



**Bay Area Urban Areas Security Initiative
Work Plan Fiscal Year 2018-19**

Staff	UASI Goal	Assignments and Responsibility	Critical Tasks & Job Functions	Allocation of Time
Craig Dziedzic UASI General Manager 8 am – 5 pm	Goal 1 Public Safety and Information Sharing Goal 2 Critical Infrastructure	<ul style="list-style-type: none"> • Provide region-wide leadership and administration of all grant initiatives funded with federal homeland security grants, in direct support of the homeland security goals approved by the Approval Authority, awarded to the Bay Area Region. 	<ul style="list-style-type: none"> • Execute Bay Area regional goals/initiatives aligned with Federal/ State policies, goals, strategies, and grant requirements. • Develop, initiate, and implement divisional goals, objectives, policies/procedures, and priorities. • Develop, implement, and manage a working budget, organization chart, and annual work plan, for the BAUASI organization. 	25%
		<ul style="list-style-type: none"> • Select, direct and manage a Management Team to support the Approval Authority and the BAUASI region's initiatives and projects. 	<ul style="list-style-type: none"> • Monitor/supervise and/or coach the assistant GM, Regional Program Manager, CFO, and the Regional Grants Compliance Manager • Conduct weekly staff meetings to ensure that regional initiatives are on track and in compliance with state and federal preparedness goals. 	25%
		<ul style="list-style-type: none"> • Communicate regularly with executive-level management regarding the organization's activities and coordinate and/or represent the organization before legislative boards or 	<ul style="list-style-type: none"> • Work with the Chair of the Approval Authority to prepare agendas for Approval Authority meetings pursuant to the Bylaws of the Master MOU. 	25%



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<p>Catherine Spaulding Assistant General Manager Mon-Fri 8am-5pm San Francisco</p>	<p>Management and Administration</p>	<ul style="list-style-type: none"> • Developing, reviewing and implementing plans, protocols, goals, and strategies • Supervising, training, assigning, and evaluating the activities of division personnel • Providing clarity to staff on roles, responsibilities, and expectations • Monitor programmatic and financial management activities, and identify and analyze opportunities for implementing efficiencies and improvements 	<ul style="list-style-type: none"> • Compliance with MOUs, bylaws, and any policies and procedures established by the Approval Authority • Up to date understanding of DHS/FEMA funding, priorities, and policies • Policies and templates for performance plans and appraisals • In house training plan and implementation of plan • Organization chart • Management Team Administrative Policies and Procedures • Grants Policies and Procedures 	<p>25%</p>
		<ul style="list-style-type: none"> • Direct project staff responsible for the development and coordination of the Bay Area UASI regional risk management program and project selection process • Direct project staff as they work with stakeholders to review goals, strategies, analyze gaps in capabilities • Oversee tasks associated with application for and distribution of 	<ul style="list-style-type: none"> • Oversight of communication to stakeholders on risk management and planning program and activities and THIRA/SPR • Bay Area Homeland Security Strategy • Allocation and policy priorities • Project proposal and prioritization process 	<p>75%</p>

		<p>grant funds and programs and ensure compliance with applicable federal and state grant requirements</p> <ul style="list-style-type: none"> • Provide regional coordination, monitoring, and appropriate oversight and management of grant funded projects and programs • Work with working groups and Bay Area stakeholders to obtain input and make recommendations to the Approval Authority 	<p>documents</p> <ul style="list-style-type: none"> • Project plans, timelines MOUs, and professional services contracts • IJs • UASI grant application • Review of project deliverables • Budget and spending tracking • Regular participation and report outs at Approval Authority meeting 	
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<p>Tristan Levarado Chief Financial Officer 8 am – 5 pm San Francisco</p>	<p>Management and Administration</p>	<ul style="list-style-type: none"> • Oversee the financial administration of HLS grants and the financial operations of the Bay Area UASI. • Direct the day-to-day operations of the Grants Management Unit in support of the Bay Area UASI mission and goals. • Administer HLS grant programs in accordance with DHS National Initiatives and grant guidelines with respect to grants management and accounting. • Attend local/ regional stakeholder meetings to implement best practices and state-wide preparedness goals and initiatives. • Participate in weekly staff meetings to ensure that regional initiatives are on track and in compliance with state and federal preparedness goals. • Provide fiscal and accounting support as well as technical 	<ul style="list-style-type: none"> • Comply with reporting requirements by submitting on time accurate Financial Workbook, cash requests, program status reports, and budget reports. • Implement funding allocation and program plans in accordance with grant guidelines. • Develop policies and procedures to implement grant management objectives per grant management guidelines. • Create reports for AA including project status reports, travel expense reports, etc. • Oversee activities of Post Audit, Single Audit, and other state and Federal audits. • Oversee monitoring of sub recipient activities in compliance with grant provisions, and generate meaningful monitoring reports. 	<p>25%</p> <p>20%</p> <p>15%</p> <p>10%</p> <p>10%</p> <p>15%</p>

		<p>assistance to UASI management team, and regional and local partners.</p> <ul style="list-style-type: none"> • Oversee and coordinate the audit of grant accounting transactions including Single Audit, Post Audit and granting agency site reviews. • Oversee monitoring activities of regional and local jurisdictions in compliance with applicable grant guidelines. • Oversee completion of MOUs and LOAs. 	<ul style="list-style-type: none"> • Issue accurate and timely MOUs and LOAs. 	5%
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<p>Mikyung Kim-Molina, Contract Specialist 8 am – 5 pm San Francisco</p>	<p>Management and Administration</p>	<ul style="list-style-type: none"> • Manage, develop, create and amend Memorandums of Understanding (MOU) with sub-recipient jurisdictions and Letters of Agreement (LOA) with San Francisco City Departments for all grant programs. • Develop professional services contracts. 	<ul style="list-style-type: none"> • Create MOU boilerplate, Appendix A and Grant Assurance templates for each grant program • Work in collaboration with UASI Program Managers and sub-recipient jurisdictions to obtain necessary information (e.g., project description, deliverables, timelines, contact information, budget amounts, etc.) in order to complete MOUs/LOAs • Generate formal modifications to MOUs/LOAs, as necessary • Serve as liaison to SF City Attorney. • Provide ongoing technical assistance to sub-recipients regarding MOU/LOA requirements and compliance • Maintain and track MOU/LOA status and budget information on the Inventory and Status spreadsheet • Carry out full execution of all MOUs/LOAs • Present updates to CFO and Program Mangers on MOUs/LOAs • Create RFP/RFQ for Professional Services Contracts. 	<p>50%</p>

	<p style="text-align: center;">Goal 3 Cybersecurity</p>	<ul style="list-style-type: none"> • Project Manager for cyber security training, information sharing projects, and countering violent extremism projects • Provide regional coordination, monitoring, management, and oversight of grant-funded projects and programs. • Provide support on the project proposal process. • Perform capability gap assessment and analytical work on regional investments. 	<ul style="list-style-type: none"> • Facilitate and/or participate on Review Panels. Write contracts using the City's P600 boilerplate and scope of services • Process contracts with SF Office of Contracts Administration and Human Rights Commission. • Attend meetings of San Francisco Department of Emergency Management, Office of Contracts Administration and Civil Service Commission. • Perform program management activities from development to monitoring of assigned projects, as part of the job skills building and enhancement. Support various program activities such as: <ul style="list-style-type: none"> ○ UASI stakeholder outreach and work group coordination ○ Project research, analysis and scope of work development ○ NCRIC liaison ○ Fiscal year proposal submission process planning and execution support ○ Project monitoring • Perform research and engage stakeholders in project gap analysis and development. • Utilize the Grants Management System in performing work on the proposal process, MOU process and project management. 	<p style="text-align: center;">50%</p>
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		<p>nongovernment organizations.</p> <ul style="list-style-type: none"> • Work with sub-recipients in reviewing and analyzing grant reimbursement requests to ensure expenditures incurred are in compliance with grant guidelines and are consistent with sub-recipient awards affirmed in MOU agreements. • Perform regional sub-recipient monitoring field visits and desk reviews of grants activities. Evaluate and review grants financial and accounting operation, and work with project managers to review programmatic requirements of various grants. • Provide initial training for new grants analysts in areas of budget, accounting, purchasing activities, payroll analysis and reconciliation, as well as UASI grants model structure of projects and solution areas and grants administration. • Prepare written reports with comments and recommendations. Maintain monitoring records for Federal and State monitoring visits and audits. 		
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		<p>guidelines and are consistent with sub-recipient awards affirmed in MOU agreements.</p> <ul style="list-style-type: none">• Perform regional sub-recipient monitoring field visits and desk reviews of grants activities. Evaluate and review grants financial and accounting operation, and work with project managers to review programmatic requirements of various grants.• Provide support in developing contracts and MOUs.		
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		<p>guidelines and are consistent with sub-recipient awards affirmed in MOU agreements.</p> <ul style="list-style-type: none">• Perform regional sub-recipient monitoring field visits and desk reviews of grants activities. Evaluate and review grants financial and accounting operation, and work with project managers to review programmatic requirements of various grants.• Provide support in developing contracts and MOUs.		
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Janell Myhre Regional Program Manager 9:00am – 5:30pm	Goals 1 - 8	Work with GM and AGM to lead the UASI Management Team in best serving the Bay Area through building local and regional capabilities as related to the Bay Area UASI regional program goals.	<ul style="list-style-type: none"> • Oversee and coordinate Regional Project Manager(s) workload to achieve project management and monitoring goals. • Work with CFO to ensure UASI grant fiscal goals and objectives are coordinated with project management activities. • Lead Bay Area project proposal and selection process. • Coordinate efficient presentations to UASI Approval Authority and Workgroups. 	55%
		Implement best practices to strengthen regional relationships in order to coordinate and improve the development and use of UASI programs.	<ul style="list-style-type: none"> • Coordinate annual Bay Area stakeholder outreach and follow up to support regional program planning and execution. • Ensure UASI program team processes are efficient, accurate and up to date; archive information for future reference. • Implement the UASI Technical Assistance Program; track and evaluate program effectiveness; revise program based on Bay Area jurisdiction's needs. • Engage with CalOES State and Coastal Region staff to coordinate Bay Area region efforts, as needed. • Engage and coordinate with Bay Area regional agencies and organizations, as needed. • Engage and coordinate with FEMA Region IX, as needed. 	

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		Support Bay Area jurisdictions with UASI project management coordination.	<ul style="list-style-type: none"> • Provide guidance and support to Regional Project Managers in assisting Bay Area jurisdiction’s staff to complete projects through project monitoring and contractor management. • Attend Bay Area regional meetings, as needed. • Provide outreach and work directly with Bay Area jurisdictions, as needed. 	10%
		Remain current in UASI and RCPGP national program standards.	<ul style="list-style-type: none"> • Coordinate with other UASI and RCPGP sites in the country to engage in national information sharing on current program and project development and standards. 	5%

			<ul style="list-style-type: none"> • Manage the implementation of the Multi-Year Regional Training and Exercise Plan and coordinate the activities of the Regional Overhead Planning Team. • Liaise with local, state, and federal agencies, private sector partners, and non-governmental agencies, obtaining input on T&E priorities related to Homeland Security goals, including supporting the Bay Area THIRA process. • Produce and maintain all T&E records. Ensure Improvement Plan (IP) items and performance gaps are identified and addressed from the annual regional exercise After Action Report (AAR). Recommend enhanced training and exercise delivery models, as needed. • Sustain the assimilation of the Emergency Management exercise component (Yellow Command) into the annual Urban Shield exercise. 	
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<p>Philip White CBRNE Project Manager Independent Contractor 8am-4:30pm</p>	<p>Goal 6 Catastrophic Planning and Response</p>	<p>Management of UASI Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) program:</p> <ul style="list-style-type: none"> • Provide guidance and assistance in finalizing CBRNE projects, records and documents. • Chair CBRNE Workgroup • Serve as Maritime Subject Matter Expert (SME) 	<ul style="list-style-type: none"> • Coordinate and manage working group meetings; ensure appropriate SMEs are included for stakeholder input as necessary • Prepare and archive meeting agendas, minutes and follow up documents for CBRNE working group and PRND focus group. • Prepare written status reports and provide oral presentations to UASI work groups, Approval Authority, Federal and State agencies, and maintain all records associated with project activities • Act as UASI representative with USCG Area Committee; DHS DNDO, DOE, ROS; local CBRNE SMEs such as Lawrence Livermore Natl Labs and Scandia Labs. 	<p>50%</p>

		<p>Manage the Bay Area Preventative Radiologic Nuclear Detection (PRND) program:</p> <ul style="list-style-type: none"> • Chair PRND Focus Group 	<ul style="list-style-type: none"> • Recruit, train and manage region stakeholders to build a Bay Area PRND program. • Coordinate development and approval of PRND policy and procedures, strategic plan, and guidance for regional equipment procurement. • Manage Vigilant Guardian Exercise, ensuring exercise lessons learned are used to improve and build Bay Area PRND capabilities. 	30%
		<p>Project Monitoring</p>	<ul style="list-style-type: none"> • Gather CBRNE and PRND project information for sub recipient MOU development • Monitor progress of assigned sub-grantee allocated projects on a quarterly basis. 	5%
		<p>Support the Regional Training and Exercise (T&E) Program.</p>	<ul style="list-style-type: none"> • Support the implementation of the Multi-Year Regional Training and Exercise Plan. 	15%



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<p>SSGT. Anastasiya Maynich</p> <p>CBRNE-HRF Liaison Officer</p> <p>SF M-W Dublin Th-F 8am-4:30pm</p> <p>California National Guard Homeland Response Force (HRF) supporting FEMA IX Area of Responsibility</p>	<p>Goal 6 Catastrophic Planning and Response</p>	<p>Assist the CBRNE Project Manager in the development, implementation and administration of UASI Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) program:</p> <ul style="list-style-type: none"> • Provide support in finalizing CBRNE projects, records and documents • Participate in and support the CBRNE Workgroup • Serve as CBRN Subject Matter Expert (SME) 	<p>Participate and assist in the:</p> <ul style="list-style-type: none"> • Coordination and management of working group meetings; expand accessibility to HRF support and CBRN SMEs as available. • Preparation and archiving of meeting agendas, minutes and follow up documents for CBRNE working group and PRND focus group. • Preparation of written status reports and oral presentations to UASI work groups, Approval Authority, Federal and State agencies, and assist with the maintenance of all records associated with project activities • Promote regional collaboration in the Bay Area regarding threats posed by weapons of mass destruction, bringing to bear Homeland Response Force logistics and support as appropriate. • Act as an UASI CBRN SME with USCG Area Committee; DHS DND, DOE, ROS; local CBRNE SMEs such as Lawrence Livermore Natl Labs and Scandia Labs. 	<p>50%</p>



		<p>Assist in the development, implementation and administration of the Bay Area Preventative Radiologic Nuclear Detection (PRND) program:</p> <p>Project Monitoring</p> <p>Support the Regional Training and Exercise (T&E) Program.</p>	<p>Participate and assist in the:</p> <ul style="list-style-type: none"> • Recruitment, training and management of regional stakeholders to build a Bay Area PRND program. • Coordination, development and approval of PRND policy and procedures, strategic plan, and guidance for regional equipment procurement. • Development and execution of the Vigilant Guardian Exercise Series, ensuring exercise lessons learned are used to improve and build Bay Area PRND capabilities. • Collection of CBRNE and PRND project information for sub recipient MOU development <p>As appropriate, support CBRNE Project Manager in the monitoring of progress of assigned sub-grantee allocated projects on a quarterly basis.</p> <p>Support the implementation of the Multi-Year Regional Training and Exercise Plan.</p>	<p>30%</p> <p>5%</p> <p>15%</p>
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<p>Corinne Bartshire Emergency Management Project Manager</p> <p>SF DEM</p> <p>7:30 am – 4:00 pm San Francisco</p>	<p>Goal 7 Community Preparedness</p> <p>Goal 8 Recovery</p>	<p>Yellow Command Urban Shield Exercise:</p> <ul style="list-style-type: none"> • Exercise Director • Manage exercise planning team • Manage contract for exercise design and conduct <p>Regional Capability Building:</p> <ul style="list-style-type: none"> • Manage regional contracts related to building capabilities to be exercised in Yellow Command including: <ul style="list-style-type: none"> ○ Care & Shelter ○ Critical Transportation 	<ul style="list-style-type: none"> • Manage procurement process, including developing RFPs, RFQs, negotiating contract schedules/project plans, drafting statements of work, assisting with recruitment/selection of RFP and RFQ evaluators, and preparing recommendations for contract awards. • Serve as contract and project manager, working closely with the selected contractors and stakeholders throughout the region to ensure deliverables meet HSEEP and grant guidelines and are completed well and on time. • Provide coordination, monitoring, and appropriate oversight to ensure local capabilities are built and regional coordination is effectively tested in alignment with current State / Federal plans, Urban Shield objectives, and local goals. • Work with Urban Shield, FEMA IX, Cal OES and Bay Area OAs to develop long term planning strategies to address prior Yellow Command Improvement Plan items. • Chair the Emergency Management Work Group (EMWG). Coordinate and oversee related subcommittees 	<p>80%</p>

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		<p>Convene and/or attend advisory and/or working groups as necessary, representing Bay Area UASI to ensure region-wide communication and participation in community preparedness and recovery related projects.</p> <p>Project Monitoring</p>	<p>and sub workgroups to ensure UASI's regional projects meet local needs.</p> <ul style="list-style-type: none"> • Represent Bay Area UASI in meetings related to regional projects, policies, or procedures. These include Mutual Aid Regional Advisory Committee (MARAC), California Emergency Services Association (CESA), and other stakeholder groups as appropriate. • Monitor progress of assigned sub-grantee allocated projects on a quarterly basis. 	<p>15%</p> <p>5%</p>



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<p>Corey Reynolds Communications and Technology Project Manager SF DEM 7:00am – 4:30pm</p>	<p>Goal 3 Cybersecurity</p>	<p>Project Manager for cybersecurity projects, including chairing workgroup, managing projects, and providing oversight to contractors.</p>	<ul style="list-style-type: none"> Plan and manage projects to strengthen cyber resilience capabilities, including chairing the Cyber Resilience Workgroup, developing RFPs, negotiating contract schedules/ project plans, drafting statements of work, assisting with recruitment/selection of RFP evaluators, preparing recommendations for contract awards, and serving as contract and project manager. 	<p>25%</p>
	<p>Goal 4 Communications</p>	<p>Project Manager for operational communications and public information and warning projects, including chairing workgroups, managing projects, and providing oversight to contractors.</p>	<ul style="list-style-type: none"> Coordinate with BayRICS, the Radio Operators Advisory Group, and the Technical Advisory Committee (TAC) to enhance interoperable communications in the region. Address communications training and exercise needs. Coordinate with BayRICS in managing FirstNet activities. 	<p>30%</p>
			<ul style="list-style-type: none"> Coordinate and support efforts to enhance regional public information and mass notification capabilities, including chairing the Public Information & Warning Working Group, developing RFPs, negotiating contract schedules/ project plans, drafting statements of work, assisting with recruitment/selection of RFP evaluators, preparing recommendations for contract awards, and serving as contract and project manager. 	<p>25%</p>

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		Provide regional coordination, monitoring, management, and oversight of grant-funded projects and programs.	<ul style="list-style-type: none"> <li data-bbox="873 342 1341 478">• Implement and manage projects to enhance regional operational coordination and information sharing. <li data-bbox="873 520 1341 867">• Communicate regularly with local, regional, State, and Federal partners, assess and respond to stakeholder concerns and issues. Provide updates on projects. Prepare written status reports for Program Manager, General Manager, UASI Approval Authority, and other organizations as requested <li data-bbox="873 909 1341 1014">• Maintain all records associated with project activities, work group meetings, and monitoring updates. <li data-bbox="873 1056 1341 1161">• Represent BAUASI in meetings related to regional projects, policies, or procedures 	<p data-bbox="1386 342 1422 363">5%</p> <p data-bbox="1386 520 1422 541">5%</p> <p data-bbox="1386 951 1422 972">5%</p> <p data-bbox="1386 1087 1422 1108">5%</p>



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Amy Ramirez Risk Management & Health/Medical Project Manager SFDEM 8:45am – 5:15pm	Goal 1 Public Safety Information Sharing	Manage the Risk Management Program for the Bay Area, including the THIRA & SPR process	<ul style="list-style-type: none"> Oversee the THIRA & SPR development process to meet FEMA requirements. Manage vendor deliverables supporting the THIRA and the Risk Management Program. 	20%
	Goal 2 Critical Infrastructure		<ul style="list-style-type: none"> Identify and implement opportunities to refine the Risk Management and THIRA program. Facilitate and coordinate asset updates and PCII certification. Provide written status reports and provide oral presentations to General Manager, UASI Approval Authority, and other organizations as requested. Maintain all records associated with project activities. 	
	Goal 6 Catastrophic Planning and Response	Manage FY17 Core City Access & Functional Needs Project	<ul style="list-style-type: none"> Work with core city points of contact to build planning capabilities to support AFN population needs. Incorporate lessons learned into regional tools. 	35%
	Goal 8 Recovery	Manage FY18 Regional Supply Chain Management & Restoration Project	<ul style="list-style-type: none"> Identify recommendations and development of recovery practices focused on supply chain restoration planning and operations. 	15%

	<p>Goal 5 Health & Medical</p>	<p>Chair the Regional Medical and Public Health Workgroup meetings and engage stakeholders.</p>	<ul style="list-style-type: none"> • Liaise with regional medical/public health groups such as Association of Bay Area Health Officials (ABAHO) and Medical Health Operational Area Coordinators (MHOAC).to ensure effective regional coordination and collaboration. • Work with regional stakeholders to implement UASI funded health & medical projects. 	<p>25%</p>
	<p>Monitoring</p>	<p>Provide regional coordination, monitoring, and appropriate oversight and management of grant funded projects.</p>	<ul style="list-style-type: none"> • Ensure assigned jurisdictions are meeting performance milestones and are compliant with grant guidelines 	<p>5%</p>

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<p>Mary Landers Regional Grants Manager</p> <p>SFDEM</p> <p>8 am – 5 pm San Francisco</p>	<p>Management and Administration</p>	<p>Compliance</p> <ul style="list-style-type: none"> • Technical lead on all compliance requirements • Provide support and build capacity of program and finance staff on compliance requirements. • Design/implement at least 1 training on compliance requirements for staff. • Coordinate updates to policies and procedures documents. • Keep staff apprised of FEMA updates <p>Grant Applications</p> <ul style="list-style-type: none"> • Prepare and submit IJs • Prepare and submit grant applications • Research new grant funding streams and spearhead grant application process. <p>Outreach and Writing</p> <ul style="list-style-type: none"> • Lead on Annual Report • Prepare legislation and supporting documentation for submittal to the Board of Supervisors. • Work closely with DEM representative to provide additional information/clarification as needed. • Work and assist w/ special projects as needed <p>Supervision</p>	<ul style="list-style-type: none"> • Attend working group meetings as necessary to monitor and evaluate the effectiveness and efficiency of the program’s service delivery system, identify and recommend alternative approaches or improvements; • Provide regional coordination, monitoring, and appropriate oversight and management of grant funded projects to ensure jurisdictions are compliant with grant guidelines and meeting their performance milestones and deliverables; • Coordinate with State and Federal agencies and UASI sites to share best practices; and • Prepare grant applications and written status reports, provide oral presentations and briefings to local and regional emergency management groups, Advisory Groups, Approval Authority, and local, state, and Federal agencies, prepare legislative documents, and maintain all records associated with project activities. • Manage and coach 8600, 8601, and 8602 to ensure accountability of assigned 	<p>50%</p>

	<p>Goal 6 Catastrophic Planning and Response</p>	<ul style="list-style-type: none"> • Manage and coach 8600, 8601, and 8602 during weekly one on one meetings • Perform Mid-Year and Annual Reviews • Ensure accountability of assigned tasks • Oversee summer internship participants <p>Special Projects</p> <ul style="list-style-type: none"> • On an as needed basis be prepared to draft and develop RFPs, RFIs, or contracts <ul style="list-style-type: none"> • Provide assistance to PRND program • Provide regional coordination, monitoring, management, and oversight of grant-funded projects and programs. • Provide support to sub-recipients to ensure that projects are successfully completed 	<p>tasks- including conducting annual performance reviews.</p> <ul style="list-style-type: none"> • Oversee all summer intern program members • Prepare meeting agendas and conduct working group meetings as necessary. <ul style="list-style-type: none"> • Coordinate with PRND National Guard liaison to update policies and procedures for the PRND program. • On an as needed basis, coordinate with state agencies, such as CADPH and CHP to ensure policies align. • Support various program activities such as: <ul style="list-style-type: none"> ○ UASI stakeholder outreach and work group coordination ○ Project research and analysis • Perform research and engage stakeholders in completing PRND risk management gap analysis. • Oversee the development and submission of the Securing the Cities Grant application when funding becomes available. 	<p>25%</p>
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	<p>Goal 7 Community Preparedness</p>	<ul style="list-style-type: none"> • Oversee the development and maintenance of UASI division's Continuity of Operations Plan (COOP) 	<ul style="list-style-type: none"> • Ensure plan/schedule is uploaded and kept up to date in MS Project • Set meeting deadlines with staff and review all draft documents • Provide timely deliverables 	<p>25%</p>
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Ethan Baker Emergency Services Coordinator II M-F 8-5 San Francisco	Management and Administration	Website Planning and Administration	<ul style="list-style-type: none"> • Plan and develop website improvements for public outreach • Update, edit, and post planning documents as needed • Manage maintenance and hosting of site • Train staff and regional users how to upload documents and audio • Conduct quarterly demonstrations of website updates at staff meeting 	25%
		Webgrants Administration	<ul style="list-style-type: none"> • Administer Online Grant Management System • Manage User Access & Permissions Levels & Contact Database • Add/ Edit funding opportunities • Modify application forms for upcoming fiscal years • Prepare communications & outreach materials (alerts management) • Provide trainings on Grant System to stakeholders • Integrate policy and procedural changes into system each year • Process incoming changes • Manage vendor contracting, hosting, and support 	25%
	Goal 6: Catastrophic Planning & Response	Planning, preparation, review, and analysis	<ul style="list-style-type: none"> • Prepare planning materials for stakeholder outreach (including PowerPoints, charts, and other documents) • Gather research materials and design/ layout Annual Report and 3 quarterly Newsletters for stakeholders • Review and edit regional project plan materials as needed • Execute Project Change Requests to ensure compliance • Review and analyze system generated reports from database 	50%

			<ul style="list-style-type: none">• Ensure policies and procedures documents are maintained• Conduct initial review of all submitted project proposals to ensure compliance• Review all programmatic assignments to ensure project proposals are delegated accurately	
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Anthony Perez Emergency Services Coord. 8 am – 5 pm San Francisco	Management and Administration	Coordinate logistics of Approval Authority meetings	<ul style="list-style-type: none"> • Public liaison to the Approval Authority • Prepare, edit , and format documents to be submitted to the Approval Authority • Distribute documents to appropriate staff and Approval Authority members • Upload documents to UASI website • Maintain official records of meetings and official actions of the Approval Authority • Set up and attend Approval Authority meetings 	40%
		Office Management and Administrative Support	<ul style="list-style-type: none"> • Provide administrative support to Management Team • Coordinate logistics of weekly staff meetings • Draft weekly Deputy Director Meeting Report • Liaison to Building Management • Manage the master calendar • Order office supplies • Provide technical support and maintain conference room equipment • Liaison to DEM Human Resources • Liaison to DEM Information Technology • Coordinate Well-Being @ Work Program • Provide updates for EverBridge Mass Notification System 	30%

		<p>Project Support</p> <p>Risk Management Program and Asset Catalog</p> <p>Continuity of Operations Plan</p>	<ul style="list-style-type: none"> • Assist Management Team with special projects including Microsoft Project monitoring, Homeland Security Conference Presentations, newsletters, annual reports, website maintenance, online grants management system, and Summer Intern Program • Research demographic data of schools to determine risk priority levels in Cal COP and provide written updates • Update and maintain Continuity of Operations Plan • Develop and coordinate emergency preparedness drills and readiness activities for Management Team 	<p>30%</p>
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