

Emergency Operations Planning Coordinator (7146U)
74970
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252318>

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Posted Jan. 28, 2025, set to expire Jun. 30, 2025

Job Title	Emergency Operations Planning Coordinator (7146U) 74970
Department	Office of Emergency Management
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jan. 28, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Coordinator
Academic Field(s)	Public Safety
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Job Description

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Emergency Operations Planning Coordinator (7146U) 74970

About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The UC Berkeley Office of Emergency Management (OEM) works collaboratively to plan and prepare the campus for emergencies, educate about preparedness, and coordinate response and recovery.

For more information, visit <https://oem.berkeley.edu/>

Position Summary

Reporting to the Director of the Office of Emergency Management, the Emergency Operations Planning Coordinator is responsible for coordinating emergency planning efforts at the enterprise level as well as for departments and buildings.

Application Review Date

The First Review Date for this job is December 26, 2024

Applications will be open for consideration until the vacancy is filled.

Responsibilities

Develops, implements, and leads an emergency operational planning program that reflects industry standards and best practices to strengthen UC Berkeley's ability to respond to and recover from the myriad of emergencies facing its campus locations. This work must be done with a particular focus on

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addressing the needs of individuals with disabilities to include areas such as emergency evacuation, sheltering, communication accessibility, and medical considerations.

- Monitors and guides the development of, annual reviews of, and updates to UC Berkeley's campus-wide emergency operations plan (EOP) and associated functional and hazard-specific annexes.
- Ensures that all UC Berkeley emergency plans encompass all relevant Americans with Disabilities Act (ADA) requirements and maintain that, as a baseline standard, all UC Berkeley emergency plans reflect life-safety considerations that are inclusive of the whole campus community.
- Monitors relevant changes to regulatory requirements as well as ever-evolving industry standards and best practices to ensure that UC Berkeley's emergency planning methodologies are in alignment.
- Provides emergency planning technical expertise, guidance, and support to campus partners for the development and maintenance of Departmental Operations Plans, Building Emergency Plans (BEPs), and other related emergency plans.
Guides and provides ongoing support to the campus Building Emergency Coordinator Program. Recruits, onboards, trains, and provides ongoing leadership to Building Emergency Coordinators to ensure program effectiveness.
- May oversee emergency management related work of other technical staff.

Coordinates and executes post-incident and post-exercise after-action reviews (AARs) to identify potential gaps in emergency plans, document/assign improvement actions, and incorporate emergency plan enhancements where appropriate.

Performs outreach and coordinates with key UC Berkeley departments/units and external partners to facilitate collaborative emergency preparedness and planning initiatives.

Conducts meetings with key stakeholders to provide emergency planning program updates, foster collaboration and plan development opportunities, and/or provide guidance/support relative to emergency plan development.

Drafts reports and other documentation supporting the Office of Emergency Management and the emergency operational planning program.

Provides support to the Emergency Operations Center (EOC) before, during, and after emergencies.

- At the request of campus management (OEM Director, EOC Director, VC Administration, UCPD

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Chief, or alternate), serve in a designated role within the campus EOC and be on call and onsite amid a campus disaster or crisis. This may include nights and weekends.

Performs other duties as assigned.

- Completes and maintains compliance on campus/systemwide training requirements, as well as any training necessary to perform the role.

Required Qualifications

- Thorough knowledge / understanding of specific emergency management principles including related laws and regulations; and general knowledge / understanding of the emergency management field.
- Thorough knowledge and skill in applying and interpreting applicable local, state, and federal regulations and related standards and guidelines.
- Thorough written, verbal, and interpersonal communication skills, including political acumen and skill to communicate effectively in a diverse environment.
- Strong analytical and organizational skills to organize, prioritize and manage the successful completion of projects within time and budget constraints.
- Strong skill to appropriately use technology and relevant scientific equipment as required.
- Bachelor's degree in related area and / or equivalent experience / training

Salary & Benefits

This is a full-time, career position. This position is eligible for up to 40% remote work within the United States. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs and are subject to change.

This position is eligible for the full range of UC Benefits. For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the



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range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary range that the University reasonably expects to pay for this position is \$80,400 - \$120,000, annually.

Other Information

This is not a visa opportunity.

How to Apply

To apply, please submit your resume and cover letter.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

Misconduct Disclosure

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

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"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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