Duties are outlined in the duty statement below:

The Mutual Aid Region ACS Officer* (MAR ACSC) is under the direct supervision of the Deputy Chief ACS Officer (DCACSO, Northern or Southern) the Chief ACS Officer (CACSO) and the ACS Program Administrator and is responsible for the supervision of administration and day-to-day operations of the Auxiliary Communications Service (ACS) program within their Mutual Aid Region. They must meet the qualifications set forth in the "All Staff Job Description". The incumbent shall coordinate operations of ACS personnel with the Regions, and under the supervision of the Region Telecommunications Coordinator and manage Region ACS operations during a response. All assigned staff must have at least one job and work at it. The Region ACS Officer must demonstrate effective written and oral communications skills, and must be able to respond to all forms of disasters and emergencies, at any hour, anywhere in their region and occasionally anywhere in the State, within short time frames.

The Deputy MAR ACSC is under the direct supervision of the MAR ACSC. The Deputy will be able to perform the same duties as the MAR ACSC and fill this position if required. The MAR ACSC will assign specific duties to the Deputy.

* The State Operations Communications Center (SOCC) Officer is equivalent to the Region ACS Officer for the Headquarters facility and works for the HQ Communications Coordinator.

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

Planning Assistance (E)
Under the direction and guidance of the CACSO (also via the DCACSO) and ACS Program Administrator the MAR ACSC is responsible for the recruitment, training, and retention of ACS Communications Reserves within their Mutual Aid Regions. They provide input for the writing and review of Standard Operating Policies and Procedures. They insure that they and their staff maintain adequate ACS timekeeping procedures. And, assist their staff in the development of their volunteer resources. They provide access to technical expertise and guidance and support for other volunteer organizations within the Region with an interest in providing emergency communications, including, but not limited to: RACES, ARES, Cal Fire VIP, the American Red Cross, MARS, and SATEM. And, they will provide and insure a current directory of the leadership of these organizations is maintained.

Operations (E)
The MAR ACSC must perform assigned duties that will be administrative and can be operational at the State Operations Center, (SOC), Regional Emergency Operations Centers (REOCs) or their Communications Centers, in the field (locations that are urban, suburban, rural or remote) or from home as assigned. May operate or use computers, radios (public safety and/or amateur), and drive and set up and operate a Mobile Interoperable Gateway Unit (MIGU), Operational Area Satellite Information System (OASIS) Trailers and their support vehicles; and set up Portable Repeaters and demonstrate the use of hand held radios to other state, county and local government agencies, both their paid and volunteer staff. They also insure that assigned regional staff can provide the same service and expertise.

Technical Assistance (M)
They are responsible to the assignment, inventory and storage of Cal OES supplies, equipment and resources within the Region. Conceptualize, analyze and evaluate exercises; review proposals; prepare correspondence, conduct briefings and presentations on emergency management issues. And, utilizes assigned regional staff that can provide the same service and expertise.
Administrative Assistance (E)
The MAR ACSO provides written and oral input to the Chief ACS Officer and the Region Telecommunications Coordinator including, but not limited to, training, safety, policy, procedure and emergency response. Upon request they prepare a variety of internal reports, recurring and nonrecurring. They carry out Agency and Region specific policies and procedures. And, attend scheduled staff meetings and staff development training. Coordinate various duties with selected personnel assigned to the Region, and to other Regions.

Other Duties (E)
The MAR ACSO will work in Regional Emergency Operations Centers (REOCs), or the State Operations Center (SOC), or in Operational Areas during emergency, disaster response and recovery operations. Participate in drills, training, exercises, and other duties as required. They may serve on a rotational basis as a Region ACS Duty Officer, representing the Region Telecommunications Coordinator, in response to emergency threats and conditions within the Region. And, maintains current detailed knowledge of Region ACS programs including current emergency management practices and procedures.

B. SUPERVISION RECEIVED: The MAR ACS Officer is responsible to the CACSO(s) for direct administrative supervision of the Mutual Aid Region ACS Staff during day-to-day operations. During emergency operations, the MAR ACS Officer is managed by, and reports to, the Region Telecommunications Coordinator.

C. SUPERVISION EXERCISED: The MAR ACS Officer is responsible for the management, supervision and support of ACS Communications Reserves within their respective Mutual Aid Region.

D. PERSONAL CONTACT: Throughout the course of work, the MAR ACS Officer may be 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 governed by current Cal OES’s Policies and Procedures. The MAR ACS Officer will always refer to the Agency, Event or Incident Information Officer.

E. ACTIONS AND CONSEQUENCES: If the MAR ACS Officer fails to perform their duties and responsibilities as described and in accordance with California law, regulations, plans, Cal OES’s 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 negatively impacting the health and safety of the people of California. In the worst case, personnel injury and the loss of life 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. Certain ongoing duties (i.e. administrative, California Emergency Services Net operations) may be performed from home.

G. OTHER INFORMATION: The MAR ACSO 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 and must have met the Minimum Staff Requirements in Standard Operating Procedure 8.0 within three (3) months of taking the oath:
Job Description:
Mutual Aid Region ACS or SOCC Officer (and Deputy)
Auxiliary Communications Service
The California Governor’s Office of Emergency Services (Cal OES)
Telecommunications Branch
10/21/16

Additionally, the MAR ACSOs (and Deputies) will to complete the following courses within three (3) months after their appointment:

- IS 120 “An Introduction to Exercises”
- 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.

* Time extensions may be granted with justification upon request.

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

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 two 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: 10/21/2016

Approved by: ACS Administrator:

Signed: [Signature] Date: 10/21/2016