



We invite applications for the position of:
Emergency Services Analyst I/II
\$8,136 - \$10,650/monthly salary
Plus, a comprehensive benefits package

About This Role

The San Mateo Consolidated Fire Department is looking for a highly motivated individual to be part of the design and implementation of comprehensive risk-based emergency management and community preparedness programs for the communities of Belmont, Foster City, and San Mateo. This is a unique opportunity for an independent, organized individual to provide emergency management services and training to municipal staff and community members to maintain a high level of readiness and community resilience.

Who We Are

The San Mateo Consolidated Fire Department is a full-service agency that serves the cities of Belmont, Foster City, and San Mateo. The Department serves nearly 164,000 residents daily, with a daytime population of around 230,000. Additionally, the Department participates in the San Mateo Operational Area with other jurisdictions in the County both in planning and in incident operations, helping to secure a million people daily. The Department has a healthy collaborative atmosphere and encourages participation at all levels. For more information visit: www.smcfire.org.

What You'll Do

- Support the preparation, implementation, and monitoring of a comprehensive risk-based emergency management and community preparedness program.
- Prepare and maintain municipal emergency operations plans, annexes, appendixes, checklists, and other supporting documentation.
- Respond to the Emergency Operations Center when it is activated.
- Design and administer communication plans to enable effective municipal and community response to a disaster situation.
- Continually monitor and assess municipalities' training programs and research methods to increase community outreach.
- Maintain records of findings and corrective actions identified through After-Action Reports/Improvement Plans, and coordinate development of multiyear Training and Exercise Plans.
- Produce training materials, including written documents, electronic media, and videos; maintain materials, such as props, slides, videos, films, and other educational documents; set up and operate appropriate and different audiovisual equipment. Develop working relationships with and make presentations to representatives of municipal departments, as well as other public and private support relief agencies, businesses, schools, homeowners, non-governmental organizations (NGO's) and other community groups regarding emergency services.
- Participate in the budget preparation and administration; prepare cost estimates and revenue projections for budget recommendations for designated accounts; submit justifications of program and related activities; monitor and control expenditures.
- Participate in specialized training, conferences and seminars as available and appropriate to maintain technical knowledge.
- Compile and analyze data; prepare reports and make recommendations on the formulation of policy and procedures, EOC and division staffing and organizational changes.
- Participate in administering contracts including those relating to grant projects; monitor programs for compliance with applicable regulations.
- Coordinate and conduct interagency training sessions on NIMS, ICS, and other emergency management

topics for municipal personnel to establish and operate an Emergency Operations Center (EOC); maintain records of NIMS/ICS training in compliance with state and federal guidelines.

- Provide oversight and program delivery of the Community Emergency Response Team (CERT) Program.
- Develop training curricula/plans, coordinate logistics, promote and deliver public education programs to civic organizations, religious institutions, businesses, and residents.
- Design, develop and deliver a variety of disaster exercises designed to test elements of the municipalities' emergency capabilities according to Homeland Security Exercise and Evaluation Program guidance.
- Support facilitation of stakeholders in exercise planning meetings.
- Assist in the development of goals and objectives for the emergency management program.

For a complete list of duties, reference our job specifications at www.smcfire.org/administration.

Who You Are

A highly motivated individual that:

- Possesses knowledge of principles and practices of administrative, organizational, and procedural analysis, and report preparation.
- Possesses knowledge of organization and time management; modern office practices; procedures and computer equipment; and record keeping and reporting.
- Has the ability to communicate in writing and verbally with diverse audiences; research information and collect and analyze data; plan, coordinate and prioritize workload; establish and maintain cooperative relationships with volunteers, supervisors, and the public.
- Has the ability to represent SMC Fire effectively and professionally in contact with representatives of other agencies and the public; take a proactive approach to customer service issues; and maintain composure under difficult circumstances.

What You Bring

Any combination of education, training and work experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge skills and abilities would be:

Emergency Services Analyst I

Experience:

- One year of experience in a professional setting, emergency planning and disaster preparedness risk management, community preparedness and education, fire prevention training, volunteer management, communications, or public administration field.

Training:

- Equivalent to an associate degree from an accredited college or university with major course work in emergency management, public administration, public policy, planning, communications, or a closely related field. A bachelor's degree is highly desirable.

License or Certificate:

- Possession of a valid California driver's license and a satisfactory driving record is required.
- CPR certification must be obtained within one year of employment.
- Valid certificates for ICS 100, 200, IS700.b and IS800.d or ability to obtain within the first year of employment.

Bonus Points (highly desirable):

- Professional certifications such as California Governor's Office of Emergency Services Career Credentials, International Association of Emergency Managers AEM or CEM designations, Instructor 1A/B Certification, Certified CERT Instructor, California State Fire Marshal Instructor 1 and 2 Certification, or American Heart Association CPR Instructor are highly desirable.

Emergency Services Analyst II

In addition to the qualifications for the Emergency Services Analyst I:

Experience:

- Three years of Emergency Management and/or Training experience, preferably in local government.

Training:

- Equivalent to a bachelor's degree/120 semester units from an accredited college or university with major course work in emergency management, public administration, public policy, planning, communications, or a closely related field.

License or Certificate:

- CERT Instructor is required.
- California State Fire Marshal Instructor I and Instructor 2 or Fire and Life Safety Educator 1A/B/C certification is required.

ADA Special Requirement

Ability to work in a standard office environment with some exposure to hazardous situations; availability to travel to different locations; availability to work off-hours and for emergency call-out; ability to safely lift 50 pounds.

What We Offer

Benefits will be in accordance with the MOU agreed upon by AFSCME and the San Mateo Consolidated Fire Department and include but are not limited to the following:

- CalPERS retirement: 2% at 62 based on three years final compensation
- Health benefits: Department contribution of up to 100% cost of Kaiser (Region One) family coverage in a CalPERS Health Plan
- Dental: Department paid coverage for employee and dependents
- Vision: Department paid coverage for employee and dependents
- Employee Assistance Program: Department paid coverage for employee and dependents
- Vacation: 11-25 days of vacation leave accrual each year, depending on length of service
- Sick leave: 96 hours of sick leave accrued each year
- Holidays: 13 official holidays per year, plus one floating holiday earned each year after one year of service
- Educational Incentive: Up to \$200/month
- Life Insurance: Department paid \$50,000 policy and access to voluntary supplemental coverage for employee, spouse, and dependents
- Deferred Compensation: voluntary program offered to employee
- Long Term Disability Coverage: Department paid coverage for employee
- State Disability: Department is enrolled in the plan, and cost is paid by employee

Are You Ready? Apply.

Submit an online application, résumé (required), and supplemental questionnaire at www.calopps.org or to: San Mateo Consolidated Fire Department, Human Resources Department, 1040 E. Hillsdale Blvd., Foster City CA 94404. **Recruitment will close on Friday, October 25, 2024 @ 5:00 p.m. or upon receipt of the first 50 applications, résumés, and supplemental questionnaires, whichever occurs first.**

Examination Process:

All applications, résumés, and supplemental questionnaires received will be reviewed for minimum qualifications. A resume does not take the place of a completed application, including work history. A limited number of the most highly qualified applicants will be invited to participate in the examination process, which will consist of an oral panel interview, tentatively scheduled for the week of November 4, 2024.

An eligible list will be established for those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least twelve months with the possibility of an extension for an additional 12 months. Once placed on an eligible list, and at the time a vacancy occurs, eligible candidates may be contacted by the Department and scheduled for additional department interviews.

Date Posted: Monday, September 30, 2024

Note: The San Mateo Consolidated Fire Department reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process.

Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference check, and a Department of Justice (DOJ) and Federal Bureau of Investigations (FBI) criminal history review and a medical examination. A conviction history will not necessarily disqualify an applicant from appointment.

Candidates with a disability who may require special assistance in any phase of the application or testing process should contact Jennifer Crims, Sr. Human Resources Analyst, at jcrims@smcfire.org or (650) 522-7913. Do not upload any documents related to your request for accommodation in CalOpps. The policy of the San Mateo Consolidated Fire Department is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, gender, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the San Mateo Consolidated Fire Department that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms, and conditions of employment. The San Mateo Consolidated Fire Department is an Equal Opportunity Employer (EOE).

San Mateo Consolidated Fire Department
Emergency Services Analyst I/II
Supplemental Questionnaire

Please provide answers to the following questions, limiting your response to no more than one (1) page total. Responses to the supplemental questions will be used in the selection process. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position. (Questionnaire responses must be submitted with the employment application.)

1. What experience do you have with the development and implementation of emergency plans?
2. Describe the components of an emergency operations plan.
3. Describe how you build relationships in projects that involve multiple partner agencies/employers/teams.
4. Bonus Points: If you hold California Governor's Office of Emergency Services Career Credentials, International Association of Emergency Managers AEM or CEM designations, Instructor 1A/B Certification, Certified CERT Instructor, or American Heart Association CPR Instructor, please list them. Otherwise, please write "N/A".