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CCSF Grant Funded Personnel Positions
(URBAN AREAS SECURITY INITIATIVE & STATE HOMELAND SECURITY
GRANT PROGRAMS)

Department of Emergency Management (13 positions)

- 1. Emergency Planner (DEM)** Assist the Lead Emergency Planner in the review, evaluation and analysis of emergency and disaster plans, policies, and procedures; analyze and provide consultation and guidance in the development and implementation of emergency and disaster exercise/training; research and provide reference information related to technical studies in disaster and emergency planning and recovery services.
- 2. Exercise Planner (DEM)** Assist lead exercise planner in the development of and preparation for City-based exercises to test various, recently completed City Emergency Response Plan Annexes; assist in the coordination between City departments involved in the conduct of these exercises; draft related materials such as situation manuals, exercise plans, and after action reports; ensure that all plans meet federal Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.
- 3. External Affairs Associate (DEM)** Develop strategic communications and messages; facilitate Joint Information Center operations and training, social media planning, monitoring, and analysis; manage external speaking requests and visits; administer the release of public records.
- 4. Lead Emergency Planner (DEM)** Develop and implement disaster and emergency planning procedures; recommend disaster and emergency planning policies; provide information on and interpretation of policies and procedures; review City Emergency Response Plan Annexes and maintain and update as needed; attend community meetings and coordinate stakeholder feedback during update process.
- 5. Lead Exercise Planner (DEM)** Lead the development of and preparation for city-based exercises to test various, recently completed City Emergency Response Plan Annexes; provide coordination between City departments involved in the conduct of these exercises; draft related materials such as situation manuals, exercise plans, and after action reports; ensure that all plans meet federal Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.
- 6. Lead Operations Coordinator (DEM)** Develop and implement disaster and emergency operations procedures; recommend disaster and emergency operations policies; provide information on, and interpretation of, policies and procedures; act as technical advisor on studies and problems relating to emergency and disaster operations; perform and manage disaster and emergency operations work in the areas of homeland security and emergency services Citywide; oversee Duty Officer and watch program; collaborate with and provide

information and advice to governmental representatives, public safety agencies, community groups, organizations, and the public regarding emergency operations.

7. **Mass Care and Shelter Planner (DEM)** Draft update to the City's Mass Care and Shelter Annex to the City Emergency Response Plan, focusing on Commodity Point of Distribution Plan; update the City's Shelter database; coordinate with the Hunger Task Force to broaden the network of primary kitchens.
8. **NCRIC Liaison (DEM)** Conduct and coordinate vulnerability assessments of critical infrastructure sites and key resources; prepare reports, publications, correspondence, graphs, and charts regarding terrorist-related criminal activity; prepare important technical records, plans, and reports to document processes and provide information for review by emergency management officials.
9. **Operations Coordinator (DEM)** Develop and coordinate the creation and implementation of operational policies and procedures; research and analyze best practices in the field of disaster and emergency planning; respond to local disasters and emergencies; work in Emergency Operations Center during activations.
10. **Resilience and Recovery Manager (DEM)** Review, analyze, and oversee planning efforts to increase capabilities in private sector preparedness education and private sector continuity of operations education; develop and conduct public engagement activities such as preparedness fairs; and oversee and monitor the SF72 Bay72 project.
11. **Response Operations Planner (DEM)** Develop and coordinate the creation and implementation of operational policies and procedures; research and analyze best practices in the field of disaster and emergency planning; respond to local disasters and emergencies; work in Emergency Operations Center during activations; participate as the on-call Duty Officer which requires carrying a pager on a rotational basis; and work weekends, evenings, shifts, and holidays, as assigned.
12. **Special Events Coordinator (DEM)** Develop and coordinate the creation and implementation of special event-related operational policies and procedures; research and analyze best practices in the field of special events; oversee additions to, and maintenance of, Master Improvement Plan and provide quarterly updates; develop Concept of Operations plans for city-wide events (e.g. Fleet Week, Pride Parade), and assist in the development of operations' focused plans.
13. **Training Coordinator (DEM)** Identify and coordinate training opportunities to help San Francisco first responders and emergency management personnel prepare for and respond to any emergency; facilitate the conduct of Citywide training classes in the Incident Management System (ICS), the National Incident Management System (NIMS), situational awareness, emergency management, and operational support.

Department of Emergency Management/Urban Areas Security Initiative (UASI) Management Team (14 positions)

14. **Assistant General Manager (UASI)** Develop, review, and implement all regional plans, protocols, goals, and strategies as well as monitor programmatic and financial management activities, to identify and analyze opportunities for implementing efficiencies and improvements.

- 15. Chief Financial Officer (UASI)** Oversee the financial administration of Homeland Security grants and the financial operations of the Bay Area UASI by directing the day-to-day operations of the Grants Management Unit in support of the Bay Area UASI mission and goals and ensuring that grant programs administered in accordance with DHS National Initiatives and grant guidelines with respect to grants management and accounting.
- 16. Contracts Specialist (UASI)** Manage, develop, create, and amend Memorandums of Understanding (MOU) with sub-recipient jurisdictions, Letters of Agreement (LOA) with San Francisco City Departments, and prepare professional services contracts for all San Francisco contracts; perform capability gap assessment and analytical work on regional investments.
- 17. Emergency Services Assistant (UASI)** Act as public liaison to the Approval Authority by preparing and distributing all Approval Authority documents and maintaining all official records of meetings and actions taken by the Board.
- 18. Emergency Services Coordinator (UASI)** Plan, develop, administer, and maintain regional website and online grant management system; ensure all materials for meetings are posted as legally required.
- 19. General Manager (UASI)** Provide region-wide leadership and administration of all grant initiatives approved by the Approval Authority to the 12 Bay Area Counties and three major cities; responsible for the execution of regional strategies that align with federal and state policies; develop, initiate, and implement division goals, objectives, policies/procedures, and priorities to determine service levels and resource allocations.
- 20. Grants Accountant (UASI)** Develop, coordinate, and analyze accounting policies and procedures related to the Urban Areas Security Initiative and accounting and financially-oriented computer systems to ensure grant compliance; oversee, coordinate, and respond to all audit and site reviews.
- 21. Grants Specialist (UASI)** Prepare, review, and analyze all reimbursement requests by performing desk audits of sub recipient documents to ensure that all expenditures are supported by proper documentation and are in compliance with grant guidelines and are consistent with MOU agreements; conduct field visits to evaluate fiscal and accounting processes.
- 22. Grants Specialist (UASI)** Prepare, review, and analyze all reimbursement requests by performing desk audits of sub recipient documents to ensure that all expenditures are supported by proper documentation and are in compliance with grant guidelines and are consistent with MOU agreements; conduct field visits to evaluate fiscal and accounting processes.
- 23. Regional Grants Manager (UASI)** Act as technical lead on all compliance requirements to build and support capacity of the program and finance staff on compliance requirements; prepare and submit all grant applications; act as liaison between regional jurisdictions and state and local agencies.
- 24. Regional Program Manager (UASI)** Oversee, coordinate, develop, and implement all regional Bay Area project goals, policies, and strategic plans by managing the allocation of resources and services to ensure that Bay Area UASI projects meet grant program guidelines

and requirements; oversee UASI project managers as they work with grant sub-recipients and contractors to meet grant end dates.

- 25. Regional Project Manager, Risk Management (UASI)** Coordinate, manage, and lead annual Statewide Risk Management contract and program and provide outreach and guidance to all California UASIs to assess needs and usage of the California Common Operating Picture program.
- 26. Regional Project Manager, Whole Community and Communications (UASI)** Coordinate, plan, and support regional groups to enhance interoperable communications, regional public information, and mass notification capabilities to strengthen community preparedness capabilities; provide coordination between local, state, and federal partners to develop, revise, and test catastrophic earthquake response plans for the Bay Area.
- 27. Resilience and Recovery Project Manager (UASI)** Provide regional coordination, monitoring, and appropriate oversight to ensure the regional Bay Area Catastrophic Earthquake Response Plan and operations are effectively tested and coordinated to meet California Governor's Office of Emergency Services authority and Bay Area Operational Area goals.

Fire Department (3 positions)

- 28. Assistant Deputy Chief Homeland Security Division (SFFD)** Develop departmental "all-hazards preparedness" guidelines and establish measurable readiness priorities to ensure sufficient resources are available during an emergency; coordinate the activities for San Francisco Fire Department (SFFD) "preparedness" including plans, procedures, policies, training, equipment, and regional mutual aid activities.
- 29. Local Energy Assurance Plan Assistant Plan Manager (SFFD)** Collect, analyze, interpret, and present local volunteer emergency preparation and response planning data for the Neighborhood Emergency Response Team (NERT); manage and update volunteer registration and training data maintenance; review and record appropriate data and prepare recommendations; review planning activities, goals, programs, grant guidelines, rules, regulations, policies, and procedures; assist the Department of Emergency Management (DEM) with the Volunteer Management aspects of the overall Response Plan; provide information orally and in writing to the SFFD and DEM, partner organizations, and the general public.
- 30. NCRIC Liaison (SFFD)** Conduct and coordinate vulnerability assessments of critical infrastructure sites and key resources; conduct and coordinate threat assessments of terrorist and other criminal organizations; prepare reports, publications, correspondence, graphs, and charts regarding terrorist-related criminal activity, major criminal activities, and organized criminal groups.

General Services Agency (3 positions)

- 31. Logistics & Mitigation Security Planner (GSA)** Guide and assist General Services Agency (GSA) divisions in their internal logistical planning; identify all GSA critical infrastructure and public safety division and assist with mitigation and logistical emergency planning and integration between divisions; review existing assets and facilities for vulnerabilities and provide response and mitigation support and planning; support DEM efforts to update their Logistics Annex.

32. **Neighborhood Hub Planner (GSA)** Design, build, deploy, and exercise activities within the Empowered Communities Program (ECP) to meet FEMA's Whole Community approach for the City; review, research, and draft a Resilience Action Plan to provide a framework for local neighborhood stakeholders to achieve mitigation, preparedness, response, restoration, and recovery goals.
33. **Recovery Support Specialist (GSA)** Coordinate with private and government public safety fuel consumers to enhance procurement & supply routes and strengthen relationships with local, state, and federal officials to ensure uninterrupted supplies to first responders during and after a natural disaster or terrorist attack/threat; develop methods to strengthen the various supply and logistics chains to recover from a terrorist attack and resupply critical infrastructure.

Police Department (5 positions)

34. **ALERT Coordinator (SFPD)** Part-time civilian employee of the San Francisco Police Department (SFPD) assigned to the Training Division in support of the Auxiliary Law Enforcement Response Team (ALERT); develop the recruitment, training, credentialing, and records management of civilian volunteers prepared to assist law enforcement in the event of a disaster.
35. **Bay Area UASI Project Manager/Captain (SFPD)** Review risk assessment, security gaps and capability reports produced by the Risk Assessment Center to discuss and identify regional projects related to protecting, preventing, responding, mitigating, and recovering from acts of terrorism; discuss, identify, and review SFPD projects and provide coordination to ensure on-time implementation and expenditures that are within the budget.
36. **Homeland Security Unit Analyst (SFPD)** Civilian employee of the SFPD assigned to the Special Operations Bureau; research, review, analyze, and assist with the evaluation of identified risks, gaps, and capabilities within the department; provide internal staff reports; manage asset-management, and inventory databases to monitor grant-acquired assets for regional deployment as needed.
37. **Homeland Security Unit Captain (SFPD)** Develop, coordinate, evaluate, and implement all department manuals, guides, and plans; assist with the management of funds allocated through homeland security grant funding; prepare and review operational and administrative reports for Command Staff; ensure all equipment is inventoried and tracked as per federal grant guidelines.
38. **NCRIC Liaison (SFPD)** Conduct and coordinate vulnerability assessments of critical infrastructure sites and key resources; plan and organize suspicious incident reports, criminal information reports, and threat assessments of terrorist and other criminal organizations to public safety personnel within the Bay Area region.

Sheriff's Department (1 position)

39. **NCRIC Liaison (SFSD)** Conduct and coordinate vulnerability assessments of critical infrastructure sites and key resources; plan and organize suspicious incident reports, criminal information reports, and threat assessments of terrorist and other criminal organizations to public safety personnel within the Bay Area region.