates will be notified by mail approximately 10 days in advance of the examination.

Performance component: Applicant will be expected to deliver a 10 minute block of instruction on an Emergency Management topic of their choice. Applicant should provide at least one handout and use at least one visual aid. Laptop, projector, clock, and white board will be provided for your use during the performance part of the examination.

Senior Emergency Management Coordinator, Office of Emergency Services:

This examination consists of a Qualifications Appraisal Interview weighted 100%. To obtain a position on the eligible list, a minimum score of 70% must be received. Competitors will receive the results of this examination by mail within four to six weeks following the examination. Qualifying candidates will be notified by mail approximately 10 days in advance of the examination.

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

Note: Once you have taken the examination, you may not reapply for twelve (12) months.

SCOPE OF EXAMINATION

Knowledge of: Training principles and methods as applied to emergency management training; the principles and provisions concerning Peace Officer Standards and Training; and the principles and provisions of the National Fire Protection Association Standards.

Ability to: Speak and write effectively, establish and maintain cooperative relations with the public and with Federal, State, county, city law enforcement and fire agencies; teach emergency management courses; analyze situations accurately and take effective action.

ELIGIBLE LIST INFORMATION

A departmental open eligible list has been established for the California Governor's Office of Emergency Services. Competitors' eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in the period.

EMPLOYEE BENEFITS

The California Governor's Office of Emergency Services offers benefits in the following areas, including but not limited to:

- **Health, Dental, and Vision**
- **Cash Benefit Programs**
- **Disability Insurance**
- **Beneficiary/Survivor Benefits**
- **Retirement Benefits**
- **401(k) and 457 Deferred Compensation plans**
- **Vacation, Sick, and other Paid Leave**
- **Training Courses**

A complete list of all benefits may be viewed at <http://www.calhr.ca.gov/employees/Pages/salary-and-benefits.aspx>

CAREER CREDITS

Career credits are not granted in open examinations.

VETERANS' PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow, or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorable discharged or releases. The California Department of Human Resources (CalHR) verifies veteran status. Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <https://jobs.ca.gov/Public/Jobs/Veterans.aspx> , and the Department of Veterans Affairs.

CONTACT INFORMATION

California Governor's Office of Emergency Services,
Selection Services,
3650 Schriever Ave.
Mather, CA 95655
Email: Lillian.Fomi@caloes.ca.gov
Phone: (916) 845-8321

GENERAL INFORMATION

The California Governor's Office of Emergency Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the California Governor's Office of Emergency Services, three days prior to the written test date if he/she has not received his/her notice. For an examination without a written feature it is the candidate's responsibility to contact the California Governor's Office of Emergency Services, 916-324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at California Department of Human Resources Offices (www.jobs.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, and Los Alamitos. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub divisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) service wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and work cooperatively with others; and a state of health consistent with the performance of the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: Pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference. 2. An entrance examination is defined, under the law, as any open competitive examination. 3. Veterans Preference is not granted once a person achieves permanent civil service status.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento).

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Governor's Office of Emergency Services Recruitment and Selection Services, 3650 Schriever Ave, Mather, CA 95655. Voice (916) 845-8321 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-735-2929.