

County of Santa Cruz

INVITES YOU TO APPLY FOR:



OFFICE OF RESPONSE, RECOVERY & RESILIENCE EMERGENCY SERVICES ANALYST

Supplemental Questionnaire Required

Open and Promotional

Job # 23-UV5-01

Salary: \$7,479 – 10,022 / Month

Closing Date: Friday, September 22, 2023

Classification and Salary Pending Board of Supervisor's Approval

THE TEAM: The Santa Cruz County Office of Response, Recovery and Resiliency (OR3), created in 2020 after the CZU Lightning Complex Fires, provides the Community and Operational Area services of traditional Offices of Emergency Services but also supports disaster recovery and addressing climate change mitigation and adaptation resilience efforts. In the past 6 years the County of Santa Cruz has been impacted by 4 federally declared disasters, Climate Change is here and we are on the front lines of its impacts. Serving the community as part of the OR3 team in the role of Emergency Services Analyst will put you on the forefront of emergency preparedness, equity efforts in response, recovery, and resilience, and provide an incredible opportunity to cultivate emergency preparedness and resiliency for our County, community, and the beautiful natural environment found in Santa Cruz County.

THE JOB: Under direction, assist in the planning, organizing, coordinating, and maintaining all aspects of emergency center operations, emergency management plans and annexes, and

Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060

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EQUAL OPPORTUNITY EMPLOYER



programs for the Office of Response, Recovery and Resiliency (OR3); assist in the development and facilitation of emergency preparedness trainings and exercises for County staff, and partners; serve as a resource for emergency services information; and performs related duties as assigned. **The list established from this recruitment will be used to fill the current and future vacancies during the life of the list. The option for remote work may be available based on the type of work and operational needs.**

THE REQUIREMENTS: Any combination of education and experience which will provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain these would be:

Bachelor's degree in public administration, business, emergency management, or related field;

AND

Two years' experience in the planning, development, maintenance, and implementation of emergency preparedness and response management programs, or related experience that demonstrates the ability to perform the essential functions of the classification. A master's degree may substitute for one year of experience.

DESIRED QUALIFICATION: Possession of an Associate Emergency Manager (AEM) or Certified Emergency Manager (CEM) certification from the International Association of Emergency Management (IAEM) is highly desirable.

SPECIAL REQUIREMENTS/CONDITIONS: Hours: Required to be available to report after work hours, work irregular or protracted hours, shifts, nights, weekends, and holidays during times of emergency and/or disaster situations, periods of extended duration, and for on call duty as scheduled.

License Requirement: Possession and maintenance of valid Class C California Driver License issued by the California State Department of Motor Vehicles by the time of appointment.

Knowledge: Thorough knowledge of principles and practices of emergency management planning and response including techniques for coordinating activities of a variety of organizations; basic federal, state, and local emergency services organizations, programs, and objectives; principles of emergency management training and development; issues related to Emergency Preparedness for natural and human caused disasters, such as fires, earthquakes, hazardous materials, civil defense, and floods; and principles of effective communication, including the preparation of clear and concise reports, documentation, and revisions to procedures and plans. Working knowledge of the geography of Santa Cruz County involving streets, roads, major buildings and infrastructure, and various partner jurisdictions; California based Climate and Natural disasters, causes, hazard mitigation strategies, and preparedness techniques; modern office methods and procedures; and the principles of diversity, equity, and inclusion.

Ability to: Determine emergency service and disaster preparedness program objectives and priorities to achieve those objectives; research, analyze and evaluate complex statistical data, reports, problems, information, critical situations, policies, and procedures related to emergency services, and recommend effective resolution and implementation, and/or prepare periodic

reports required by Federal, State and County agencies; exercise independent judgment and initiative; plan, implement, monitor, and evaluate emergency preparedness and disaster relief programs; research, interpret, and apply local, state, and federal rules and regulations governing emergency preparedness and emergency plans; work collaboratively and maintain effective working relationships with cities, special districts, county agencies, state and federal, community-based organizations and other service groups; conduct and evaluate training, drills, and exercises on various phases of emergency response plan; prepare clear, concise, accurate, and comprehensive reports, correspondence, plan elements and procedures; operate a personal computer and specialized applications/systems; communicate effectively both orally and in writing; work accurately and effectively under pressure or during emergency situations; subject to extended work hours and be on-call in case of emergencies; and perform a variety of tasks simultaneously.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require Fingerprinting and/or Background Investigation.

EMERGENCY SERVICES ANALYST - SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

Note: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for moving to the next step in the recruitment process.

1. Describe your experience working on state and federal regulations, as well as local government requirements in relation to declared emergencies, recovery and/or climate change programs.
2. Describe your experience working with agencies such as FEMA, Cal OES, and/or other agencies to ensure well-coordinated responses during a disaster.
3. Describe your experience conducting research, collecting data, and developing reports for the purpose of presenting your analysis and recommendations in written form to the County Board of Supervisors or similar audience.

EMPLOYEE BENEFITS:

VACATION - 16 days 1st year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.

ADMINISTRATIVE LEAVE - One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

HOLIDAYS - 14 paid holidays per year.

SICK LEAVE - Six days per year.

BEREAVEMENT LEAVE - 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN - County pays for employee and eligible dependent coverage.

VISION PLAN - The County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT AND SOCIAL SECURITY - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE - County paid \$50,000 term policy. Employee may purchase additional life insurance.

LONG TERM DISABILITY PLAN - Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

DEPENDENT-CARE PLAN - Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

H-CARE PLAN - Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) - Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION - A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

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