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**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

**FROM:** Executive Office/Human Resources Department

**SUBMITTAL DATE:**  
May 12, 2015

**SUBJECT:** Establish the Emergency Management Department and Classification and Compensation recommendation to establish a new classification of Director of Emergency Management and amend Ordinance No. 440 pursuant to Resolution No. 440-8998 submitted herewith. [District-All] [Total Cost - \$0]

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the establishment of the Emergency Management Department;
2. Approve the addition of a Director of Emergency Management job classification and amend Ordinance No. 440 pursuant to Resolution No. 440-8998;
3. Authorize the County Executive Officer to take the appropriate steps to establish the Emergency Management Department.

**BACKGROUND:**

**Summary**

The Executive Office, Fire Department, Department of Public Health and Human Resources Department, have determined the need to reorganize and restructure the emergency management and disaster planning components within the County of Riverside.

Michael T. Stock  
Asst. County Executive Officer/  
Human Resources Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
<b>COST</b>	\$ 0	\$ 0	\$ 0	\$ 0	Consent <input type="checkbox"/> Policy <input type="checkbox"/>
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0	

<b>SOURCE OF FUNDS:</b>	<b>Budget Adjustment:</b> No
	<b>For Fiscal Year:</b> 2014/2015

**C.E.O. RECOMMENDATION:**

**APPROVE**

BY   
George A. Johnson

**County Executive Office Signature**

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Tavaglione, seconded by Supervisor Benoit and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-8998 is adopted as recommended.

**Ayes:** Jeffries, Tavaglione, Washington, Benoit and Ashley  
**Nays:** None  
**Absent:** None  
**Date:** May 12, 2015  
**xc:** E.O., H.R.

Kecia Harper-Ihem  
 Clerk of the Board  
 By:   
 Deputy

**Prev. Agn. Ref.:**  **District:**  **Agenda Number:**

**3-49**

Departmental Concurrence

- A-30
- Positions Added
- 4/5 Vote
- Change Order

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA  
FORM 11: Establish the Emergency Management Department and Classification and  
Compensation recommendation to establish a new classification of Director of Emergency  
Management and amend Ordinance No. 440 pursuant to Resolution No. 440-8998 submitted  
herewith. [Dis**

**DATE: May 12, 2015**

**PAGE: 2 of 3**

**BACKGROUND:**

**Summary (continued)**

Under the current structure, these components are decentralized and fall under the purview of several County departments. Particularly significant among these are the Office of Emergency Services (OES) within the Fire Department, the Public Health Emergency Preparedness and Response Branch (PHEPR) and Riverside County Emergency Medical Services Agency (REMSA), within the Department of Public Health. Over the past several years, these programs have grown significantly as emergency management and disaster preparation have become an increased priority for the County of Riverside. Within separate departments, these programs have developed without the benefit of a unified strategy and vision, resulting in a structure that is less conducive to the optimization and integration necessary for the most highly effective and modernized emergency management. As part of his emergency management initiative, County Executive Officer established the Emergency Management Task Force to examine County emergency management services and provide strategic guidance for improvement. Overall, the County continues to maintain excellent emergency response; however, there are opportunities to improve planning, preparedness and recovery.

In order to maximize operational efficiency and seamless integration across units, the County recognizes the need to centralize departmental emergency management activities under a single authority. Creating a centralized, stand-alone department will organizationally streamline routine and emergency crisis management under the County Executive Officer, who is the ultimate Riverside County emergency manager, per County Ordinance No. 533. A stand-alone department will also bestow emergency management with more legitimacy and a single voice among other County Departments and will allow Department Heads to coordinate at an executive level to ensure that preparedness activities are accomplished.

The proposed Emergency Management Department would consolidate OES, PHEPR, and REMSA into a single entity. County OES collaborates with local government, special districts, tribal entities and first responders. PHEPR and REMSA jointly have responsibility for preparing and responding with the Public Health and Medical System stakeholders, including hospitals, EMS providers, community clinics, medical personnel and others. Combining all three programs into one department will centralize emergency management functions, reduce duplication of effort, and allow disparate grant programs to be leveraged for the overall good of County-wide emergency readiness. This reorganization is necessary to codify the County's emergency management into a single, comprehensive, all-hazards program that is more nimble and better positioned to minimize the impact of incidents or disasters which potentially threaten the safety and welfare of citizens.

In this proposed reorganization, a director-level position will oversee the new Emergency Management Department. Reporting directly to the County Executive Officer, the Director of Emergency Management would be responsible to plan, develop, organize and coordinate integrated emergency response services, and provide strategic and operational oversight to County agencies involved in emergency or disaster matters. A classification and salary study was conducted by Human Resources to develop the recommended job class and salary plan/grade.

**ESTABLISHMENT OF A NEW EMERGENCY MANAGEMENT DEPARTMENT:**

**Emergency Management Department:** It is recommended to establish a new Emergency Management Department. This department will be developed by combining existing staff, programs and funding from Fire Department OES, and the Public Health Department's PHEPR and REMSA. Final proposed organizational structure, budget, necessary revisions to County Ordinance No. 533, and any other applicable actions necessary to establish the Emergency Management Department will be addressed in the County's 2015/2016 budget.

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA  
FORM 11: Establish the Emergency Management Department and Classification and  
Compensation recommendation to establish a new classification of Director of Emergency  
Management and amend Ordinance No. 440 pursuant to Resolution No. 440-8998 submitted  
herewith. [Dis**

**DATE: May 12, 2015**

**PAGE: 3 of 3**

**CLASSIFICATION ADDITION:**

**Director of Emergency Management:** It is recommended to add this classification to the Class and Salary Listing at salary plan/grade XMA 163/L23 (\$116,055 - \$208,415). This request is only to add the classification and there is no immediate financial impact associated with this request.

**Impact on Residents and Businesses**

This will benefit the residents and businesses of Riverside County by enhancing the County's emergency management preparation and response capabilities.

**ATTACHMENTS:**

- A. **Resolution No. 440-8998**
- B. **Director of Emergency Management Class Specification**

1 RESOLUTION NO. 440-8998

2  
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in  
4 regular session assembled on May 12, 2015, that pursuant to Section 3(a)(iv) of Ordinance No. 440, the  
5 Assistant County Executive Officer/Human Resources Director is authorized to amend the Class and  
6 Salary Listing of Ordinance No. 440, operative the beginning of the pay period following approval, as  
7 follows:

8

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Salary Plan/Grade</u>
37869	+	Director of Emergency Management	XMA 163/L23

9  
10  
11  
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13  
14 BE IT FURTHER RESOLVED that pursuant to Section 3(c)(ii) of Ordinance No. 440, the  
15 Assistant County Executive Officer/Human Resources Director is authorized to add the following  
16 classification to Appendix II and Appendix III, operative the beginning of the pay period following  
17 approval, as follows:

18

<u>Job Code</u>	<u>+/-</u>	<u>Class Title</u>
37869	+	Director of Emergency Management

19  
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21 ROLL CALL:

22 Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley  
23 Nays: None  
24 Absent: None

25 The foregoing is certified to be a true copy of a resolution duly  
26 adopted by said Board of Supervisors on the date therein set forth.

27 /kc  
05/05/2015  
440 Resolutions/KC

28

By KECIA HARPER-IVIM, Clerk of said Board

Deputy 

# **ATTACHMENT B**



## DIRECTOR OF EMERGENCY MANAGEMENT

Class Code: 37869

COUNTY OF RIVERSIDE

Established Date: May 14, 2015

Revision Date: May 14, 2015

### **SALARY RANGE**

\$55.80 – \$100.20 Hourly

\$9,671.22 – \$17,367.90 Monthly

\$116,054.64 – \$208,414.75 Annually

### **CLASS CONCEPT:**

Under general direction, plans, coordinates, and directs the operations of the Emergency Management Department (EMD), which includes the planning, development, organization and coordination of integrated emergency management services Countywide; provides strategic and operational oversight to EMD's three Divisions: Office of Emergency Services (OES), Public Health Emergency Preparedness and Response (PHEPR), and Emergency Medical Services (EMS); and performs other related duties as required.

The Director of Emergency Management is a single-position classification reporting to the County Executive Officer and works closely with the County Fire Chief, Public Health executive management, the Sheriff's Department and other officials involved in the County's emergency preparedness and response services and operations. This classification is characterized by the highest level of management responsibility for directing County Emergency Management operations, which include management, supervisory, professional and clerical staff and civilian volunteer groups; and for supporting contract and non-contract cities and special districts in the Riverside County Operational Area (OA) of responsibility. It is also responsible for ensuring that the County coordinates local, State and Federal emergency management activities in accordance with the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS), and within the guidance set forth for all emergency management grant programs.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (1) of the County Management Resolution and serves at the pleasure of the County Executive Officer.

This class has been deemed eligible for the Performance Recognition Plan as set forth under Article 3, Section 311(A) of the County Management Resolution. Program eligibility requires employees to be in a leadership position, manage other employees or programs, and have significant influence on the achievement of organizational objectives.

**REPRESENTATION UNIT:** Management

### **EXAMPLES OF ESSENTIAL DUTIES:**

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Oversee the development and maintenance of the County Emergency Operations Plan (EOP), including Continuity of Operations and Continuity of Government, Multi-Jurisdictional Hazard Mitigation Plan, Mass Care and Shelter Plan, public health and medical emergency response plans, Riverside County EMS

plans, and all other emergency management plans, policies and publications; ensure all policies, plans, and publications contain accurate and up-to-date information.

- Oversee and administer all aspects of emergency/disaster preparedness, including prevention, mitigation, response, and recovery.
- Implement and provide major oversight for the EOP or other response plans during disasters and ensure understanding and implementation of emergency powers in the event of a local emergency.
- Coordinate, plan, develop, organize, direct and evaluate OA response to significant multi-hazard emergencies or disasters involving earthquakes, structure fires or wildfires, hazardous materials, nuclear or nuclear power plant incidents, imminent or actual flooding or dam failures, public health emergencies, acts of terrorism, infrastructure failure or any other natural or human-made disasters.
- Coordinate and participate in the management and support of designated Emergency Management Committees.
- Ensure operational readiness of the OA Emergency Operations Center (EOC), including facilities, equipment and staff; ensure coordination between the OA EOC and County Department Operations Centers (DOC); provide support to maximize the operational effectiveness of all EOCs within the County's jurisdiction.
- Represent the County in all dealings pertaining to emergency management; serve as the primary point of contact for emergency management activities with the California Office of Emergency Services, California Department of Public Health (CDPH), California Emergency Medical Services Authority (EMSA), Federal Emergency Management Agency, Federal Department of Homeland Security, Centers for Disease Control and Prevention, and other related organizations.
- Participate in and direct staff in the development and maintenance of emergency response procedures, including information management and resource allocation for all County unincorporated areas and for individual cities; coordinate and consult with cities and local organizations to develop emergency response plans that are consistent with OA plans and that meet jurisdictional goals.
- Confer with various public and private agencies and officials to encourage active participation in disaster preparedness planning and the commitment of human and material resources for mobilization during an emergency; serve as technical advisor and act in direct support of members of the County's Disaster Council and the Operational Area Planning Committee (OAPC); provide oversight for the emergency management healthcare coalition.
- Coordinate and implement trainings and exercises to enhance coordinated response capabilities for first responders (fire, law, EMS), public health and medical system stakeholders, schools, special districts, tribes and other entities within the Riverside County OA.
- Manage and administer all emergency management related grants, including the Operational Area Emergency Management Performance and Homeland Security grants; Public Health Emergency Preparedness Cooperative Agreement, Hospital Preparedness Program, State Pandemic Influenza grant, and Metropolitan Medical Response System funding.
- Solicit grant funding from federal, state or other sources on behalf of the OA; coordinate and participate in writing grant proposals and applications; direct and supervise staff in the review, coordination, and monitoring of grant implementation for budgetary and operating compliance to grant stipulations for a variety of grants covering the County and sub-grantees (contract cities and special districts).
- Prepare, manage and monitor annual budget and expenditures. Purchase and maintain equipment to

enhance response capabilities for first responders, the medical/health community, and County departments.

- Keep informed of new technology, trends and techniques in the areas of emergency response, public health and disaster relief; analyze and interpret local, state and federal laws and regulations as they relate to emergency services/emergency management.
- Prepare and present oral and written reports for elected and appointed officials, State and Federal agencies, other managers, the media, community groups and the general public.
- Represent the County and/or the Operational Area on state and federal committees and working groups.
- Ensure the operational readiness of County departments to respond to emergencies and disasters.

**RECRUITING GUIDELINES:**

Education: Possession of a Bachelor's degree from an accredited college or university, preferably with a major in emergency management, public health, public or business administration, environmental sciences, communications, urban studies, or a closely related field. (Possession of a Master's degree from an accredited college or university in emergency management, public health, public or business administration, environmental sciences, communications, urban studies, or a closely related field may substitute for one year of the required experience.)

Possession of the Certified Emergency Manager certification issued by the International Association of Emergency Managers is highly desired.

Experience: Five years of professional management experience with responsibility for managing and coordinating a governmental program for emergency and disaster preparedness, response, and recovery. Experience should demonstrate coordination between the government sector and system stakeholders, including non-profit private agencies such as the Red Cross or the Salvation Army, special districts, schools, hospitals and others.

Knowledge of: The principles of planning, developing, coordinating and organizing emergency management services; the principles and practices of supervision; interrelationships, responsibilities, goals and functions of local, State and Federal government in planning and implementing emergency services; the organization and implementation of the National Incident Management System (NIMS), Standardized Emergency Management System (SEMS) and the Incident Command System; the techniques of emergency response and recovery; emergency communications and computer applications; techniques of training and public speaking; public relations.

Ability to: Plan, develop, organize and evaluate an emergency management program; supervise the work of others; understand and apply local, State and Federal rules, regulations and directives governing disaster/emergency preparedness; anticipate, analyze and evaluate potential disaster problems; establish and maintain effective working relationships with a variety of agencies, organizations and individuals; elicit the cooperation and support of County and city personnel and volunteers; effectively provide complex technical guidance and direction to staff and outside agencies and individuals; prepare comprehensive reports and plans involving detail and coordination; effectively communicate verbally and in writing.

**OTHER REQUIREMENTS:**

License: Possession of a valid California Driver's License.

**PRE-EMPLOYMENT:**

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves



fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

**PROBATIONARY PERIOD:**

As an Approved Local Merit System, all County of Riverside employees, except those serving "At Will," are subject to the probationary period provisions as specified in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.