



LIVE WELL
SAN DIEGO

HHSA Emergency Preparedness and Security Coordinator

Actual Classification: Group Program Manager

Health and Human Services Agency

Anticipated Hiring Range: \$145,000 - \$150,000 Annually

Excellent Benefits Package

SanDiegoCounty.gov



The Position

The County of San Diego Health and Human Services Agency (HHSA) is seeking an Emergency Preparedness and Security Coordinator to lead Agency-wide continuity planning and emergency preparedness activities. This unclassified management position reports to the HHSA Chief Operations Officer and oversees the development, maintenance, training, and exercise of departmental Continuity of Operations Plans (COOPs) and Site Evacuation Plans (SEPs). The Coordinator will serve as the primary liaison between HHSA departments and the County Office of Emergency Services (OES) to ensure compliance with County requirements and effective emergency readiness across the Agency.

In addition, the Coordinator will serve as HHSA's designated Group Security Coordinator, overseeing Agency-wide security programs and initiatives providing security guidance to departments, supporting the implementation of County and Agency security policies, and maintaining key partnerships multiple County departments. The Coordinator also assists with facility security assessments, access control programs, and other initiatives aimed at enhancing the safety and security of HHSA staff, clients, and facilities.

Key Responsibilities Include:

- Supports compliance with County policies and maintains continuity of Agency emergency preparedness and security programs and provides additional operational and administrative support to ensure continuity of program activities, coordination efforts, and Agency readiness initiatives
- Serves as the Agency's senior advisor on emergency preparedness, emergency response coordination, security, COOP, and associated continuity and emergency management plans
- Ensures the HHSA Group Coordination Center (GCC) activities align with Agency and County emergency management policies, ICS/NIMS principles, and established continuity frameworks
- Supports situational awareness, operational coordination, action tracking, documentation, preparedness activities, and continuity planning efforts during GCC activations and related emergency coordination activities
- Serves as the primary point-of-contact and subject matter expert for Group security matters
- Coordinates Agency security programs, initiatives, and activities to promote a safe and secure environment for staff, clients, and visitors
- Serves as the primary liaison between HHSA departments, the County Security Initiative Coordinator, the Department of General Services (DGS) Security Office, and the County Sheriff's Office



The Department

The County of San Diego's Health and Human Services Agency (HHSA) is one of the nation's largest and most innovative health and human service organizations. HHSA is an operational group within the County that delivers a broad portfolio of programs in departments that include Public Health, Child and Family Wellbeing, Self-Sufficiency Services, Aging & Independence Services, and Housing and Community Development Services to more than 3.3 million residents across a diverse region that includes 18 cities, 18 federally recognized tribal reservations, and a large rural, unincorporated region.



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The Ideal Candidate

The ideal candidate will possess a professional history that demonstrates the following knowledge, experience, and leadership competencies:

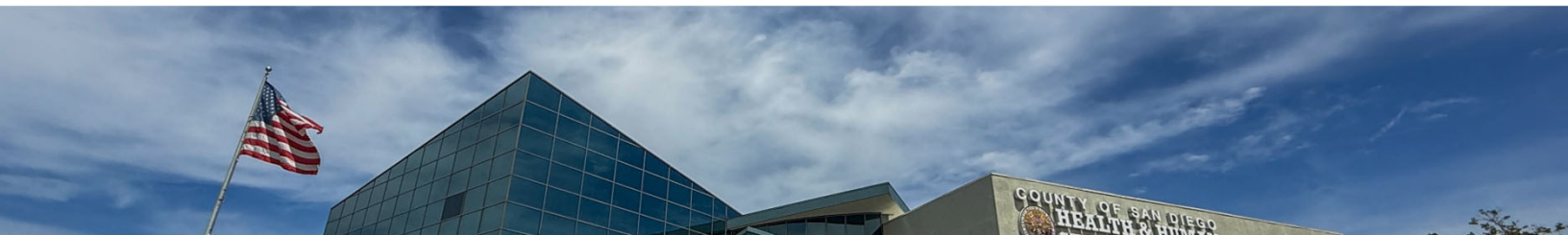
- Supervisory level experience in project management, emergency operations center (EOC) operations/coordination, and emergency planning
- Ability to lead multiple complex projects simultaneously that require a high level of cooperation with various stakeholders
- Shows initiative within the areas of responsibility; demonstrates technical knowledge of emergency management programs, and is able to act as a liaison between multiple County departments
- Excellent writing, analytical, public speaking, and interpersonal skills
- Strong organizational acumen and aptitude to work autonomously as well as part of a team



Minimum Qualifications

Three years of experience which demonstrate the ability to perform the essential functions of the classification AND a bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency, OR a combination of education and/or experience as stated above.

Note: A master's or doctoral degree from an accredited U.S. college or university, or a certified foreign studies equivalency, may substitute for up to one (1) year of the required experience.



Making people's lives healthier, safer, and self-sufficient by delivering essential services in San Diego County.

Health and Human Services Agency

Compensation & Benefits

The anticipated hiring salary range for this position is \$145,000 to \$150,000 annually. Placement within this range is dependent upon the qualifications of the successful candidate. Annual salary reviews are performance based and goal oriented. Other benefits include:

- 15 days of paid vacation, 12 paid holidays, 2 paid floating holidays, 13 days of paid sick leave, 10 days of executive time-off, and a total of 3 days of paid emergency child and/or older adult care leave per year
- Medical, dental, and vision plans
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for more information, visit [San Diego County Employees Retirement Association](#)
- Deferred Compensation Program 457 and 401(a) plans
- May be eligible for a relocation allowance up to \$15,000
- View the detailed Benefit Plan for [Unclassified Management \(UCL\)](#)

Why San Diego?

Enjoy a lifestyle that balances work and play:

- Pristine Coastline: Over 70 miles of beaches.
- Mild Weather: Average 72°F with 10.4 inches of annual rainfall.
- Diverse Geography: Snow-capped mountains, deserts, and vibrant cities.
- Culture & Entertainment: Petco Park, Gaslamp Quarter dining, and multicultural experiences.

County of San Diego Vision & Value



The County of San Diego and its employees embrace the vision of a just, sustainable, and resilient future for all. Our values include: integrity, equity, access, belonging, excellence, and sustainability. Each of which are infused throughout our operations. While also embracing a mission of strengthening our communities with innovative, inclusive, and data driven services through a skilled and supported workforce. Click here for more information on our [Strategic Plan \(sandiegocounty.gov\)](#).



The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset, and our customers are our number one priority.

How to Apply

Application Process and Recruitment Schedule

1. Complete the online application at www.sandiegocounty.gov/hr
2. Select the current job posting link: **26031807UHHSA**.
3. Attach your resume at the Attachment step of the application.
4. Attach a copy of your degree, transcripts, or certified foreign equivalency.

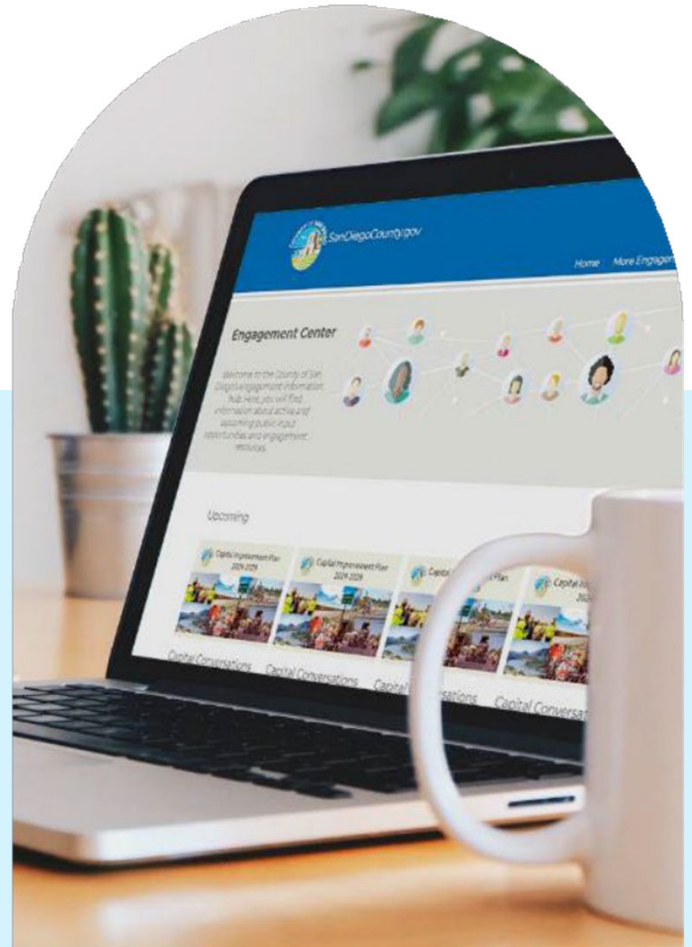
Key Dates:

- Interviews: Week of August 24, 2026
- Anticipated Start Date: September 2026

Special Notes

The Department of Human Resources removes personally identifiable information from all new recruitments. This practice, called Blind Applicant Screening, will hide a candidate's personal information that could influence or bias a hiring decision. Personal information includes name, phone number, address, gender, age and race. This process will help contribute to a fair and equitable selection process leading to a more diverse and inclusive workforce.

The most highly qualified candidates, based on the evaluation results, will be referred for an interview. Be sure to include your experience in meeting the minimum requirements in both the Work Experience section and the Supplemental Questionnaire section of the Application.



Contact Information

You may direct any questions regarding the application or selection process to Jeremy Guerrero, Sr. Human Resources Analyst at Jeremy.Guerrero@sdcounty.ca.gov.

You may direct any questions regarding the position to Beverly Connolly, HR Services Manager at Beverly.Connolly@sdcounty.ca.gov.