

Emergency Management Training & Exercise Coordinator  
(7146U) 74978  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252336>

Downloaded On: Jan. 31, 2025 1:14am

Posted Jan. 29, 2025, set to expire Jun. 30, 2025

<b>Job Title</b>	Emergency Management Training & Exercise Coordinator (7146U) 74978
<b>Department</b>	Office of Emergency Management
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jan. 29, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator Professional Staff
<b>Academic Field(s)</b>	Public Safety Facilities/Maintenance/Transportation
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5960595">https://apptrkr.com/5960595</a>

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**Job Description**

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**Emergency Management Training & Exercise Coordinator (7146U) 74978**

**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.

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As a world-leading institution, Berkeley is known for its academic and research excellence, public 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 Management Training & Exercise Coordinator is responsible for developing and managing a comprehensive training and exercise program that proactively engages with and equips the UC Berkeley campus community (students, faculty, and staff) to know and practice personal preparedness before, during, and after emergencies and participate in/contribute to safe, effective, and well-coordinated emergency response operations.

### 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

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Develops, implements, coordinates, and manages an institution-wide training and exercise program that engages relevant internal campus units and external stakeholders to strengthen UC Berkeley's ability to respond to and recover from the myriad of emergencies facing its campus locations. This work must be approached in an inclusive manner that also addresses the needs of individuals with disabilities as well as those who may have access and functional needs.

- Maintains current, up-to-date knowledge and understanding of FEMA Homeland Security Exercise and Evaluation Program (HSEEP) exercise and design concepts, and training and exercise best practices.
- Creates and maintains a campus Multi-Year Training and Exercise Plan. Reviews state and federal guidelines and procedures related to preparedness and exercise design and implementation to identify new/updated practices, procedures, and recommendations.
- Customizes HSEEP exercise and design concepts to meet the needs of the Berkeley campus.
- Schedules, coordinates, and conducts preparedness and response training classes, workshops, seminars, conferences and meetings.
- Coordinates, plans, and participates in emergency management training, workshops, and conferences; tests and evaluates training exercises.
- Researches and collects information and materials to be used in conducting and/or facilitating training, meetings, or seminars to include lesson plans, training guides, participant manuals, videos, slides, and other materials that meet the needs of a diverse campus community.

Performs outreach and communication to internal and external partners and stakeholders to solicit input on guidance and procedures, and coordinate implementation.

- Promotes a culture of preparedness and readiness on campus through regular training, drills, and exercises.
- Coordinates training requests and deliveries from campus departments and senior leadership.
- Organizes, coordinates, and collaborates with campus representatives in the development and implementation of training, drills, and exercise projects.
- Represents the Office of Emergency Management at various governmental and professional meetings.
- Ensures UC Berkeley is incorporated into relevant local, state, and federal emergency exercises and drills.
- Coordinates with local, state, and federal partners to provide training and exercise support.

Performs technical work related to Emergency Management.

- Provides technical guidance and support during campus emergency response exercises.

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- Develops, conducts, and evaluates HSEEP-compliant exercises.
- Identifies improvement actions, assigns responsible parties, and monitors progress made to promote continuous improvement and enhanced campus response and recovery.

Designs new components for and recommends improvements to existing processes and procedures.

- Assists in developing, recommending, and coordinating the implementation of new procedures for the assigned functions within the Emergency Operations Center (EOC).
- Manages a variety of Emergency Management projects and programs related to emergency response training, readiness, and planning.
- Evaluates emergency/crisis incidents, and assists with the coordination of campus operations and response within the EOC.
- Incorporates lessons learned for continuous improvement.
- Maintains updated training and exercise records for emergency responders as required by FEMA, NIMS, and SEMS.

Drafts reports and other documentation, including use of relevant scientific data.

- Prepares exercise evaluations, writes After-Action Reports (AARs), writes improvement matrices to identify gaps and drive gap mitigation efforts.
- Develops and disseminates AARs and Improvement Plans.
- Tracks action items from Improvement Plans.
- Provides updates to campus plans, annexes, policies, and procedures based on outcomes from the training and exercise program.

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 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.

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### 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 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 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



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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.



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### **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.

"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](#)



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### 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](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

University of California, Berkeley

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