



Emergency Services Coordinator Trainee

Class Code: 9059

Bargaining Unit: Unrepresented

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA
Established Date: February 16, 2024

SALARY RANGE

SEE SALARY SCHEDULE

JOB DESCRIPTION:

JOB DEFINITION

Under close supervision of a mid-level professional or a subject matter expert, an Emergency Services Coordinator Trainee will receive training to plan and coordinate the Court's emergency management and disaster readiness and preparedness program, and perform related work as required.

DISTINGUISHING FEATURES

The Emergency Services Trainee is the entry-level classification in the Emergency Services series which is flexibly staffed to the class of Emergency Services Coordinator. The incumbent is expected to gain experience and demonstrate proficiency which qualifies them to promote to the higher-level class. The incumbent will receive on-the-job training to gain experience in the more technical duties and responsibilities of the Emergency Services Coordinator classification.

The Emergency Services Coordinator plans and coordinates the Court's emergency management and disaster readiness and preparedness program. They provide technical expertise in the development of emergency action and response plans and Continuity of Operations Plans (COOP), and implementation of related preparedness and training programs. They act as a liaison with local, County, State, and federal agencies involved in emergency preparedness and disaster planning. The incumbent ensures that emergency preparedness and response planning is in compliance with the Americans with Disabilities Act (ADA) and assists with requests by Court users for ADA accommodations. They exercise independent judgment while making sound decisions in the development and implementation of emergency service programs, plans, and training activities.

A trainee is an exempt employee that is considered "at-will" and serves under the terms of the employment agreement and at the discretion of the appointing officer. Employees may be eligible to return to their previous position, in which they were tenured, during the trainee appointment, as long as a vacancy exists.

EXAMPLES OF DUTIES:

NOTE: The following are duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

1. Learns to maintain the Court-wide Emergency Management program.
2. Assists in the implementation of Court-wide and site-specific emergency plans, policies, and procedures, including building evacuation plans, Continuity of Operations Plans and emergency response plans.
3. Learns to update the plans in compliance with applicable legal authorities, including the ADA.
4. Learns to prepare Court-wide emergency training and exercise program, including staff training on plans and procedures, development of and conducting drills and exercises to test procedures and training, and conducting after action review and developing improvement plans to improve plans and procedures based on exercise results.
5. Conducts research projects and gathers reference information related to the state and federal disaster preparedness legislation, funding assistance eligibility and emergency service resources.
6. Assists in improving forms and public notices; and assists in coordinating publication and dissemination of such materials; responds to verbal and written public inquiries and surveys.
7. Assists in stocking and maintaining disaster preparedness-related supplies and equipment and schedules regular testing to ensure operational efficiency.
8. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Experience:

Two years of full-time employment with the Superior Court of California, County of Alameda.

KNOWLEDGE AND ABILITIES:

Knowledge of basic principles and practices of court administration, organization, functions, services and management, including budget, management analysis, modern information systems applications, and organization development; basic methods of work planning and project management; data collection and analytical techniques; Microsoft Office and other software systems; and method and techniques of organizing work.

Ability to write in a detailed, clear, and professional manner; gather data and create presentations for multi-disciplinary groups; work well under the pressure of deadlines, conflicting demands

and emergencies; interpret guidance and requirements (from local, state, federal and other regulatory agencies) into practical checklists/documents/products; navigate complex situations requiring professionalism and diplomacy.

Physical Demands:

Physical demands include walking, standing, sitting and climbing up and down stairs; strength, dexterity, coordination and vision to use a keyboard and video display terminal; hearing, listening and speaking to communicate with the public and court staff; dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials; moving from place to place within an office or other court location; and reaching for items above and below desk level.

CLASSIFICATION HISTORY:

Date established: 02/16/24