



EMERGENCY SERVICES COORDINATOR, OFFICE OF EMERGENCY SERVICES

Exam Code: 7PB30

Department: California Governor's Office of Emergency Services

Exam Type: Departmental, Open

Final Filing Date: Continuous

CLASSIFICATION DETAILS

Emergency Services Coordinator, Office of Emergency Services - \$4,953.00 - \$7,426.00 per month

[View the classification specification for Emergency Services Coordinator, Office of Emergency Services](#)

APPLICATION INSTRUCTIONS

Final Filing Date:

Continuous Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for nine (9) months.

How To Apply:

The link to connect to the Training and Experience Evaluation is located farther down on this bulletin in the **"Taking the Exam"** section.

Special Testing Arrangements:

If you require special testing arrangements due to a verified disability or medical condition, please contact:

California Governor's Office of Emergency Services
3650 Schriever Avenue

Bulletin Date: 11/28/2023

Sacramento, CA 95655
Phone: (916) 845-8321

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

Emergency Services Coordinator, Office of Emergency Services

Either 1

Experience: One year of experience in the California state service performing analytical duties related to programs for [emergency management, emergency response, or recovery](#), at a level of responsibility [equivalent to that of a Staff Services Analyst, Range C](#).

AND

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

Promotional candidates who are within six months of satisfying the experience requirement of the class will be admitted to the examination, but they must fully meet the entrance requirement before being eligible for appointment.

Or 2

Experience: Two years of broad and progressively responsible experience performing analytical or administrative staff work related to planning, analysis, management, implementation, and presentation of [emergency management or emergency response](#) program activities. (State experience applied toward this pattern must include one year of experience performing duties equivalent in level to a Staff Services Analyst, Range C.)

AND

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

Driver's License Requirement

Possession of a valid driver's license of the appropriate class issued by the Department of Motor Vehicles is required. Applicants who do not possess the license will be admitted to the examination but must secure the license prior to employment.

POSITION DESCRIPTION

Emergency Services Coordinator, Office of Emergency Services

This is the entry, working, and journey level of the series.

Incumbents complete technical, analytical, and research assignments relevant to the planning, development, implementation, and coordination of emergency management operations and programs including performing a wide variety of tasks associated with the development and maintenance of emergency management systems.

Incumbents may be responsible for and act as the liaison between the department and emergency management agencies, organizations, and groups on all program matters, including interpreting laws and department policy; assist in problem solving and program implementation; assist in development and implementation of program policies; plan and coordinate activities to develop emergency management plans and systems; and provide assistance, advice, and consultation to departmental staff, external entities, or individuals regarding the development and maintenance of emergency management programs and operations.

Incumbents may act as a lead person or be assigned staff responsibilities in support of other technical or programmatic functions.

Special Personal Characteristics

Demonstrates ability to be flexible and a willingness to work effectively under adverse conditions; tact and professional demeanor; travel for extensive periods at any time emergencies arise, including weekends and holidays; and work odd hours and long shifts.

EXAMINATION SCOPE

This examination consists of the following components:

Training and Experience Evaluation – Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation**. To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants' relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each

exam component will be measuring competitively, relative job demands, each applicant's:

Knowledge of:

1. Mission, goals, objectives, and organization of emergency management and emergency response.
2. Operations and structure of government; processes, principles, and regulations applied in the administration of emergency management programs.
3. State and Federal laws, regulations, and requirements relating to local, State, and Federal emergency management planning and emergency response;
4. Apply professional knowledge and ability to all situations.
5. Principles, concepts, and terminology in emergency management, emergency response and planning processes, hazard mitigation, and community preparedness.
6. Laws and regulations pertaining to State and Federal financial assistance and mutual aid.
7. Current trends of emergency management, emergency response, recovery, and planning.
8. Methods of program report preparation and program reporting techniques.
9. Basic techniques of data analysis.
10. Basic computer skills.

Ability to:

1. Plan for emergencies and respond, under all conditions, appropriately to emergencies and disasters by applying emergency management principles to the specific immediate situation.
2. Apply professional knowledge and ability to all situations of coordination, planning, and mitigation of hazards, and communicate risks to specific emergency management situations.
3. Interpret emergency management-related laws and their application to program or incident situations.
4. Develop and implement new and revised methods and procedures.
5. Establish and maintain cooperative working relationships with staff, local, State, and Federal officials, and representatives of other organizations.
6. Prepare complete and comprehensive reports and recommendations.
7. Communicate and write effectively.
8. Reason logically.
9. Analyze problems and situations accurately and take effective action.

ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the **Emergency Services Coordinator, Office of**

Emergency Services classification will be established for: **California Governor's Office of Emergency Services.**

The names of successful competitors will be merged onto the eligible list in order of final score regardless of exam date. **Eligibility expires twelve (12) months after it is established.** Applicants must then retake the examination to reestablish eligibility. Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and the Veterans' Preference Application (Std. 1093) is available [online](#). Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits will not be applied to the final score of competitors who are successful in this examination.

EXAMINATION INFORMATION

[Preview Training and Experience Evaluation](#)

PREPARING FOR THE EXAMINATION

Here is a list of suggested resources to have available prior to taking the exam.

Employment History: Employment dates, job titles, organization names and addresses, names of supervisors or persons who can verify your job responsibilities, and phone numbers of persons listed above.

Education: School names and addresses, degrees earned, dates attended, courses taken (verifiable on a transcript), persons or office who can verify education, and phone numbers of persons or offices listed above.

Training: Class titles, certifications received, names of persons who can verify your training, and phone numbers of persons listed above.

TAKING THE EXAMINATION

We recommend using Chrome, Firefox, or Edge for optimal performance when accessing the examination.

Take the examination for the [Emergency Services Coordinator, Office of Emergency Services](#) classification.

TESTING DEPARTMENT

California Governor's Office of Emergency Services.

CONTACT INFORMATION

California Governor's Office of Emergency Services
3650 Schriever Avenue
Sacramento, CA 95655 Phone: (916)
845-8321

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

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 of 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 State 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.

GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources (CalHR), local offices of the Employment Development Department, and through your [CalCareer Account](#).

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

CalHR 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 applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform 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.

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 must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

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 competitor 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.