



**OFFICE OF THE CLERK  
OF THE BOARD OF SUPERVISORS**

## **REGULAR AGENDA REQUEST**

**Print**

**MEETING DATE** November 2, 2021

**Departments: County Administrative Officer**

**TIME REQUIRED** 30 Minutes

**SUBJECT** Office of Emergency Services

**PERSONS  
APPEARING  
BEFORE THE  
BOARD**

Robert C. Lawton, County  
Administrative Officer

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### **AGENDA DESCRIPTION:**

(A brief general description of what the Board will hear, discuss, consider, or act upon)

Provide direction to staff regarding establishment of full time Emergency Operations Manager and Emergency Operations Planner positions and migration of Emergency Operations responsibilities from the Sheriff's Office to the County Administrator's Office.

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### **RECOMMENDED ACTION:**

- 1) Adopt a proposed Resolution authorizing the County Administrative Officer to amend the County of Mono Position Allocation List, adding 1.0 FTE Emergency Operations Manager, and 1.0 FTE Emergency Operations Planner.
- 2) Direct staff to prepare for Board consideration amendments to Mono County Code Chapter 2.60 – EMERGENCY SERVICES which would move the Office of Emergency Services (OES) from within the Mono County Sheriff's Office to within the County Administrative Office.
- 3) Direct staff to work with the Sheriff's Office in developing an implementation and transition plan for the realignment of OES responsibilities.
- 4) Direct the County Administrator to procure resources for a coordinated review of Mono County policies, procedures and local ordinances related to Emergency Services with findings and recommendations to be presented to the Disaster Council and Board of Supervisors.
- 5) Direct staff to return to the Board with a detailed financing plan for the Office and positions prior to submission of the Mid Year Budget.

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### **FISCAL IMPACT:**

Full implementation of the recommended action's personnel costs would range from \$236,532 to \$278,734 to be paid for by a combination of funds from the following sources: Homeland Security Grant funds; Emergency Management Performance Grant funds; American Rescue Plan Act funds; and County General Funds

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**CONTACT NAME:** Robert C. Lawton

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**SEND COPIES TO:**

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**MINUTE ORDER REQUESTED:**

☐ YES ☒ NO

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## ATTACHMENTS:

Click to download
<input type="checkbox"/> <a href="#">Staff Report</a>
<input type="checkbox"/> <a href="#">Resolution to Amend Position Allocation List</a>
<input type="checkbox"/> <a href="#">Draft Position Description Emergency Operations Manager</a>
<input type="checkbox"/> <a href="#">Draft Position Description Emergency Operations Planner</a>
<input type="checkbox"/> <a href="#">Estimated Personnel Cost Ranges</a>

### History

Time	Who	Approval
10/29/2021 11:16 AM	County Counsel	Yes
10/29/2021 11:28 AM	Finance	Yes
10/29/2021 3:38 PM	County Administrative Office	Yes



**COUNTY ADMINISTRATIVE OFFICER  
COUNTY OF MONO**

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Kathy Peterson

To: Mono County Board of Supervisors  
From: Robert C. Lawton, County Administrative Officer November 2,  
Date: 2021  
Re: Office of Emergency Services Proposal and Allocation List  
Amendment

**Recommended Actions:**

Staff recommends that the Board of Supervisors:

- 1) Adopt a proposed Resolution authorizing the County Administrative Officer to amend the County of Mono Position Allocation List, adding 1.0 FTE Emergency Operations Manager, and 1.0 FTE Emergency Operations Planner.
- 2) Direct staff to prepare for Board consideration amendments to Mono County Code Chapter 2.60 – EMERGENCY SERVICES which would move the Office of Emergency Services (OES) from within the Mono County Sheriff's Office to within the County Administrative Office.
- 3) Direct staff to work with the Sheriff's Office in developing an implementation and transition plan for the realignment of OES responsibilities.
- 4) Direct the County Administrator to procure resources for a coordinated review of Mono County policies, procedures and local ordinances related to Emergency Services with findings and recommendations to be presented to the Disaster Council and Board of Supervisors.
- 5) Direct staff to return to the Board with a detailed financing plan for the Office and positions prior to submission of the Mid Year Budget.

**Fiscal Impact:**

Full implementation of the recommended action's personnel costs would range from \$236,532 to \$278,734 to be paid for by a combination of funds from the following sources: Homeland Security Grant funds; Emergency Management Performance Grant funds; American Rescue Plan Act funds; and County General Funds.

The anticipated annual cost of the Emergency Operations Manager position would be \$90,295 - \$109,754 in At-Will Range

12 salary (per Ralph Andersen & Associates) and approximately \$35,124 - \$38,308 in benefits, totaling \$125,419 - \$148,062 and is *not* included in the Fiscal Year 2021-22 Adopted Budget.

The anticipated annual cost of the Emergency Operations Planner position would be \$78,000 - \$94,809 in At Will Range 9 salary (per Ralph Andersen & Associates) and approximately \$33,113 - \$35,863 in benefits, totaling \$111,113 - \$130,672 and is *not* included in the Fiscal Year 2021-22 Adopted Budget.

**Background:**

Over the past several years, numerous deadly disasters have impacted California residents, and communities nationwide. Mono County alone has experienced wildfires, paralyzing winter storms and, most recently, an earthquake. Presidential Disaster Declarations have been issued this year in California for record setting wildfires involving the loss of hundreds of thousands of acres and numerous lives.

On occasion, Mono County is called on to provide disaster assistance for counties contiguous to our own, even as we recognize the limitations of our own resources.

Regardless of the reasons for the increase in disaster response, it appears more natural disasters are occurring and the need to be prepared is paramount to protection of our residents, businesses and natural resources.

Emergency Services and the provision thereof has become increasingly complex. Layers of state and national requirements for emergency preparedness and response are challenging to navigate and ultimately require more resources than Mono County currently allocates.

The complexity and frequency of large-scale disasters in California and across the nation dictate necessary enhanced readiness for residents and neighboring jurisdictions beyond our organization's current capacity. The expectation and delivery of thorough and holistic emergency services has grown nationally, and even globally, and the growth of Mono County demands similar attention, so that when called upon, our local government is prepared to handle emergencies or disasters on a much greater scale than it has experienced in the past.

Local government plays the most active role in emergency operations. County governments must directly confront – and solve - the real, physical problems of protection of life and property, food and shelter, care of the injured, care of deceased, containment, and recovery throughout the disaster.

Emergency Services within an organization is multi-faceted with the four primary elements being Preparedness, Response, Recovery and Mitigation.

An Emergency Management office / division, or commonly referred to as an Office of Emergency Services (OES), is many things with respect to ongoing and active preparedness, response and mitigation, but is primarily a resource-based function during a disaster. While there are too many ongoing duties to list fully, key functions include:

- Provide and document training such as the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS) for County staff and neighboring jurisdictions

- Select and provide training for all section chiefs responsible for staffing an Emergency Operations Center (EOC)
- Create and / or keep up to date and furnish a “ready at all times” EOC
- Create and / or keep up to date and furnish a “ready at all times” back up EOC
- Develop and keep up to date Emergency Operations Plans (EOP) and annexes to those plans
- Develop and keep up to date agreements (i.e., shelter, food, supplies, mutual aid)
- Develop and assist in coordinating emergency response plans for animals
- Purchase and keep up to date necessary EOC equipment such as back up cell phones, radios, analog lines for emergencies, visual equipment, computers and associated software, etc.
- Develop ongoing public relations campaigns providing residents and visitors with preparation reminders and resources
- Conduct periodic tabletop exercises and live drills for disaster events
- Ensure County staff understand their responsibilities and perform their respective roles in a disaster
- Seek out and apply for grants departments can use to acquire necessary emergency equipment and staffing
- Develop and maintain ongoing relationships with local, state and federal representatives, and advocate for resources necessary to disaster preparation and response
- Coordinate additional training for County staff such as FEMA, statewide or County-specific internal training
- Coordinate and lead the Local Disaster Council
- Update and create new Standard Operating Procedures (SOP)
- Manage web and social media information for Preparedness, Response and Recovery
- Coordinate with local schools
- Identify and recruit volunteers

### **Discussion:**

In 2020 and 2021, the Governor’s Budgets reflected massive appropriations for emergency service-related items, including enhancement of State staffing resources and coordinating outreach to a level much higher than previously experienced. Similarly, additional revenue has been appropriated for, but not limited to, local grant matches, funding for additional outreach and preparedness at the local level, exploration of countywide warning system enhancements and non-reimbursable disaster assistance expenditures.

### **Office of Emergency Services – Tasks and Assignments**

From an operational perspective, the current design of the Mono County OES is challenging, with only one staff member, a Sheriff’s Department Sergeant whose duties include being a part-time coordinator for Countywide emergency services. A lack of resources is apparent when considering the absence of a formal Emergency Operations Center (EOC) coupled with the massive duties of the Sheriff’s Department during a disaster. Typically, current tasks and assignments of an Emergency Operations Manager include, but are not limited to:

- Frequent requests to attend meetings and provide policy level and critical decision information at meetings with State, Federal and local leaders
- Works with and provides support for special districts, schools and incorporated cities / towns through its multi-hazard mitigation plans and grant application submittals and monitoring
- Represents the County as liaison to local, regional, State and Federal stakeholders
- Activates and directs the EOC for emergencies and/or disasters
- Provide support for recovery efforts to assist the community recovering from a disaster
- Maintains the primary, alternate and mobile EOC's in a constant state of readiness which includes physically inspecting the EOC on a regular basis, assessing technology readiness and communication / information devices for repairs and / or upgrades
- Ensures staffing for the EOC
- Work with County partners to plan for the continuity of essential operations during a disaster
- Provides training and exercises for staff assigned to the EOC and coordinate with outside entities for training and exercises
- Conducts public outreach and education related to emergency preparedness, response and recovery
- Develops, administers and monitors the division budget
- Tracks ongoing emergency services legislation and advises the County Administrator and Board of Supervisors
- Seeking, applying for, and administering complex grants and providing technical expertise to outside entities on grant administration
- Production and renewal of numerous standard operating procedures
- Maintains the Countywide Emergency Operations Plan
- Updates and renews the Multi-Hazard Multi-Jurisdictional Mitigation Plan

Additional demands have been placed on emergency operations over the last several years;

- Implementation, per FEMA policy, of the Integrated Public Alert and Warning System (IPAWS)
- Local response and coordination of PG&E's Public Safety Power Shutdown program, requiring an additional standard operating procedure to be created, monitored and implemented at the local level
- Coordination of multiple animal rescue groups for sheltering per FEMA guidance
- Provides immediate on-site assistance at the request of other jurisdictions due to EMMA requests during disasters.
- Implementation per state law of cultural competence into its emergency plans as well as coordinating forums for community engagement on the topic and authorize a county to establish a community advisory board for the purpose of coordinating and conducting outreach

#### **Office of Emergency Services – Enhancing Levels of Service & Meeting Today's Demand**

An OES must evolve and continue establishing a greater internal and external presence. The Sheriff currently provides staff for emergency services. However, the Sheriff's Office has

immediate and critical first responder responsibilities that usually require most, if not all, of the Office's resources. The County lacks a full-time position dedicated to emergency services before, during and after an event. As an example, the Multi-hazard Mitigation Plan process identified a large number of stakeholder groups the County serves, but it is imperative that connections with those groups persist beyond completion of the plan document.

Public engagement and information dissemination through various channels must be expanded as technological solutions are undoubtedly primary sources of information for existing County residents and visitors, as well as future residents Mono County expects to attract.

An OES must consist of a sufficient number of well-trained, experienced employees prepared to coordinate requests and actions taken to preserve life and property. To maintain the confidence and support of the "first responder" community and others, OES must have sufficient resources to be effective at resource procurement and incident management. Additionally, participation in, and leadership of, regional and statewide meetings, conferences and committees are important. This allows for Mono County to learn from the successes and failures of other agencies and share our own experiences as well.

Moving forward, staff recommends that OES enhance disaster preparation and awareness among county residents and businesses by strategies including the following:

- Develop OES agreements for disaster incident donation coordination with community organizations
- Explore disaster medical care agreements with local hospital and primary care providers
- Develop and implement an extensive public outreach / marketing and education platform for disaster preparedness, response and recovery with primary engagement being schools, non- profits, businesses and residents
- Explore opportunities to develop a permanent and functional EOC location and back-up location
- Develop a comprehensive communications plan for residents and businesses that build levels of disaster preparedness and resiliency
- Assist in developing a comprehensive business continuity plan
- Investigate and conduct due diligence for early warning solutions

### **Office of Emergency Services – Staffing**

An Emergency Services Manager position is typically responsible for both planning and preparation for disaster operations and the coordination of emergency operations during a disaster. While an Emergency Services Manager may not be directly involved in long-term recovery, this individual can be an invaluable resource for the efforts of the recovery team.

Although local officials such as the Board of Supervisors and the County Administrator bear the ultimate responsibility for our community's preparedness, the emergency manager's skills, knowledge and performance play a big factor in the success or failure of the community's response to a large-scale disaster. Emergency managers' function between making executive level decisions on occasion and carrying out specific actions defined in the emergency operations plan, however, can sometimes lack proper critical decision-making authority.

Often, critical decisions must be immediately made by the Director of Emergency Services (County Administrator, Sheriff, etc. depending on County ordinances or charters). Availability of



the Director may be impacted due to long hours of service during a disaster, off-time (illness or out of state/country), or multiple task requirements, which can cause delays. In some instances, communication resources may be down and not available. Critical decisions include but are not limited to urgent notifications to the public, mutual aid, signature authority for disaster declarations, standing up additional resources or significant requests for personnel or specific expenditure needs.





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**A RESOLUTION OF THE MONO COUNTY  
BOARD OF SUPERVISORS AUTHORIZING THE COUNTY ADMINISTRATIVE  
OFFICER TO AMEND THE COUNTY OF MONO LIST OF ALLOCATED POSITIONS  
TO ADD ONE (1) EMERGENCY OPERATIONS MANAGER AND ONE (1)  
EMERGENCY OPERATIONS PLANNER**

**WHEREAS**, the County of Mono maintains a list of County job classifications, the pay ranges or rates for those job classifications, and the number of positions allocated by the Board of Supervisors for each of those job classifications on its List of Allocated Positions (or "Allocation List"); and

**WHEREAS**, the Allocation List identifies approved vacancies for recruitment and selection by Human Resources and implements collective bargaining agreements related to job classifications and pay rates; and

**WHEREAS**, the County seeks to provide public services in the most efficient and economical manner possible, which at times requires the modification of the job classifications on the Allocation List; and

**WHEREAS**, it is currently necessary to amend the Allocation List as part of maintaining proper accounting for hiring employees to perform public services.

**NOW, THEREFORE, THE BOARD OF SUPERVISORS OF THE COUNTY OF MONO RESOLVES** that the County Administrative Officer is authorized to amend the County of Mono List of Allocated Positions to reflect the following changes:

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1 Add the allocation of one (1) full-time permanent, at-will, **Emergency Operations**  
2 **Manager** (new total: one) (salary range \$90,295 - \$109,754 per annum), and one (1) full-time  
3 permanent, at-will, **Emergency Operations Planner** (new total: one) (salary range \$78,000 -  
4 \$94,809 per annum).

5 **PASSED, APPROVED and ADOPTED** this 2nd day of November, 2021, by the  
6 following vote, to wit:

7 **AYES:**

8 **NOES:**

9 **ABSENT:**

10 **ABSTAIN:**

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12  
13 Jennifer Kreitz, Chair  
14 Mono County Board of Supervisors

15 **ATTEST:**

16 **APPROVED AS TO FORM:**

17 Clerk of the Board

18 County Counsel  
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## **CLASS SPECIFICATION**

**CLASS:** Emergency Operations Manager  
**ALLOCATION:** County Administrator's Office  
**FLSA STATUS:** Exempt

### **JOB SUMMARY:**

Under general direction of the County Administrator, plan, organize and manage the Emergency Services function; coordinate County emergency and disaster related efforts in planning, response, recovery and mitigation issues; develop and administer plan modification, outreach, training and reporting activities; maintain the County Emergency Operations Center in a constant state of readiness; on behalf of the County Administrator, provide strategic and operational oversight to county agencies involved in emergency or disaster matters.

This is the managerial level in the emergency services series.

### **CLASS CHARACTERISTICS:**

This position reports directly to the County Administrator. This class is distinguished from the County Administrator in that the latter is responsible for the administration and overall direction of the Emergency Services function, in addition to overall coordination and provision of all County services.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Direct and manage the operations of the Emergency Services Division; assist County with emergency planning and development plans; ensure a constant state of disaster readiness.
- Determine emergency service and disaster preparedness program objectives and priorities consistent with established goals approved by the Board of Supervisors and County Administrator; develop strategies to integrate and focus various approaches to achieve program objectives.
- Assist with research and determination of funding sources for various programs and/or projects; prepare grant applications; assist with administration of grants and monitoring of sub-grantees; monitor grant expenditures; provide guidance in the completion of State and Federal grant fund reporting documentation.
- Research and develop operational procedures and protocol for County emergency management functions; assist County departments, agencies and stakeholder groups to identify areas of emergency response that may require Office of Emergency Services (OES) involvement; advise and assist various groups including County staff, special districts, cities and businesses in reviewing and/or developing emergency preparedness plans.
- Conduct surveys to determine the types of emergency-related needs to be addressed in disaster planning or provide technical support to others conducting such surveys; formulate and implement programs, policies, plans and procedures for monitoring and reviewing OES responses in times of disaster.
- Serve as a liaison with Cal EMA, FEMA, County Administrator, Board of Supervisors, County Department Heads, other governmental agencies, non-governmental organizations and private non-profits.
- Ensure proper documentation for compliance with Federal and State reporting.
- Develop, prepare and maintain the County's Emergency Operations Plan; work closely with emergency responders for related plan review and updates; develop and present emergency services training to public employees.
- Oversee the operation and coordination of the Mobile Incident Command Vehicle when needed for operational area response.
- Manage the County's Multi-hazard Mitigation Plan and may assist partner agencies in coordinating development of their plans if needed
- Activate the County Emergency Operations Center (EOC) and oversee, coordinate and direct EOC operations during emergency disaster response on a relief or as-assigned basis.
- Request appropriate sources of mutual aid during large scale emergencies; assist with completing appropriate After Action/Correction Action reports following an emergency seeking reimbursement funding.
- Collaborate with other officials to prepare and analyze damage assessments following disasters or emergencies; prepare emergency situation status reports that describe response and recovery efforts, needs and preliminary damage assessments and prepare follow-up and corrective action recommendations for review with County staff, participating agencies and the Board of Supervisors.

- Research, prepare and maintain a variety of technical, statistical, administrative and narrative reports and correspondence; perform special projects and tasks as assigned in support of emergency services operations.
- Participate in the administration of the emergency services budget including forecasting funds; monitor departmental budget and expenditures.

**Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Drive a motor vehicle in the course of work to access work sites.
- May supervise assigned staff on a project, during an emergency incident or on a day-to-day basis.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Principles, practices, methods and techniques of modern disaster response including the use of Standardized Emergency Management System (SEMS), Operational Area Satellite Information System (OASIS), State Resource Information Management System (RIMS), Geographic Information System (GIS), Hazards US (HAZUS), the National Incident Management System (NIMS) and the Incident Command System (ICS).
- Principles and practices of emergency response planning, training and management.
- Emergency services and communications systems, equipment and procedures utilized in staffing and coordinating activities within an emergency operations center.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, occasionally where relations may be confrontational or strained.
- Conditions leading to major emergencies, their effects, mitigation, response lines, lines of authority, resource requirements, damage assessment, recovery methods and safety and survival procedures.
- Federal, state and local laws, codes, ordinances related to emergency planning and operations.
- Principles and practices of management necessary to assist with planning, analyzing, developing, evaluating and directing the diverse and complex activities of County government.
- Principles and practices of budget development and administration, public funding and state and federal reimbursement processes.
- Methods and techniques of developing and presenting technical documentation and training materials.
- Administrative principles and practices including the preparation of policies and procedures.
- Standard office equipment and computer applications related to the work.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Principles and practices of public health, hospital, law enforcement, fire and public works operations.
- Principles and practices of technical and functional supervision and training.
- Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Principles of site-to-site radio functions, requirements per the federal communications commission and interoperable communications.

**Skill in:**

- Understanding, interpreting, applying and explaining complex local, state and federal rules and regulations governing emergency preparedness.
- Training and facilitating others in policies and procedures related to the work.
- Assessing and prioritizing multiple tasks, projects and demands within limited timeframes.
- Exercising authority and providing direction in various situations, as required.
- Exercising sound independent judgment within general policy guidelines.
- Assessing, prioritizing multiple tasks, projects and demands.
- Using initiative and independent judgment within general policy guidelines.
- Developing, recommending and implementing goals, objectives, policies, procedures and work standards.
- Evaluating program strategies, analyzing alternatives, defining problem areas and recommending solutions.

- Preparing clear, concise, reports, correspondence and other written materials.
- Developing and maintaining accurate logs, records and files.
- Effectively using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.
- Managing one's own time and the time of others.
- Identifying complex problems, analyzing information and evaluating results to develop and evaluate options and implement solutions.
- Planning, directing and reviewing the work of others on a project or day-to-day basis.

**Ability to:**

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Perform calmly, purposefully and appropriately in emergency and stressful situations.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.
- Evaluate alternate courses of action and make decisions under the pressures of disaster and emergency situations.
- Gather and evaluate information in order to reason logically, draw valid conclusions, take appropriate actions and/or make appropriate recommendations.
- Deal tactfully and effectively with the public, regulatory agencies and policy-making bodies, vendors, consultants and others contacted in the course of the work.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational situations, technical policies and procedures.
- Organize, plan and prioritize work, developing specific goals and plans to accomplish the work in a timely manner as established by regulations and local policy.
- Pay attention to detail and be thorough in completing work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Adapt quickly to changes in policies, procedures and assignments.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Coordinate emergency services planning with other governmental and non-governmental agencies as appropriate.
- Analyze the potential for disasters and oversee development and production of a comprehensive plan for mitigation, response and recovery including research and modification of elements of existing comprehensive emergency response plans.
- Direct an emergency response program involving a variety of agencies and departments, volunteer groups, businesses and community service organizations.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam which will measure the following abilities:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone.
- Independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; mobility to work in some very adverse conditions including mud, smoke, heat, cold, rain, high winds and steep terrain to observe emergency conditions or conduct training exercises.
- Manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Operate a Mobile Incident Command Vehicle when needed for operational area response and to drive a motor vehicle to visit sites and attend meetings.
- Occasionally lift, carry, push, pull or otherwise move bags or boxes of material weighing up to 75 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- May require work with exposure to dangerous conditions, extreme weather, physical harm and infectious diseases.
- May require unusual or prolonged work hours during emergencies or disasters and during training programs or emergency preparedness exercises.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment and maintain it throughout employment.

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation including Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Attend meetings outside of normal working hours including weekends.
- Must file statements of economic interest with the appropriate agency.
- Will be required to perform disaster service activities pursuant to Government Code 3100 -3109.
- Must be able to implement appropriate response to any County emergency within 30 minutes of being notified.

**Education and Experience:**

**MINIMUM:** Bachelor's Degree from an accredited college or university with major course work in business or public administration, public safety/emergency management or a field related to the work; completion of State and Federally sponsored courses in disaster preparedness, response and recovery; and three years of professional experience planning, managing, or organizing for disaster relief, emergencies, and civil defense, either in an office of emergency services or in the police, fire protection, emergency medical or other related field.

Candidates with strong experience who lack the degree are encouraged to apply.

**PREFERRED:** In addition to the minimum requirements, certification as a trainer in Incident Command Systems (ICS), Standardized Emergency Management Services (SEMS) and/or National Incident Management System (NIMS); Standardized Emergency Management System (SEMS)/National Incident Management System (NIMS) credentialing through CalEMA; certification in emergency management or its equivalent issued by the International Association of Emergency Managers (IAEM), National Coordinating Council of Emergency Management or an equivalent agency; and/or the completion of Federal Emergency Management Agency Professional Development Series.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**



## **CLASS SPECIFICATION**

**CLASS:** Emergency Operations Planner  
**ALLOCATION:** County Administrator's Office  
**FLSA STATUS:** Exempt

### **JOB SUMMARY:**

Under general direction, perform analytical and administrative duties in support of the daily operations of the Division of Emergency Services; assist with the coordination, planning and training of county employees and stakeholders; assist in developing policies and procedures and implement program goals and objectives; maintain the County Emergency Operations Center in a constant state of readiness; may serve as project manager on emergency management projects; assist in maintaining emergency management budget and compliance with federal grant guidelines; and other duties as assigned.

This is the journey level in the emergency services analyst series.

### **CLASS CHARACTERISTICS:**

This position reports directly to the Emergency Operations Manager. This class is distinguished from the Emergency Operations Manager in that the latter is responsible for the daily administration and management of the Emergency Services function.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Assist in the development of operational procedures and protocols for County Emergency Management functions.
- Research, prepare, and maintain a variety of technical, statistical, administrative and narrative reports and correspondence; perform special projects and tasks as assigned in support of emergency services operations.
- Assist County departments, agencies and stakeholder groups in identifying and addressing potential areas of disaster exposure; Assist various groups, including County departments and programs, special districts, cities, businesses, non-profits and non-governmental organizations in reviewing and/or developing emergency preparedness plans.
- Assist in preparing and providing emergency management exercises, including training for Emergency Operations Center Management staff, County program/department representatives, County staff, first responders, non-profits, and non-governmental organizations.
- Attend periodic on-going training to gain additional knowledge and remain current in knowledge in the area of emergency management.
- Function as a member of the Emergency Operations Center Management team and may be required to operate a Mobile Incident Command Vehicle when needed for operational area response.
- Respond to and assist in the coordination of emergency efforts by cities, state and federal agencies, and other public jurisdictions, private entities and volunteer organizations during emergencies.
- Assist with division budget by tracking expenditures, purchases and other financial business.
- Assist with research and determination of funding sources for various programs and/or projects; prepare grant applications; assist with administration of grants and monitoring of sub-grantees; monitor grant expenditures; provide guidance in the completion of State and Federal grant fund reporting documentation.
- Ensure proper documentation for compliance with Federal and State reporting.
- Assist in completing After Action/Corrective Action reports following a declared emergency, hosted drill or exercise.
- Assist County departments with the reimbursement process through the California Disaster Assistance Act and the Federal Emergency Management Agency, in collecting and submitting all necessary documentation on behalf of the County.
- Assist citizens in applying for individual assistance through state or federal disaster assistance funds.
- Assist with the creation of Local Assistant Centers (LAC) in the recovery process.
- Assist in promoting public education and outreach programs on emergency preparedness.
- Make public speaking presentations to groups, organizations or at events on emergency management.
- Coordinate special projects and tasks as assigned in support of the division.

#### **Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.



- May represent the Division of Emergency Management and the County of Mono at local, state and federal meetings related to emergency management and occasionally act on behalf of the Emergency Operations Manager.
- Drive a motor vehicle in the course of the work to access work sites.
- May supervise assigned staff on a project or day-to-day basis.

#### **EMPLOYMENT STANDARDS:**

##### **Knowledge of:**

- Principles and practices of emergency response planning, training and management.
- Principles, practices, methods and techniques of modern disaster response including the use of Standardized Emergency Management System (SEMS), Operational Area Satellite Information System (OASIS), State Resource Information Management System (RIMS), Geographic Information System (GIS), Hazards US (HAZUS), the National Incident Management System (NIMS) and the Incident Command System (ICS).
- Principles and practices of public health, hospital, law enforcement, fire and public works operations.
- Principles and practices of project planning, development and evaluation, including preparation, implementation and administration of policies and procedures.
- Basic elements of an effective emergency operations plan.
- Federal, state and local laws, codes, ordinances related to emergency planning and operations.
- Records management and retention schedules for emergency services documents.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person, via telephone and electronically, when relations may be strained.
- Standard office equipment and computer applications related to the work.
- Principles and practices of budget development and administration, public funding and state and federal reimbursement processes.
- Emergency services and communications systems, equipment and procedures utilized in staffing and coordinating activities within an emergency operations center.
- Conditions leading to major emergencies, their effects, mitigation, response lines, lines of authority, resource requirements, damage assessment, recovery methods and safety and survival procedures.
- Methods and techniques of developing and presenting technical documentation and training materials.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition and grammar.
- Principles and practices of technical and functional supervision and training.

##### **Skill in:**

- Developing, recommending and implementing goals, objectives, policies, procedures and work standards.
- Evaluating program strategies, analyzing alternatives, defining problem areas and recommending solutions.
- Understanding, interpreting, applying and explaining complex local, state and federal rules and regulations governing emergency preparedness.
- Training and facilitating others in policies and procedures related to the work.
- Assessing and prioritizing multiple tasks, projects and demands within limited timeframes.
- Exercising authority and providing direction in various situations, as required.
- Exercising sound independent judgment within general policy guidelines.
- Preparing clear, concise, reports, correspondence and other written materials.
- Developing and maintaining accurate logs, records and files.
- Effectively using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.
- Communicating clearly and concisely, both orally and in writing.
- Planning, directing and reviewing the work of others on a project or day-to-day basis.

##### **Ability to:**

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Perform calmly, purposefully and appropriately in emergency and stressful situations.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.
- Evaluate alternate courses of action and make decisions under the pressures of disaster and emergency situations.

- Make effective written and verbal presentations to large civic groups, official bodies, and the general public to provide information.
- Gather and evaluate information in order to reason logically, draw valid conclusions, take appropriate actions and/or make appropriate recommendations.
- Deal tactfully and effectively with the public, regulatory agencies and policy-making bodies, vendors, consultants and others contacted in the course of the work.
- On a continuous basis, know and understand all aspects of the job.
- Organize, plan and prioritize work, developing specific goals and plans to accomplish the work in a timely manner as established by regulations and local policy.
- Pay attention to detail and be thorough in completing work tasks.
- Adapt quickly to changes in policies, procedures and assignments.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Coordinate emergency services planning with other governmental agencies.
- Analyze the potential for disasters and assist development and production of a comprehensive plan for mitigation, response and recovery including research and modification of elements of existing comprehensive emergency response plans.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the following abilities:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone.
- Independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; mobility to work in some very adverse conditions including mud, smoke, heat, cold, rain, high winds and steep terrain to observe emergency conditions or conduct training exercises.
- Manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Operate a Mobile Incident Command Vehicle when needed for operational area response and to drive a motor vehicle to visit sites and attend meetings.
- Occasionally lift, carry, push, pull or otherwise move bags or boxes of material weighing up to 75 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- May require work with exposure to dangerous conditions, extreme weather, physical harm and infectious diseases.
- May require unusual or prolonged work hours during emergencies or disasters and during training programs or emergency preparedness exercises.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licenses and Certification:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment and maintain it throughout employment.

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation including Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Attend meetings outside of normal working hours including weekends.
- Must file statements of economic interests.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.
- Must be able to implement appropriate response to any County emergency within 30 minutes of being notified.

**Education and Experience:**

**MINIMUM:** Bachelor's Degree from an accredited college or university with major course work in business or public administration, public safety/emergency management or a field related to the work; and one year of technical-level experience performing disaster planning, management or response or successful completion of state and federally sponsored courses in disaster preparedness, response and recovery.

Candidates with strong experience who lack the degree are encouraged to apply.

**PREFERRED:** In addition to the minimum requirements, certifications or credentialing in emergency services programs or as a trainer of emergency services programs, the completion of Federal Emergency Management Agency Professional Development Series; or professional experience planning, managing, or organizing for disaster relief, emergencies, and civil defense, either in an office of emergency services or in the police, fire protection, emergency medical or other related field.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

# ESTIMATED PERSONNEL COST RANGES

## EMERGENCY OPERATIONS MANAGER

	2022 Rates	Range 12, Step A		Range 12, Step E	
		Monthly	Annual	Monthly	Annual
Employee (At-Will)		\$7,525	\$90,295	\$9,146	\$109,754
Salary		\$806	\$9,671	\$980	\$11,755
PERS (Non-Safety)	0.1071	\$226	\$2,709	\$274	\$3,293
401a	0.03	\$109	\$1,309	\$133	\$1,591
Medicare	0.0145	\$90	\$1,084	\$110	\$1,317
SDI	0.012	\$1,540	\$18,480	\$1,540	\$18,480
Health Insurance (\$593, \$1,185, \$1,540)	\$1,540	\$100	\$1,200	\$100	\$1,200
Dental Insurance (\$36, \$63, \$100)	\$63	\$35	\$420	\$35	\$420
Vision Care (\$14, \$21, \$35)	\$21	\$21	\$252	\$21	\$252
Life Insurance	\$21				
<b>TOTAL</b>		<b>\$10,452</b>	<b>\$125,419</b>	<b>\$12,338</b>	<b>\$148,062</b>
Salary		\$7,525	\$90,295	\$9,146	\$109,754
Benefits		\$2,927	\$35,124	\$3,192	\$38,308

## EMERGENCY SERVICES PLANNER

	2022 Rates	Range 9, Step A		Range 9, Step E	
		Monthly	Annual	Monthly	Annual
Employee (At-Will)		\$6,500	\$78,000	\$7,901	\$94,809
Salary		\$696	\$8,354	\$846	\$10,154
PERS (Non-Safety)	0.1071	\$195	\$2,340	\$237	\$2,844
401a	0.03	\$94	\$1,131	\$115	\$1,375
Medicare	0.0145	\$78	\$936	\$95	\$1,138
SDI	0.012	\$1,540	\$18,480	\$1,540	\$18,480
Health Insurance (\$593, \$1,185, \$1,540)	\$1,540	\$100	\$1,200	\$100	\$1,200
Dental Insurance (\$36, \$63, \$100)	\$63	\$35	\$420	\$35	\$420
Vision Care (\$14, \$21, \$35)	\$21	\$21	\$252	\$21	\$252
Life Insurance	\$21				
<b>TOTAL</b>		<b>\$9,259</b>	<b>\$111,113</b>	<b>\$10,889</b>	<b>\$130,672</b>
Salary		\$6,500	\$78,000	\$7,901	\$94,809
Benefits		\$2,759	\$33,113	\$2,989	\$35,863

**\$236,532**

**\$278,734**

