

## **SENIOR EMERGENCY RESPONSE AND PLANNING MANAGER**

### **DEFINITION**

Under policy direction, designs, plans, implements, and manages emergency preparedness and response services, including continuity of operations, for the judicial branch; performs related work as assigned.

### **CLASS CHARACTERISTICS**

This is a senior management level classification. The incumbent is responsible for designing, planning, implementing, and managing the judicial branch emergency preparedness planning and response programs and personnel within organizational and policy confines while ensuring accomplishment of organizational goals and objectives. The incumbent establishes and maintains high-level contact with other emergency response organizations (i.e., the Office of Homeland Security, State and Local Offices of Emergency Services) regarding emergency response structures and protocols related to court facilities and operations, including technology infrastructure integration, continuity of operations, and emergency response to terrorist threats and natural disasters for the Supreme Court, Courts of Appeal, the Judicial Council, California trial courts, and other judicial branch agencies.

### **EXAMPLES OF DUTIES** (*illustrative only*)

- Designs, plans, implements, manages, reviews, and evaluates emergency response and planning programs and services branch wide.
- Develops and implements goals, objectives, policies, procedures, and work standards for security and emergency planning services, including continuity of operations, for the judicial branch.
- Develops disaster recovery plans and procedures that will enable the branch to resume business as usual after a disaster; develops strategies for minimizing exposure to risk.
- Develops and conducts emergency response workshops throughout the branch.
- Conducts drills and inspections of branch facilities.
- Coordinates OSHA requirements in emergency and hazard materials response plans.
- Procures and manages outsource contracts for emergency response-related training and implementation work.
- Participates in negotiating program policy and service agreements.
- Works with committees and organizations, including those involved with information technology infrastructure, in developing AOC security policies, priorities, goals, and objectives and assists in their implementation as necessary.

- Represents the judiciary to internal and external customers, including the other branches of government, on issues pertaining to emergency response and planning services.
- Plans, organizes, administers, reviews, and evaluates the work of assigned staff.
- Creates performance and development plans for employees, conducts periodic discussions about progress on performance and development plans, and prepares written performance reviews and discusses same with assigned staff.
- Oversees or provides for the selection, training, professional development, and discipline of staff.
- Develops, administers, and monitors program budgets.

### **WORKING CONDITIONS**

- Must be able to respond to security emergencies.
- Work occasional evening and weekend hours.
- Required to travel statewide as necessary.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Management principles and practices as related to managing major emergency preparedness and response planning programs, including goal setting; employee development; program development, implementation, and evaluation; and the supervision of employees.
- Crime prevention through environmental design and/or defensible space theory and techniques.
- Principles and practices relating to the emergency response and planning programs.
- Building fire and life safety standards and procedures.
- The California judicial system and court operations and procedures.
- Information technology infrastructure protection and integration related to emergency response planning.
- Principles and practices of budget development and administration.
- Problem-solving and conflict resolution methods and techniques.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

#### **Ability to:**

- Develop and implement goals, objectives, policies, procedures, and work standards.
- Manage major emergency response and planning programs and staff.

- Translate program goals, objectives, and policies into day-to-day operations.
- Develop effective work teams and motivate individuals to meet goals and objectives and provide services in the most effective and efficient manner.
- Develop and administer the program budget.
- Use initiative and independent judgment within general policy guidelines.
- Effectively negotiate program and policy service agreements with outside entities.
- Knowledgeably and effectively represent the judiciary on issues pertaining to the programs' or units' functional areas.
- Apply problem-solving and conflict resolution methods and techniques.
- Work effectively with internal and external committees.
- Operate personal computers and use specified computer applications, such as word processing and spreadsheets.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

**Licenses and Certificates:**

None.

**Education and Experience:**

Equivalent to possession of a bachelor's degree and seven years of experience in emergency response and planning, including a minimum of three years of increasingly responsible management experience.