TERRY NAFISI
DISTRICT COURT EXECUTIVE
AND CLERK OF COURT

WESTERN DIVISION
312 N. SPRING ST. SUITE G-8
LOS ANGELES, CA 90012

SOUTHERN DIVISION
411 W. FOURTH ST. SUITE 1053
SANTA ANA, CA 92701

EASTERN DIVISION
3470 TWELFTH ST. SUITE 134
RIVERSIDE, CA 92501

CAREER OPPORTUNITY

UNITED STATES DISTRICT COURT
CENTRAL DISTRICT OF CALIFORNIA

Position:	Emergency Preparedness and Security Officer
Classification Level:	CL 28/20 - CL 29/61
Salary Range:	$73,446 - $118,516
Location:	Los Angeles, California
Opening Date:	September 19, 2013
Closing Date:	October 3, 2013
Number of Positions:	One
Vacancy Number:	13-29

POSITION OVERVIEW

This position is located in the Office of the Clerk of the U.S. District Court but provides services under the direction of all four court units of the Central District of California: the Clerk, U.S. District Court, the Clerk, U.S. Bankruptcy Court, the Chief of the U.S. Office of Probation, and the Chief of the U.S. Office of Pretrial Services. The Emergency Preparedness and Security Officer's (EPSO) principal responsibilities are to provide leadership, assistance, advice and recommendations with respect to all aspects of emergency preparedness, security coordination with the relevant law enforcement agencies, continuity of operations planning, and communication on these issues with all federal and local agencies within the Central District of California.

REPRESENTATIVE DUTIES

The duties delegated to the Emergency Preparedness and Security Officer include, but are not limited to:

Court-wide:

- Coordinating and enhancing communication with U.S. Marshals, other law enforcement agencies, and GSA on threats and potential emergencies;
- Assisting in the review and development of occupant emergency plans (OEP) for each court location and unit;
- Preparing business recovery plans (BRP) and continuity of operations plans (COOP) for each court location and unit;
- Coordinating all court and related unit/agency BRPs, OEPs and COOPs;
- Developing memoranda of understanding, as required, with relevant agencies (i.e., with local government entity to provide alternative site for court operations);
- Developing supporting data and materials for various forums and may serve as a principal instructor for workshop and training sessions involving COOP and emergency preparedness topics;
- Recommending strategies and communication plans for disseminating information to judges, chambers staff, clerk's office staff, and other federal/governmental agencies;
- Coordinating with IT on the emergency notification system; may update emergency hotline information;

OUR MISSION
Committed to providing support to the judges and equal access to the judicial process with fairness, impartiality, and personal integrity by providing service to all.

OUR VISION
Leading the nation in service to justice.

The United States District Court is an equal opportunity employer.

- Providing training and exercises on the implementation of the BRPs, OEPs, and COOPs and conduct tests of all plans, as necessary, but not less than annually;
- Establishing and maintaining contacts with U.S. Marshals Service (USMS), Federal Protective Service (FPS), FEMA, local police, fire, and public health officials, and Judiciary Emergency Preparedness Office (JEPO);
- Assisting in developing and participating in interagency COOP exercises to ensure effective interagency coordination;
- Coordinating mail handling procedures for the Court, including developing cost estimates for necessary renovations, coordinating as necessary with court architects and with the Administrative Office (AO);
- Leading the Floor Warden Training Program.

District-wide:

- Staffing court building security meetings, and assisting with preparation of agendas and materials; Serving as resource on contingency-related plans and emergency preparedness issues to the 4 court units and other agencies;
- Leading the Interagency COOP Work Group;
- Working to ensure each court unit has an up to date viable, OEP and COOP plan;
- Assuring alternate sites are in a perpetual state of readiness;
- Keeping district and bankruptcy courts, probation, pretrial and other agencies apprised of information from JEPO, FEMA, GSA, and other emergency planning/disaster relief agencies;
- Ensuring that the analysis of court facilities (e.g., USMS court facility surveys) addresses court operational emergency preparedness concerns;
- Serving as coordinator and repository for district-wide BRP, OEP, and COOP plans;
- Running floor warden training program including delivering training modules and developing new ones, to entire district;
- Keeping floor warden rosters up to date, identifying those with mobility issues and see that this information is posted in appropriate locations;
- Scheduling building evacuation and shelter-in-place drills;
- Participating in monitoring such drills and identifying procedures that need to be corrected, then addressing in training;
- Keeping floor warden manuals up to date and distributed;
- Providing training or obtaining the necessary resources for CPR, first aid and automated external defibrillator.

QUALIFICATIONS

- Five years of hands on experience in the emergency and preparedness discipline, and relevant law enforcement experience.
- Thorough knowledge of all matters related to emergency preparedness, preferably court emergency preparedness for high level professional environments. Highly-developed and proven leadership, management, investigation and negotiation skills. Highly-developed and proven oral and written communication skills.
- Highly-developed and proven ability to initiate and manage projects through to completion. Ability to oversee project budgets.
- Ability to develop recommendations and direct professionals in emergency and operational preparedness matters. Ability to define problems, collect data, establish facts, and draw valid conclusions concerning emergency preparedness. Good knowledge of court operations and functions. Well-developed organizational skills and the capability to motivate others involved in emergency preparedness matters. Ability to multitask in an ever-changing fast pace work environment. Ability to remain calm and take decisive action during emergencies and other high pressure situations. Ability to facilitate meetings.
- Degree in emergency management, disaster preparedness, law enforcement or related

field preferred.

- Law enforcement, FEMA and American Red Cross certifications a plus.
- Good knowledge of personal computer operation and use of basic business computer tools such as Excel, PowerPoint, database and web based applications.

BENEFITS

The District Court is within the Judicial Branch of the United States Government and its employees are entitled to federal employees benefits such as a pension plan, retirement saving plan with excellent matching, group health insurance, life insurance, dental, vision, long term disability, long term care programs, flexible spending accounts, and generous paid time off. Training and professional development opportunity exist, funds permitting.

INFORMATION FOR APPLICANTS

The United States District Court requires employees to adhere to a code of conduct (go to http://www.cacd.uscourts.gov/employment/code-conduct to view). As a condition of employment, the final candidate will be subject to a FBI background investigation. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Due to the volume of applications received, the court will only communicate with those individuals who will be tested or interviewed. Applicants scheduled to test or interview should advise the Human Resources staff if any accommodation will be necessary to test or interview. The United States District Court is a smoke-free environment. Applicants must be a U.S. citizen or a lawful permanent resident of the United States currently seeking citizenship or intending to become a citizen after meeting the eligibility requirements. **Interested persons submit a resume or curriculum vitae, and an application for Judicial Branch Federal Employment.** To download the job application copy and paste the following to your web browser:
http://www.cacd.uscourts.gov/sites/default/files/documents/Job-Applications-AO-078-USDCCAC.pdf.

United States District Court
Human Resources Department
312 North Spring Street, Room 535
Los Angeles, California 90012
Refer to: Vacancy No. 13-29