

Exhibit No. 2

CITY OF CARSON
Class Specification

City Council Reso. No: 22-153
Bargaining Unit: CPSA/SEIU 721
FLSA: Non-Exempt

EMERGENCY MANAGEMENT SPECIALIST

Job Summary:

Under general supervision, the Emergency Management Specialist will assist with developing, revising, and implementing various emergency management related plans, including the Emergency Operations Plan and Annexes, Hazard Mitigation Plan, and Continuity of Operations Plan to ensure compliance with local, state and federal requirements. Responsibilities include assisting with the daily operations of the EM division and supporting the Emergency Operations Center (EOC) when required. The incumbent assists with disaster response or crisis management activities, provides preparedness training and develops emergency procedures for emergency incidents such as environmental and technological hazards, as well as domestic and foreign attacks. Essentially, the Emergency Management Specialist collaborates with other agencies, community-based organizations, and a cadre of community volunteers to prepare for, respond to, or recover from disasters. Job related duties require strong organizational, interpersonal and decision-making skills.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change, or rescind related duties and work assignments.)

1. Plan, develop, and assess city-wide Emergency Management/Preparedness programs, policies, procedures and activities.
2. Review, revise, monitor and distribute the campus Emergency Operations Plan and assist with the evaluation of its effectiveness and assure compliance
3. Evaluate and assess the readiness of the city Emergency Operations Center (EOC) and participate in the ongoing evaluation of its effectiveness.
4. Develop, implement and maintain a National Incident Management System (NIMS) compliant emergency training and exercise three (3)-year calendar for the city. Create and distribute After Action Reports for all exercises.
5. Develop or update plans/protocols as necessary as it relates to infectious diseases response and recovery efforts
6. Assure that all applicable emergency management and preparedness activities eligible for federal or state funds and grants meet program design requirements for financial reimbursements when applicable.
7. Oversee the authorization and distribution of the Governmental Emergency Telecommunications Service (GETS) cards.
8. Develop, evaluate, and coordinate instructional training programs in the areas of Emergency Management/ Preparedness and operational continuity for the city.
9. Develop emergency communications training for use of emergency management/ preparedness systems including hands-on operational use of radios, fire extinguisher, computer set-ups and EOC communication features.
10. Maintain database of instructional requirements for applicable personnel in the areas of continuity and emergency management / preparedness.
11. Develop, maintain, and provide emergency information and training to city employees, volunteers, or partners.
12. Serve as a staff liaison to develop and maintain effective relationships with local, city, county and regional emergency management agencies.
13. Attend local emergency management meetings such as: Community Aware Emergency Response (CAER), Area E, SoCal Emergency Management Consortium, and others.

14. Disseminate emergency preparedness information and activities utilizing city website, social media platforms, newsletters, and pamphlets, including participation in community outreach programs and other activities.
15. Catalogue Emergency response supplies and test equipment to ensure availability during emergencies.
16. In the absence of the manager, may serve as primary contact for city-wide coordination for response, resources and information relating to emergencies/disasters.
17. Prepares staff reports and official correspondence, including written communications regarding City programs, policies, or activities for public dissemination.
18. Designs and independently completes various types of studies including collecting, compiling and analyzing various types of emergency management data.
19. Supervision of contracted employees and overall contract administration.
20. Performs related duties as required.

Qualification Guidelines:

Education and/or Experience:

Bachelor's degree or higher in Emergency Administration & Planning, Public Administration, Public Health or a closely related field, and one (1) year of experience planning for, responding to or recovering from a natural, technological, public health or man-made crisis; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Experience and/or education in a related field may be substituted on a year for year basis, up to two (2) years.

Knowledge of:

- Policies, procedures, and outside regulations pertaining to federal, state, and local emergency preparedness regulations
- Investigating and analyzing problems with a broad administrative impact and implications
- Instructional training for compliance with emergency preparedness/response in the areas of Incident Command System (ICS), the standardized Emergency Management System (SEMS), the National Incident Management System (NIMS) and the monitoring of related legislation affecting agencies
- Microsoft Outlook, Word, Excel, PowerPoint and Publisher

Skill and/or Ability to:

- Possess strong decision-making skills
- Plan and execute emergency preparedness drills
- Train others on new skills and procedures and provide lead work direction
- Work with representatives from public and private entities and handle potentially sensitive situations
- Build collaborative relationships
- Take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved
- Demonstrate effective communication skills in person and in writing
- Research, develop and evaluate policies and programs, including skill in the collection, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations
- Participate in an on-call rotation with other department staff and support occasional evenings and weekends as needed
- Maintains sensitivity to ethnic, religious, cultural and sexual differences.

License & Certifications:

Possession of a valid California Class C Driver License. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

Incumbents must also possess the following certificates:

- ICS-100
- ICS-200
- IS-700
- IS-800

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary.
- May be required to use personal or city vehicle in the course of employment.
- Is subject to inside and outside environmental conditions.
- May be required to attend periodic evening meetings and/or to travel within and out of city boundaries to attend meetings.
- May be required to work evenings and/or weekends.