



**POSITION TITLE:** EMERGENCY MANAGEMENT COORDINATOR

**SALARY:** \$6,857.09 - \$9,494.64 Monthly

**OPENING DATE:** 09/15/2016

**CLOSING DATE:** Continuous

**EXAM NUMBER:** R9662A

**TYPE OF RECRUITMENT:** Open Competitive Job Opportunity

**This position may close at any time based on needs of the Court.  
Applicants are encouraged to apply promptly.**

Los Angeles Superior Court is seeking dynamic, well-qualified and highly-motivated individual to fill the position of Emergency Management Coordinator.

Become part of the Los Angeles Superior Court, where you can give back to your community by working for justice and fairness. Individuals interested in becoming part of a well-skilled, knowledgeable, high performance workforce that rewards performance and creativity should apply.

Los Angeles Superior Court is the largest unified trial court in the United States with nearly 600 courtrooms presided over by 550 bench officers and 4,500 full-time employees. The Court has 38 Court locations, serving 88 cities and 118 law enforcement agencies countywide.

The Emergency Management Coordinator oversees and coordinates all of the Court's activities and programs related to emergency planning and preparedness, including all four phases of emergency management (preparedness, response, mitigation and recovery). The incumbent will coordinate management's efforts to ensure the Court's development and readiness of location-specific occupant emergency plans (OEPs), divisional and courthouse-specific continuity of operations plans (COOPs), and business recovery plans (BRPs). The incumbent will also train staff as well as test staff readiness/ability to take appropriate actions in the event of an emergency situation or major disaster. This classification also provides specialized and complex analysis, information, and recommendations to court management on a variety of emergency management and preparedness issues, and ensures that the Court meets all legal and regulatory obligations related to the Court's readiness to respond to emergency incidents and/or disasters.

For detailed job description, click [HERE](#). Please note the requirements in the job description may vary from the requirements in the bulletin. Applicants must meet requirements stated in this bulletin.

**MINIMUM REQUIREMENTS:**

**OPTION I:** Graduation from an accredited four-year college or university with a major in public or business administration, emergency management, disaster preparedness, public policy, planning, law enforcement, or a related field.\* **-AND-** Four years of highly responsible administrative, advisory, management, or staff experience analyzing and resolving problems of organization, programs, systems and procedures, or planning demonstrating knowledge, skills, and abilities required in program planning, organizational management and public relations. Two years of the required experience must have been in a disaster or emergency services program.

**OPTION II:** Graduation from an accredited four-year college or university in any major\* **-AND-** Four years of highly responsible administrative, advisory, management, or staff experience analyzing and resolving problems of organization, programs, systems and procedures, or planning demonstrating knowledge, skills, and abilities required in program planning, organizational management and public relations. Two years of the required experience must have been in a disaster or emergency services program. **-AND-** Possession of a professional certification related to emergency management or emergency/disaster preparedness such as certification from the Federal Emergency Management Agency (FEMA), the California Office of Emergency Services (Cal OES), the International Association of Emergency Managers (IAEM), or similar professional organization/agency; or completion of a certificate program related to emergency management or emergency/disaster preparedness from an accredited college or university requiring completion of at least 12 semester or 18 quarter units.

**Licenses; Certificates; Special Requirements:**

A valid California Class C driver's license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Must be able to attend evening and weekend meetings.

Must be able to be "on-call" for response to emergencies on an around-the-clock basis, seven days a week.

**\*Degree Verification:** A legible copy of your college diploma -OR- official transcripts with the degree posted from the college or university must be submitted within 10 calendar days from submitting your online application.

**Documentation may be submitted as follows:**

- As an attachment to your on-line application. Online attachments must be attached prior to submitting application. Once application is submitted, you will not be able to edit or add document(s). Attachment(s) must be in Microsoft Word or PDF format and should not exceed 10 MB; or,
- In person OR by mail to the Human Resources Administration office located at 111 North Hill Street Room 203, Los Angeles, CA 90012.

**Please include your first and last name and the examination title on any documents attached to your application. The Court will not accept documents submitted by facsimile transmission, emails or postmarks.**

For a list of acceptable accredited institutions or international universities, please visit <http://ope.ed.gov/accreditation>, [www.chea.org/search](http://www.chea.org/search), or <http://whed.net/home.php>.

Foreign studies must be evaluated by an academic credential evaluation agency and deemed to be equivalent to degrees from the United States. For a list of acceptable evaluation agencies, please visit [www.naces.org](http://www.naces.org) or <http://aice-eval.org/members/>. Foreign studies submitted without acceptable evaluation will be rejected.

**DESIRABLE QUALIFICATIONS:**

- Experience working in a public entity
- Professional Memberships related to emergency management such as: NEMA, DERA.
- Advanced Degrees such as: Masters, Juris Doctor.

**EXAMINATION INFORMATION:**

**Part I:** Qualifying evaluation of education, training and experience based upon submitted application materials and supplemental questionnaire. The applicants with the highest qualifications as determined through this evaluation process will be invited to participate in the examination process.

**Part II:** Oral examination, weighted 70% covering Background and Experience, Technical Knowledge, and Interpersonal Skills.

**Part III:** Written Assessment, weighted 30%, covering Emergency Response Skill and Result-Oriented Ability.

**APPLICATION and FILING INFORMATION:**

Applications may only be filed online. To learn how to apply online, please access the [Online Employment Application Guide](#). Los Angeles Superior Court reserves the right to verify all submitted documentation prior to appointment. The Court will only consider completed applications submitted, along with the required documents, and will reject incomplete applications. A resume will not substitute for a fully completed employment application. To facilitate the full and proper consideration of your work experience, clearly specify what professional experience meets the required job qualifications. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience for each position.

Please provide a current and accurate e-mail address for the Court to communicate with you about this job opportunity. Human Resources staff will notify all applicants of their application status via e-mail. We recommend that you add [info@governmentjobs.com](mailto:info@governmentjobs.com) to your e-mail address book to avoid the notification being filtered as spam mail.

Los Angeles Superior Court is an equal opportunity employer. Applicants with disabilities who require reasonable accommodations to participate in the recruitment process can contact the email address provided below. For additional employment information, please click [here](#).

Questions regarding this posting may be emailed to [YRodriguez2@LACourt.org](mailto:YRodriguez2@LACourt.org)

**WHAT TO EXPECT NEXT:**

We will notify you of the outcome after each step of the recruitment process has been completed. Applicants who successfully pass each (and all) examination part(s) will be placed on an eligible list good for one year. Other vacancies may be filled using this list.

**Exam #R9662A**

EMERGENCY MANAGEMENT COORDINATOR

Applications may be submitted online at [www.lacourt.org](http://www.lacourt.org)  
OR via the HR computer kiosk at

Los Angeles Superior Court  
Human Resources Administration  
111 N. Hill Street, Room 203  
Los Angeles, CA 90012



**Emergency Management Coordinator Supplemental Questionnaire**

- \* 1. **INSTRUCTIONS:** The information you provide on this online supplemental questionnaire will be evaluated. **All questions must be answered.** You are encouraged to respond as specifically and as completely as possible. Attaching or referencing a resume will not be considered responsive. Incomplete responses, false statements, omission of a material fact and partial information can result in disqualification.
  - Please check the box to indicate you have read and understood the instructions.
- \* 2. Please check your highest level of COMPLETED education.
  - High School or G.E.D.
  - Associate Degree
  - Bachelor's Degree
  - Master's Degree
  - Doctorate Degree
- \* 3. What was the major/field of study for your Bachelor's degree(s)?  
If you possess a Master's or Doctorate, please list the major/field of study for those degree(s).  
\*A copy of your college diploma or official transcript is required.\*
- \* 4. Do you have four years of highly responsible administrative, advisory, management, or staff experience analyzing and resolving problems of organization, programs, systems and procedures, or planning demonstrating knowledge, skills, and abilities required in program planning, organizational management and public relations?
  - Yes    No
- \* 5. If you answered YES to the above question, please describe your highly responsible administrative, advisory, management, or staff experience analyzing and resolving problems of organization, programs, systems and procedures, or planning demonstrating knowledge, skills, and abilities required in program planning, organizational management and public relations. If you have no experience, write N/A.
 

**Do NOT write "see attached resume". Employers listed must also be listed and fully detailed in the work experience section of your application.**

Please include the following:

  - a) Name of the employer(s)
  - b) Title(s) held
  - c) Dates of employment
  - d) Number of hours worked per week
  - e) Duties and responsibilities performed.
- \* 6. Do you have at least two years of experience in a disaster or emergency services program?
  - Yes    No
- \* 7. If you answered YES to the above question, please describe your experience in a disaster or emergency services program. If you do not have any experience, write N/A.
 

**Do NOT write "see attached resume". Employers listed must also be listed and fully detailed in the work experience section of your application.**

Please include the following:

  - a) Name of the employer(s)
  - b) Title(s) held
  - c) Dates of employment
  - d) Number of hours worked per week

e) Duties and responsibilities performed.

- \* 8. Do you possess a professional certification related to emergency management or emergency/disaster preparedness such as certification from the Federal Emergency Management Agency (FEMA), the California Office of Emergency Services (Cal OES), the International Association of Emergency Managers (IAEM) or similar professional organization/agency?  
\* A copy of your certification is required\*  
 Yes  No
- \* 9. If you answered yes to the above question, please indicate what certification(s) you possess and the entity that issued it. If you do not have any, please write N/A.
- \* 10. Have you completed a certificate program related to emergency management or emergency/disaster preparedness from an accredited college or university requiring completion of at least 12 semester or 18 quarter units?  
\*A copy of your official transcripts is required\*  
 Yes  No
- \* 11. Please describe your experience working with public agencies. If no experience, please write N/A.
- \* 12. Please describe your experience in preparing continuity of operations plans. If no experience, please write N/A.
- \* 13. Please describe your experience preparing occupant emergency plans. If no experience, please write N/A.
- \* 14. Do you have membership(s) in any professional emergency management organizations? If Yes, please indicate which membership. If No, please write N/A.

\* Required Question