

Come work at CDSS where . . .

People come First!



Are you doing the same work day in and day out? Are you looking for work that is challenging and rewarding? Are you looking for a profession where you can help make a positive change? If so, read on!

EMPLOYMENT OPPORTUNITY

If you are interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

Contact Information:

**Statement of Qualifications Request
Emergency Services Coordinator (ESC)
Disaster Services Bureau**

All applicants must provide a Statement of Qualifications (SOQ). Failure to include a SOQ will result in your application being rejected. Your SOQ will be considered the first interview for this position and demonstrate your ability to clearly and succinctly communicate your experience. Only the most competitive applicants will be considered for an on-site interview.

The SOQ should outline specific and relevant experience, education and training which qualifies you to perform the duties outlined in the duty statement; include information stating how, where, and the dates the experience was acquired. The SOQ should also specifically outline how you possess any or all of the desirable qualifications outlined below. **The SOQ should be no longer than two pages, singled-spaced, in no less than Times New Roman 11 point font, and your name clearly noted at the top of both pages of your SOQ.** If you include a resume in your application package, it would not be considered a substitute for the SOQ, which is a required document.

1. Demonstrated knowledge of, and experience in, emergency management programs and disaster operations; knowledge of federal, state and local government processes as it relates to emergency management.
2. Demonstrated experience in establishing and maintaining relationships with stakeholders including critical state, local, private and public organizations for outreach and awareness, information sharing and emergency programs.
3. Knowledge of command post and/or operations center organization and functions. Experience and education at all levels of government may be utilized to fill this requirement.
4. Training or experience in Mass Care operations in all four phases of emergency management.

Please attach your SOQ to your application (and Employment Inquiry Letter if you have received one). Applications received without a SOQ will not be considered.

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

CLASSIFICATION:

POSITION NUMBER:

DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*

SUPERVISOR'S NAME:

SUPERVISOR'S CLASS:

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY):*

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. *(Explain below)*
- None
- Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one):*

- None Supervisor Lead Person Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

CONCEPT OF POSITION:

A. RESPONSIBILITIES OF POSITION:

B. SUPERVISION RECEIVED:

C. ADMINISTRATIVE RESPONSIBILITY:

D. PERSONAL CONTACTS:

E. ACTIONS AND CONSEQUENCES:

F. OTHER INFORMATION: