



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: 11-04-16

(Exam Open to All, including Current City Employees)

ANNUAL SALARY

\$79,156 to \$115,737 and \$98,052 to \$143,341

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

NOTES:

1. For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.
2. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.
3. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.

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; may be assigned emergency response roles in various locations; and may supervise other Emergency Management Coordinators, City employees in other classifications, and/or volunteers involved in emergency and disaster management work.

REQUIREMENTS/MINIMUM QUALIFICATIONS

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 full-time paid experience at the level of Management Analyst 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.

Graduation from an accredited four-year college or university may be substituted for one year of the required full-time general administrative experience in Requirement #1.

PROCESS 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 their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).
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 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.
7. Please note that qualifying education must be from a college or university accredited by a City of Los Angeles recognized agency. A list of approved accrediting agencies can be found at <http://per.lacity.org/Accredited%20Institutions%2008-21-08.pdf>.
8. In future administrations, graduation from an accredited four-year college or university may be required.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

WHERE TO APPLY

Applications will only be accepted on-line. When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon. On-line job bulletins are also available at <https://www.governmentjobs.com/careers/lacity> for Open Competitive Examinations and at <https://www.governmentjobs.com/careers/lacity/promotionaljobs> 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 and Qualifications Questionnaires must be received by **THURSDAY, NOVEMBER 17, 2016.**

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 November 4, 2016 in the event that additional applicants need to be tested to meet hiring needs.

QUALIFICATIONS REVIEW

Should a large number of qualified candidates file for this examination, each candidate's qualifications for the position of Emergency Management Coordinator may be evaluated based on the candidate's responses to the Qualifications Questionnaire. Those candidates considered possessing the greatest likelihood of successfully performing the duties of an Emergency Management Coordinator based solely on the information submitted for qualifications review will continue in the selection process.

SELECTION PROCESS

After meeting minimum qualifications, and in accordance with Rule 4.2 as stated above, candidates will be scheduled for the following:

EXAMINATION WEIGHT:	Essay	Advisory
	Interview	100%

Your examination score will be based entirely on the interview. In the interview, emphasis may be placed on the candidate's experience, training, professional development and personal qualifications necessary to perform the duties of an Emergency Management Coordinator, and the knowledge of: the location, emergency needs, and damages caused by different types of emergencies such as floods, civil disturbances, earthquakes, fires, wildfires, hazardous materials, and terrorism; resources useful in a variety of major emergencies; principles of emergency management sufficient to evaluate training programs and materials; agencies who can provide assistance in recovery from an emergency and procedures for making claims for repair, rebuilding, and cleanup; indications of unsafe conditions and use of personal protection equipment when responding to an incident; and the ability to analyze and combine data into complete integrated reports; effectively plan and prioritize work; perform multiple tasks effectively in rapidly changing conditions; make critical decisions promptly; develop and maintain emergency operation plans and procedures, including those related to individuals with disabilities; develop, coordinate, and implement Citywide emergency preparedness programs; develop and maintain multi-agency plans for providing emergency services and response capabilities; identify and resolve problems; plan, conduct, and evaluate emergency management related training exercises; conduct training or make presentations for various groups; read and interpret reports, memos, and other materials; effectively and persuasively communicate both orally and in writing in a clear, concise, and effective manner; deal tactfully and effectively with City officials and employees, business and civic leaders, government representatives, private agencies, the public, and the media; and other necessary skills, knowledge, and abilities.

Candidates will be required to prepare some written material on a topic related to the duties and responsibilities of an Emergency Management Coordinator. This essay material will not be scored separately, but will be presented to the interview panel for discussion with each candidate and for consideration in the overall evaluation of the candidate. Candidates who fail to complete the advisory writing session may be disqualified. Candidates may anticipate that PCs (personal computers) will be made available to type their writing exercise responses.

As part of the evaluation of each candidate's overall qualifications for the job, the interview panel members will also consider the information in the candidate's Qualifications Questionnaire. Candidates may expect the interview panel members to discuss this information during the interview. Qualifications Questionnaires submitted by candidates on the day of the interview will not be accepted for presentation to the interview board.

Candidates will be notified later by e-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 **JANUARY 16, 2017 to JANUARY 27, 2017.**

NOTES:

1. The examination is based on a validation study.
2. 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.
3. 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.
4. 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.
5. A final average score of 70% is required to be placed on the eligible list.
6. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
7. In conjunction with Civil Service Rules, applicants who have received a regular appointment to a City position or are on a reserve list will be considered Promotional candidates while all other applicants will be considered Open candidates.
8. In accordance with Civil Service Rule, Sec. 4.24, review periods may be combined. Candidates in the examination process may file protests as provided in Sec. 4.20, 4.22 and 4.23 as applicable and within the required time frame; however, the Personnel Department may respond to and resolve protests prior to the establishment of the eligible list.

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.

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