Los Angeles Unified School District - Job Opportunity

Job Posting Title
Emergency Management and Business Continuity Manager

Reference code
JP22-282-XA1

Minimum Salary
$ 121,000.00 Annual

Maximum Salary
$ 151,000.00 Annual

Application Open Date
11/14/2022

Application Close
12/02/2022

Information about LAUSD

We are LAUSD. We are at the forefront of innovation in public schools, with the serious work of tailoring the learning environment to better serve our community. Here, you will have the opportunity to exercise your potential in the business of education.

We are technical professionals, skilled workers, support staff, executives, and community champions. We do our jobs with a sense of integrity, accountability, and pride in shaping the future.

Our contributions here impact our number one customers - the 600,000 plus K-12 students of LAUSD. With over 1,000 job titles to choose from, build your rewarding career here by joining nearly 30,000 employees, and achieve new levels of success in your career!

All employees must be fully COVID-19 vaccinated and must be able to provide verification of their vaccination status as part of the hiring and onboarding process prior to an official offer of employment to any District site; this includes current employees who are being promoted to a new job class.

Department or School Site

Currently, there is one (1) vacancy in the Office of Emergency Management located in Downtown Los Angeles Headquarters.

Visit us at www.lausdjobs.org
Project

Emergency Management and Business Continuity Manager develops, coordinates, and implements emergency management and business continuity activities and plans and supports comprehensive emergency management efforts of the District.

Benefits

Insurance: Paid premiums for your choice of several medical, dental, vision, and life insurance plans. Retirement: Membership in the California Public Employee Retirement System (CalPERS).
Vacation: Two weeks of paid vacation to start. Three weeks after five years of year-round paid service.
Paid Holidays: Up to 13 days.

Job Duties/Responsibilities

Typical Duties Include:
- Participates in the District’s emergency management strategy planning and development.
- Develops, coordinates, and maintains the District’s business continuity strategies, plans, and procedures.
- Coordinates and works with various departments on the planning, development, coordination, implementation, and maintenance of business continuity efforts and emergency management plans.
- Coordinates, facilitates, and implements preparedness efforts by identifying relationships and dependencies among various departments and recommends collaborative mitigation, preparedness, response, recovery, and continuity solutions.
- Coordinates and conducts business continuity and departmental emergency management planning and development meetings, trainings, and exercises for District staff.
- Consults with various departments regarding the development, review, analysis, and progress of mitigation, preparedness, response, recovery and continuity procedures and plans.
- Participates in the identification of vulnerabilities and gaps in various departments’ business continuity and emergency plans and coordinates solutions to address areas of weakness.
- Communicates project status by preparing and presenting reports, correspondence, and presentations including description of goals, planning, scheduling, timelines, execution, results, analysis, conclusions, and recommendations.
- Coordinates and integrates District emergency management and continuity plans into a broader regional emergency framework including the Red Cross, LA County Operational Area, State of California Office of Emergency Services, Federal Emergency Management Agency (FEMA), and U.S. Department of Homeland Security.
- Researches and analyzes best practices and data from other school districts and government agencies and recommends implementation strategies for the District.
- Assists with the coordination and management of the Emergency

Visit us at www.lausdjobs.org
Operations Center (EOC), including responder staff, activation, and setup of the EOC and the development of incident action plans (IAP's) and EOC reports during activations.

- Contributes to EOC and Office of Emergency Management (OEM) projects and initiatives and promotion of the resources and trainings offered by OEM.

For full detail of the class description, please visit: http://www.lausd.k12.ca.us/lausd/offices/personnel/class/class_comp/cds/cc4028.PDF

Minimum Requirements

EDUCATION
Graduation from a recognized college or university with a bachelor’s degree, preferably in emergency management, public safety, business or public administration, public health or a related field. A graduate degree in one of the aforementioned areas is preferable.

EXPERIENCE:
Four years of combined experience in planning or development, and implementation of organization-wide business continuity or emergency plans.

SPECIAL:
- Evidence of successful completion of the following Federal Emergency Management FEMA Independent Study program courses: IS-100.c, IS-200.c, IS-700.b, and IS-800.d
- Certified Emergency Manager (CEM) certification issued by the International Association of Emergency Managers (IAEM), or Certified Business Continuity Professional (CBCP) certification issued by DRI International is preferable
- A valid driver’s license to legally operate a motor vehicle in California
- Use of an automobile

SPECIAL NOTES:
Travel to locations throughout Los Angeles County is required. Required to respond to the Emergency Operations Center during off-hours and/or work extended periods of time during an emergency.

Desirable Qualifications

An ideal candidate for Emergency Management and Business Continuity Manager has considerable experience developing and implementing continuity and/or emergency plans for large organizations or local governments and synthesizing internal and external resources and information into the plans. The ideal candidate is adept at analyzing organizational emergency and continuity needs, vulnerabilities, and gaps using a variety of sources and methods. The EM&BC Manager will be able to contribute to the comprehensive work of the Office of Emergency Management and act as subject matter expert on a variety of BC and EM topics. The ideal candidate is comfortable taking a leadership role in the
LAUSD Emergency Operations Center, is solution-oriented and is a skilled facilitator and collaborator. The ideal candidate demonstrates substantial knowledge of current emergency management and business continuity principles, procedures, and best practices, including phases of disaster management, EOC operations, Incident Command System (ICS), National Incident Management System (NIMS), and California’s Standardized Emergency Management System (SEMS).

**Employment Selection Process**

The selection process will tentatively consist of a Training and Experience (T & E) Evaluation and a Technical Interview. In a typical T & E, the training and experience shown on your application materials, including resume and cover letter, is evaluated in relation to the background, experience and competencies identified for successful performance in this job. For this reason, it is recommended that your application materials clearly show all of your relevant experience and specialized skills, knowledge and abilities. Those candidates who receive highest T&E scores will be invited to participate in the Interview process.

Please be sure to include correspondence from @lausd.net as an approved sender so that messages aren't accidentally placed into your spam/junk e-mail folder.

We anticipate receiving a number of well qualified applicants for this position; therefore, there will be a competitive process. The hiring departments have requested that we proceed with the selection process in an expeditious and timely manner. To honor this request we will be adhering to a pre-planned employment assessment schedule. For up-to-date information about test dates, view our testing schedule by visiting our website at [http://www.lausdjobs.org](http://www.lausdjobs.org) - My LAUSD Career/Hiring Process/Pre-Employment Testing Process. As testing dates may change, we encourage you to visit this site periodically to confirm testing schedules. If you are unable to attend the scheduled dates, please note that we recruit for this position on a regular basis. We encourage you to visit our website, [http://www.lausdjobs.org](http://www.lausdjobs.org), periodically to check for the next recruitment and we encourage you to apply again. For more information about the LAUSD employment assessment process, visit the ‘My LAUSD Career’ section of our website at [http://www.lausdjobs.org](http://www.lausdjobs.org).

**Application Process**

DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION?

Please visit www.lausdjobs.org and click on "help desk service request form" located to the left of the Quick Links.

To find out whether the application deadline has been extended, visit the website at: [http://www.lausdjobs.org](http://www.lausdjobs.org).

Visit us at www.lausdjobs.org
The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion.

Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information.

Selection and promotion are based on a competitive employment assessment process. Candidates who pass all parts of the assessment process are placed on a hiring (eligibility) list based on their assessment score. Hiring departments may make job offers to candidates on the top three ranks of the hiring list. Eligibility typically lasts for 12 months. The hiring list resulting from this assessment process may be used to fill open positions in related job classifications.

Follow us on:

https://www.instagram.com/lausdjobs/
https://twitter.com/LAUSDjobs
https://www.facebook.com/lausdjobs
https://www.linkedin.com/groups/1997274/