



County of Contra Costa
Emergency Planning Coordinator

SALARY	\$42.00 - \$51.05 Hourly	LOCATION	Contra Costa County, CA
	\$3,360.08 - \$4,084.20 Biweekly		
	\$7,280.18 - \$8,849.10 Monthly		
	\$87,362.17 - \$106,189.25 Annually		
JOB TYPE	Permanent Full-Time	JOB NUMBER	9GSA-2025A
DEPARTMENT	County-Wide	OPENING DATE	09/19/2025
CLOSING DATE	10/2/2025 11:59 PM Pacific	FLSA	Non-Exempt
BARGAINING UNITZB			

The Position



Why Join the Contra Costa County Office of the Sheriff Department?

The Contra Costa County Sheriff's Office of Emergency Services is seeking qualified individuals to join the OES team as an Emergency Planning Coordinator. As part of our emergency management team, you will play a vital role in preparing the County for disasters, coordinating emergency planning and programs, and supporting the County's world-class Emergency Operations Center.

As an Emergency Planning Coordinator, you will be instrumental in planning, organizing, and coordinating emergency management across Contra Costa County. You will work closely with County Departments, cities, special districts, state and federal partners, and community organizations. The County's all-hazard approach to emergency management means that you can contribute to a broad range of planning, exercise, and response efforts while also building your skills as an emergency planner.

This recruitment is to fill one (1) Emergency Planning Coordinator vacancy in the Office of the Sheriff.

We are looking for someone who is:

- **A team player.** Thrives in a team environment and collaborates well with staff, agencies, and the general public.

- **Adaptable.** Adapts quickly in a fast-paced environment.
- **A strong communicator.** Can convey critical information clearly to diverse audiences and build lasting relationships with government, community, and private sector partners
- **Knowledgeable.** Has experience in emergency management and has a strong knowledge of practices and guidelines
- **Dependable.** Is able to remain reliable and responsive when emergencies arise
- **A Self-Starter.** Takes initiative and prioritizes assignments when working independently

What you will typically be responsible for:

- Reviewing, planning, organizing and coordinating emergency planning activities of the Emergency Services Division
- Assisting in the development and implementation of emergency response and recovery programs
- Developing and delivering trainings for County staff, partner agencies, and the public
- Preparing reports, briefings, and presentations to support emergency planning and response efforts
- Working closely with partners at the State and Federal levels, and building and maintaining these relationships
- Serving in on-call assignments as an Alert Duty Officer (ADO), responding to requests for activation of the Emergency Operations Center

A few reasons you might love this job:

- You will work in a mission-driven role that helps protect and support your community during emergencies.
- You will collaborate with a wide range of partners—from local agencies to federal organizations—broadening your professional network.
- You will gain exposure to complex, real-world emergency scenarios that expand your skills and experience.
- You will be part of a supportive team that values innovation, collaboration, and continuous improvement.

A few challenges you might face in this job:

- You will need to respond to emergencies that may arise at any time, including nights and weekends.
- You will need to quickly shift priorities as unplanned situations occur.
- You will sometimes encounter emotionally stressful events, given their impact on the community.
- You will balance ongoing planning responsibilities with urgent response activities when incidents occur.

Competencies Required:

- **Critical Thinking:** Analytically and logically evaluating information, propositions, and claims
- **Professional Integrity & Ethics:** Displaying honesty, adherence to principles, and personal accountability
- **Legal & Regulatory Navigation:** Understanding, interpreting, and ensuring compliance with laws and regulations
- **Innovative Problem Solving:** Identifying and analyzing problems in order to propose new ways to do business
- **Adaptability:** Responding positively to change and modifying behavior as the situation requires
- **Displaying Ownership and Accountability:** Holding self and others accountable for measurable high-quality, timely, and cost-effective results
- **Establishing Credibility:** Doing what he/she commits to doing and respecting the confidentiality of information and concerns shared by others
- **Self-Management:** Showing personal organization, self-discipline, and dependability
- **Oral Communication:** Engaging effectively in dialogue
- **Writing:** Communicating effectively in writing
- **Building & Maintaining relationships:** Establishing rapport and maintaining mutually productive relationships
- **Project Management:** Ensuring that projects are on-time, on budget, and achieve their objectives
- **Leadership:** Guiding and encouraging others to accomplish a common goal

To read the complete job description, please visit the website; www.cccounty.us/hr

The eligible list established by this recruitment may remain active for up to six (6) months and may be used County-wide to fill current and future vacancies in this classification.

Minimum Qualifications

License Required Possession of a Valid California Motor Vehicle Operator's License.

Out of State valid Motor Vehicle Operator's license will be accepted during the application process.

Education: Possession of a Bachelor's degree from an accredited college or university with a major in emergency management, public, business, or health administration, public health, human services, administration of justice, communications or a closely related field.

Experience: One (1) year of full time experience (or its equivalent) performing emergency preparedness planning activities.

Substitution: Additional qualifying experience may be substituted for the required education on a year-for-year basis up to a maximum of two (2) years.

Desirable Qualifications:

- Experience developing training and exercises aligned with the HSEEP model
- Experience working with community groups
- Experience utilizing emergency or mass notification software
- Experience working within law enforcement or military chain of command
- Technical writing, proofreading, or editing experience
- Professional certifications such as AEM, CEM, or similar fields

Selection Process

1. **Application Filing and Evaluation:** Applicants must apply on-line at www.cccounty.us/hr and complete a supplemental questionnaire at the time of application. Applications will be evaluated to determine which candidates will move forward in the next phase of the recruitment process.
2. **Virtual Oral Interview:** Candidates who possess the minimum qualifications will be invited to participate in an online video assessment. The assessment will measure candidates' competencies as they relate to the job. In the assessment, candidates must achieve an average passing score of 70% or higher on each of the competencies, as well as an overall passing score of 70% or higher. These may include but are not limited to: Analyzing & Interpreting Data, Critical Thinking, Self-Management, Professional Integrity & Ethics, and Oral Communication **(Weighted 100%)**

- **The Virtual Oral Interview is tentatively scheduled to take place virtually: Mid-Late October 2025**

3. Departmental Hiring Interview: TBD

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

For recruitment specific questions or if you need a reasonable accommodation to participate in any part of the application or selection process, please contact Norma Martinez at Norma.Martinez@hrd.cccounty.us as soon as possible. Preferably no later than five (5) business days before the filing deadline.

For any technical issues, please contact the GovernmentJobs' applicant support team for assistance at +1 855-524-5627.

CONVICTION HISTORY

After you receive a conditional job offer, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction conflicts with the specific duties and

responsibilities of the job for which you have received a conditional job offer. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances. Having a conviction history does not automatically preclude you from a job with Contra Costa County. If you accept a conditional job offer, the Human Resources department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKER

All Contra Costa County employees are designated Disaster Service Workers through state and local law. Employment with the County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, sexual orientation, gender, gender identify, gender expression, marital status, ancestry, medical condition, genetic information, military or veteran status, or other protected category under the law.

Employer

County of Contra Costa

Emergency Planning Coordinator Supplemental Questionnaire

*QUESTION 1

The purpose of the questionnaire is to provide applicants the opportunity to elaborate on their experience, education, and training for the Emergency Planning Coordinator position and to assist Human Resources staff in assessing each applicant's qualifications. Your responses to the questionnaire will be used to better understand your relevant experience, education, and training to determine which applicants will be invited to participate in the next step of the recruitment process. Do not answer any of the questions by indicating "see attached application or see resume."

☐ I understand

*QUESTION 2

This position may involve driving a County vehicle as part of its duties. A valid California or out-of-state Class C driver's license is required by the time of appointment. Please indicate your current licensure status:

- ☐ I currently have a valid California Class C driver's license
- ☐ I have a valid out-of-state Class C driver's license
- ☐ I do not currently have a license, but I can obtain one by the time of appointment
- ☐ I do not currently have a license and do not plan to obtain one

*QUESTION 3

Which of the following best describes your highest level of education?

- ☐ I do not have a High School Diploma or GED
- ☐ High School Diploma or GED
- ☐ Some College
- ☐ Associate's Degree

- ☐ Bachelor's Degree
- ☐ Master's Degree or higher

***QUESTION 4**

Please select your degree's major field of study.

- ☐ Emergency Management
- ☐ Public Administration
- ☐ Business Administration
- ☐ Health Administration
- ☐ Public Health
- ☐ Human Services
- ☐ Administration of Justice
- ☐ Communications
- ☐ Other
- ☐ I do not have a degree

***QUESTION 5**

If you selected "Other", please type in your degree major field of study. (Type "N/A" if this does not apply to you).

***QUESTION 6**

How much experience do you have performing emergency preparedness planning activities?

- ☐ I do not have any experience as described
- ☐ I have less than one (1) year of experience as described
- ☐ I have more than one (1) year, but less than two (2) years, of experience as described
- ☐ I have more than two (2) years, but less than three (3) years, of experience as described
- ☐ I have more than three (3) years, but less than four (4) years, of experience as described
- ☐ I have more than four (4) years, but less than five (5) years, of experience as described
- ☐ I have five (5) or more years of experience as described

***QUESTION 7**

If you indicated that you have one (1) or more years of full-time experience, briefly describe your experience performing emergency preparedness planning activities. Please list the company names and employment dates below where you performed these duties. If you do not possess this experience, type N/A. (Note: See Resume will not be considered)

***QUESTION 8**

Do you possess experience developing trainings and exercises aligned with the HSEEP model?

- ☐ Yes
- ☐ No

***QUESTION 9**

Do you possess experience working with community groups?

- ☐ Yes

☐ No

***QUESTION 10**

Do you possess experience utilizing emergency or mass notification software?

☐ Yes

☐ No

QUESTION 11

Do you possess experience working within law enforcement or military chain of command?

☐ Yes

☐ No

***QUESTION 12**

Do you possess experience writing technical reports, proofreading or editing?

☐ Yes

☐ No

***QUESTION 13**

Do you possess professional certifications such as AEM, CEM or similar fields?

☐ Yes

☐ No

***QUESTION 14**

If hired with Office of the Sherrif's, you may be required to successful pass a comprehensive, background investigation conducted by the Contra Costa County Office of the Sheriff, which may include a polygraph examination, Live Scan (DOJ/FBI), employment/education verification, and/or other checks as appropriate. Applicants must have no felony convictions, including offenses that would be felonies if committed in California.

☐ Yes, I Understand

***QUESTION 15**

Which department would you like to work for? The current vacancy is in the Office of the Sherrif's. If you do not select this agency, you will not be referred to the hiring manager for an interview for this vacancy. There are currently no vacancies in Contra Costa Health.

☐ Contra Costa Health

☐ Office of the Sherrif's

***QUESTION 16**

By checking this box, I am confirming that all statements made in this supplemental questionnaire and on the application are accurate and true; and I understand that misstatements or omissions of material facts will result in being rejected from this recruitment process, or released from future employment with Contra Costa County.

☐ I agree

*** Required Question**