



# City of Los Angeles

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City of Los Angeles Personnel Department

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## EMERGENCY MANAGEMENT COORDINATOR

**Class Code: 1702**

**Open Date: 06-13-14**

### **ANNUAL SALARY**

\$81,515 to \$101,289 and \$100,954 to \$125,447

The salary range for positions in the Department of Water and Power is \$91,642 to \$113,858 and \$113,378 to \$140,856.

Candidates from the eligible list are normally appointed to vacancies in the lower pay grade.

### **NOTE:**

For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to [http://per.lacity.org/Reciprocity\\_CityDepts\\_and\\_DWP.pdf](http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf).

### **DUTIES**

Emergency Management Coordinators are responsible for developing, coordinating, and implementing emergency and disaster preparedness, response, recovery, and non-structural hazard mitigation programs, processes and procedures Citywide or for individual City departments, including drills and developing and conducting training exercises designed to validate emergency plans, operating procedures, and operating guidelines; works with other City departments, governmental and private agencies to develop and implement emergency and disaster management programs for the City of Los Angeles; prepares comprehensive reports, research, recommendations, and correspondence for their assigned department or other administrative bodies as directed; and may supervise other Emergency Management Coordinators, City employees in other classifications, and/or volunteers involved in emergency and disaster management work.

### **REQUIREMENTS**

1. Three years of full-time paid experience in administrative analysis or operations planning, one year of which must have been administering or coordinating a broad based disaster preparedness or emergency operations program for a government agency, emergency services organization, or large company, which included developing or revising an emergency plan or training program for large scale disasters such as those resulting from earthquakes, floods, or other natural disasters or events requiring a significant emergency response and recovery effort; **or**
2. Two years of experience as a City department's representative to the City of Los Angeles' Emergency Operations Organization in administering or coordinating a City department's emergency operations program, which included developing or revising an emergency plan or training program for large scale disasters.
3. Graduation from a recognized four-year college or university may be substituted for one year of the required full-time general administrative experience in Requirement #1.

### **NOTES:**

1. In addition to the regular City application, all applicants must complete an Emergency Management Coordinator Qualifications Questionnaire at the time of filing. The Emergency Management Coordinator Qualifications Questionnaire is located within the Supplemental Questions Section of the City application. Applicants who fail to complete the Qualifications Questionnaire will not be considered further in this examination, and their application will not be processed.
2. Applicants who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
3. A valid California driver's license is required. Applicants will be disqualified and not eligible for hire if within the past 36 months they were convicted of a major moving violation, such as driving under the influence of alcohol and/or drugs, and may be disqualified if there are three or more moving violations and/or at-fault accidents within the past 36 months.
4. Applicants filing under Requirement #2 must submit with the application a City of Los Angeles "Verification of Work Experience" (VWE) form, signed by their supervisor, verifying their experience as a City department's representative to the City of Los Angeles Emergency Operations Organization. The VWE form should indicate the type of work performed and the amount of time spent performing such work. The form may be downloaded at <http://per.lacity.org/exams/vwe-sup.pdf> or may be obtained at the Personnel Department, 700 E. Temple Street, Room 100, Los Angeles, CA 90012. Applicants may attach the completed Verification of Work (VWE) form to their on-line application at the time of filing or will have seven (7) calendar days from the on-line submission date to submit a copy of their completed VWE form to: Personnel Department, 700 E. Temple Street, Room 100, Los Angeles, CA 90012. Applicants who fail to submit a copy of their VWE form within the time required will not be considered candidates in this examination and their applications will not be processed.
5. Some positions may be required to be "on-call." Please note that all positions with the Los Angeles World Airports are required to be "on-call."
6. Possession of a current Certified Emergency Manager (CEM) and/or the professional designation of Master Exercise Practitioner (MEP) is highly desirable at the Los Angeles World Airports but not required.

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## **WHERE TO APPLY**

Applications will only be accepted online. **When you are viewing the online job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon.** Online job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm> for Open Competitive Examinations and at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

## **NOTE:**

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

## **APPLICATION DEADLINE**

**Applications must be received by THURSDAY, JUNE 26, 2014.**

In accordance with Civil Service Rule 4.2, all applicants who apply may not be tested in this examination. To meet anticipated hiring needs, only a limited number of qualified applicants will be invited to participate in the interview in the following order: 1) Los Angeles City Promotional applicants who meet the minimum requirements. You must have received a regular appointment to a City position or be on a reserve list to apply for this examination as a promotional candidate; 2) Applicants currently employed by the City of Los Angeles on a part-time or exempt basis who meet the minimum requirements; 3) Remaining applicants who meet the minimum requirements in sufficient numbers to meet hiring needs in the order that applications were received. Applications submitted during the filing period will be kept on file for two years from June 13, 2014 in the event that additional applicants need to be tested to meet hiring needs.

## **EXPERT REVIEW COMMITTEE**

Should a large number of qualified applicants file for this examination, an expert review committee may be assembled to evaluate each applicant's qualifications for the position of Emergency Management Coordinator. In this evaluation, the expert review committee will assess each applicant's training and experience based upon the information in the applicant's City employment application and the Qualifications Questionnaire. Those applicants considered by the expert review committee as possessing the greatest likelihood of successfully performing the duties of an Emergency Management Coordinator, based solely on the information presented to the committee, will be invited to participate in the interview.

## **SELECTION PROCESS**

**EXAMINATION WEIGHT: Interview .....100%**

The examination will consist entirely of an evaluation of qualifications by interview. In the interview, emphasis may be placed on the candidate's experience and background as they provide the knowledge of: various types of emergencies such as flood, civil disturbance, earthquake, fire, wildfire, hazardous materials, and terrorism; principles of emergency management; various types of emergency management related training programs sufficient to develop and evaluate training programs; agencies providing assistance in recovery from an emergency and procedures for making claims for repair, rebuilding, and cleanup; indications of unsafe conditions; use of safety clothing and gear; and ability to plan, conduct, and evaluate emergency management related training exercises; effectively plan work and set priorities; multi-task effectively; make decisions; develop and maintain emergency operations plans and procedures; develop, coordinate, and implement Citywide emergency preparedness programs; identify and resolve problems; conduct training; communicate effectively orally and in writing; and deal tactfully and effectively with a variety of individuals; and other necessary skills, knowledge, and abilities.

Additionally, the interview board members will consider the information in the candidates' Qualifications Questionnaire in their overall evaluation of the candidates' job qualifications. Candidates may expect the interviewers to discuss the information on their Qualifications Questionnaire with them during the interview.

Candidates will be notified later by mail of the date, time, and location of the interview, which will be held in Los Angeles. It is anticipated that interviews will begin during the period of **SEPTEMBER 1, 2014 to SEPTEMBER 12, 2014.**

## **NOTES:**

1. The promotional list will ordinarily be used ahead of the open competitive list. However, if open competitive candidates receive a higher score, without military credits, than the highest available promotional candidate, after adding 0.25 of a point seniority credit for each year of continuous classified City service, the Civil Service Commission, upon request of the appointing authority, may approve certification of such open competitive candidates ahead of the promotional candidates.
2. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at [http://per.lacity.org/exams/verify\\_disability.pdf](http://per.lacity.org/exams/verify_disability.pdf).
3. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
4. A final average score of 70% is required to be placed on the eligible list.
5. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.

## **Notice:**

*If you receive and accept an offer of employment to a regular position with the City of Los Angeles, your employee benefit coverage (including health and dental coverage as well as life insurance) will commence approximately six weeks after your original regular appointment. Not all positions in the City receive benefit coverage; you should inquire regarding the availability of employee benefits prior to accepting a position.*

## **THIS EXAMINATION IS TO BE GIVEN BOTH ON AN INTERDEPARTMENTAL PROMOTIONAL AND AN OPEN COMPETITIVE BASIS**

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.