Job Description:
All Staff Members
Auxiliary Communications Service
The California Governor's Office of Emergency Services (Cal OES)
Telecommunications Branch
10/01/16

Duties are outlined in the duty statement below:

Under the direct supervision of the Regional or State Operation Communications Center ACS Officer(s) is responsible for assisting in the administration and day-to-day operations of the Auxiliary Communications Service (ACS) program within the State of California. The incumbent shall be assigned specific duties in day-to-day operations the Mutual Aid Regions or SOCC via the Regional or SOCC ACS Officers, and, through the guidance of the ACS Administrator and the Chief ACS Officer(s), the Regional Telecommunications Coordinator(s) or SOCC Telecommunications Coordinator and assigned Lead Staff members assist in the operations during events, incidents, emergencies and disasters responses. The incumbent must be able to respond to all forms of events, incidents, emergencies, and disasters (including recovery from such) at any hour, anywhere in the State, within short time frames. Each Staff member will have a job and they will perform it. The will have a Volunteer Service Agreement (VSA) on file at HQ. They will take both the online, class room and practical training required to perform their duties. They will follow Standard Operating Policies and Procedures. And they will submit monthly personal ACS time accounting using timekeeping procedures.

* The Lead is the assigned supervising Staff Member that is the senior and/or most experienced staff on the job.

A. SPECIFIC ACTIVITIES [Essential (E) / Marginal (M) Functions]

Operations (E)
Must have and perform an assigned duty (may have more than one) that can be administrative or operational at the State Operations Center, (SOC), Regional Emergency Operations Centers (REOCs) or Communications Centers; in the field (locations that are urban, suburban, rural or remote) or from home. Operate or use computers, radios (public safety and/or amateur), and/or drive and set up and operate a Mobile Interoperable Gateway Unit (MIGU), Operational Area Satellite Information System (OASIS) Trailers and their support vehicles; or set up Portable Repeaters and demonstrate the use of handheld radios to other state, county and local government agencies, both their paid and volunteer staff.

Technical Assistance (E)
Responsible to assist in the assignment of, inventory and storage of Cal OES supplies, equipment and resources within the Regions. When requested and using training and experience, assist or provide input in the equipment set up and operation and conceptualizing, analyzing and evaluating exercises; reviewing proposals; preparing correspondence, provide information for the conducting of briefings and presentations on volunteer emergency management issues.

Planning Assistance (M)
Under the direction and guidance of the Regional Coordinator and ACS Officer, may assist in the recruitment, training, and retention of ACS Communications Reserves staff within the State of California ACS Program from a team perspective; assist the Region in the development of their volunteer resources: assist the Regional ACS Officers in providing technical expertise, guidance and support (i.e. administrative and/or operational) to other volunteer organizations in their Regions with an interest in providing emergency communications, including, but not limited to: RACES, ARES, Cal Fire VIP, the American Red Cross, MARS, and SATERN.

Administrative Assistance (M)
Staff Members will upon request provide, or give freely written and/or oral input to the ACS Administrator, the Region and SOCC Telecommunications Coordinator(s) and ACS Officers including, but not limited to, training, safety, policy, procedure and emergency response. Provide input to a variety of internal reports, recurring and nonrecurring. Will carry out Agency and Region specific policies and procedures. Will
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attend scheduled staff meetings and staff development training. Assist in coordinating and participate
various administrative and day-to-day operational duties with selected personnel assigned
to the Regions. Follow Standard Operating Policies and Procedures. Will provide initial documents,
replacements or updates to their registration package including the DSW/Oath, DMV Verification,
Emergency Notification and Volunteer Service Agreement and training certifications as requested. Will
submit personal ACS time accounting using timekeeping procedures.

Other Duties (E)
Work in Regional Emergency Operations Centers (REOCs), or the State Operations Center (SOC), or in
the field in Operational Areas during emergency, disaster response and recovery operations. Participate
in drills, training, exercises, and other duties as required. May serve on a rotational basis as a Region
ACS Duty Officer assisting the Region or SOCC Telecommunications Coordinators and /or
Telecommunications Duty Officers in response to emergency threats and conditions within the Regions.
Maintain detailed knowledge of ACS programs including current emergency management practices and
procedures for your position. Through the Regional ACS Officers may assist in the establishment of a
relationship with and developing a directory of other EMCOMM organizational leadership for units such as
RACES, ARES, Cal Fire VIP, the American Red Cross, MARS, and SATERN.

B. SUPERVISION RECEIVED: The Chief ACS Officer(s) is responsible to the ACS Administrator for the
direct supervision of the Region Mutual Aid Staff via the Region ACS Officers for administration and day-
to-day operations. During emergency operations, the Regional, or SOCC Staff and MAR or SOCC ACS
Officer is managed by the Mutual aid Region or SOCC Communication Coordinator and the Chief of
Telecommunications.

C. SUPERVISION EXERCISED: If assigned as a Staff Member then the Lead Staff Member and/or the
MAR ACS Officers are responsible for the management, supervision and support of ACS
Communications Reserves within their respective Mutual Aid Regions. During emergency operations,
The Lead Staff Member and/or the MAR ACS Officer is managed and supervised by, and reports to, the
Region Telecommunications Coordinator.

D. PERSONAL CONTACT: Throughout the course of work, Staff Members may come in contact with key
local, state, and federal officials and representatives, as well as members of the public. Contacts with
media representatives and legislative inquires will be referred to the Lead Staff Member or MAR ACS
Officer and will be governed by current Cal OES’s Policies and Procedures. The Lead or MAR ACS
Officer and all staff members will always refer to the Agency, Event or Incident Information Officer.

E. ACTIONS AND CONSEQUENCES: If Staff Member fails to perform their duties and responsibilities as
described and in accordance with California law, regulations, plans, Cal OES’s (includes ACS) policies
and standards, the consequences could impact the effectiveness and efficiencies of the Region’s
preparedness, response, and recovery activities. Consequences could be severe and would range from
inconvenience, poor information sharing, as well as the health and safety of the people of California. In
the worst case, personnel injury and the loss of life and/or property could result by misdirected action or
inaction. Such actions would be justification for administrative and/or disciplinary action within OES ACS.

F. FUNCTIONAL REQUIREMENTS: Physical tasks may include, but are not limited to: driving, flying,
standing, lifting, typing, bending, reading, writing, and public speaking.

G. OTHER INFORMATION: When appropriate, maintains and uses assigned equipment and job required
tools, safety and security devices in a safe, usable, and secure manner. Contributes to the common
objectives and work efforts of Cal OES as an effective team member through positive interpersonal
communications, a concern for safety, and a professional attitude.
H. EDUCATION AND QUALIFICATIONS:
Must be a current member of the Cal OES Auxiliary Communications Service (ACS) program.
Must have completed the following courses within three (3) months of taking the oath:
- IS 100 "Introduction to the Incident Command System"
- IS 200 "Single Resources and Initial Action Incidents"
- IS 700 "An Introduction to the National Incident Management System"
- IS 800 "An Introduction to the National Response Framework"

Must meet the following driving requirements within two (2) weeks of taking the oath:
- A State of California recognized Defensive Drivers Training course certificate
- Participate in the driver's license Pull Notice Program (a form)
- Have a current Privately Owned Vehicle Form 261 on file (a form)

* Time extensions may be granted with justification upon request.

The above forms, certs or a transcript copies containing the same will be provided to the Administrative Officer and kept on file at HQ.

Recommended:
- IS 120 "An Introduction to Exercises"
- IS 230 "Fundamentals of Emergency Management"
- IS 235 "Emergency Planning"
- IS 240 "Leadership and Influence"
- IS 241 "Decision Making and Problem Solving"
- IS 242 "Effective Communication"
- IS 244 "Developing and Managing Volunteers"
Completing these will qualify for FEMA's Professional Development Series (PDS) Certification.

Recommended:
- IS 288 "The Role of Voluntary Agencies in Emergency Management"
- ICS 300 "ICS for Supervisors and Expanding Incidents"
- ICS 400 "Advanced Incident Command System"
- IS 802 "Emergency Support Functions (ESF) #2 – Communications"
- SEMS "Standardized Emergency Management System" #
- NIMS "National Incident Management System" #
- COML "Communications Unit Leader Training"
- COMT "Communications Technician Training"
- AUXCOMM "FEMA/OEC Auxiliary Communications Course"

# These may have been combined as a SEMS/NIMS course.
The above certs or a transcript copies containing the same should be provided to and kept on file at HQ.

SALARY: This is an unpaid, at will, volunteer position.

Directed by: Telecommunications Branch Chief:
Signed: [Signature] Date: 9/29/2016

Approved by: ACS Administrator:
Signed: [Signature] Date: 7/29/2016