

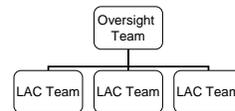
## Local Assistance Center (LAC) Oversight Positions

### Children's Area Manager Training

LAC Just-In-Time Training

## Oversight Team Purpose

- The Oversight Team is responsible for the initial planning activities of the LAC(s) and ongoing decisions. The team ensures that disaster relief efforts are provided in a standardized and consistent manner throughout all LAC operations. The team activates and directs the activities of the LAC through the LAC Manager.



## Children's Area Manager Position Description

- Coordinate with YMCA CRS
  - Work with YMCA Childcare Resources Service (CRS) to initiate Children's Area at each LAC.
  - Coordinate with YMCA CRS' Emergency Operation Center.
  - Work with YMCA CRS to create work schedules for Children's Area Workers and request additional staff if needed.
- Communicate
  - Maintain communication with Children's Area Supervisor.
  - Establish communication with Save the Children for additional resources.

## Children's Area Manager Position Description

- Manage
  - Coordinate with Oversight Manager and YMCA CRS to ensure child care services and supplies.
  - Oversee Children's Area Supervisors and assist with issues beyond their control.
  - Troubleshoot onsite issues with the Children's Area Supervisor.

## Quick Tips

- Check in with Oversight Manager
- Coordinate with YMCA CRS and LAC Children's Area Supervisors
- Review Children's Area Manager Checklist

## Good Luck

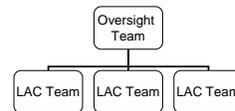
- Remember, the Children's Area Manager is responsible for coordinating with the YMCA CRS to ensure the safety of the children at the LACs.
- Thank you for your commitment.

## Local Assistance Center (LAC) Oversight Positions Community Liaison Training

LAC Just-In-Time Training

## Oversight Team Purpose

- The Oversight Team is responsible for the initial planning activities of the LAC(s) and ongoing decisions. The team ensures that disaster relief efforts are provided in a standardized and consistent manner throughout all LAC operations. The team activates and directs the activities of the LAC through the LAC Manager.



## Community Liaison Position Description

- Coordinate
  - Coordinate with County departments to activate their participation at LAC.
  - Work with the LAC Team Ombudsman on community issues.
  - Direct donations requests and inquiries to the pre-identified agencies listed in the EOC Binder (Donations are not accepted at LACs).
- Establish Community Contacts
  - Attend community meetings and provide County updates.
  - Establish contact with local community leader in the affected areas to establish communication regarding County and LAC services.

## Community Liaison Position Description

- Track Organizations
  - Follow established agreements with local/national organizations or business to bring in additional resources.
- Stay Informed of Recovery Efforts

## Quick Tips

- Check in with Oversight Manager
- Coordinate with Ombudsman
- Keep the contact information of participants so writing “Letters of Appreciation” is easier
- Review Community Liaison Checklist

## Good Luck

- Remember, the Community Liaison is responsible for establishing communication between the local communities and the County services.
- Thank you for your commitment.

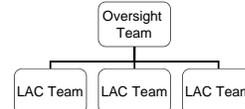
## Local Assistance Center (LAC) Oversight Positions

### Facilities Project Manager Training

LAC Just-In-Time Training

## Oversight Team Purpose

- The Oversight Team is responsible for the initial planning activities of the LAC(s) and ongoing decisions. The team ensures that disaster relief efforts are provided in a standardized and consistent manner throughout all LAC operations. The team activates and directs the activities of the LAC through the LAC Manager.



## Facilities Project Manager Position Description

- **Coordinate**
  - Coordinate with Oversight Team Purchasing Representative for the set up of needed services and equipment.
  - Consult with Oversight Team Finance Representative on cost documentation.
  - Work with the Department of Public Works (DPW) Carto Services team for signs, banners, name badges, and wall signs for identifying LACs.
  - Coordinate transportation services of equipment and human resources to and from LACs.
  - Work with onsite Facilities personnel.
  - Coordinate the return of all rentals and equipment.
  - Serve as a Point of Contact for contracted services.

## Facilities Project Manager Position Description

- **Manage**
  - Oversee the planning, design, construction, remodeling and renovation of the facilities.
  - Ensure the facilities are compliant with the Americans with Disabilities Act (ADA).
- **Reference**
  - Reference the LAC Checklist Template to help organize and establish services for LAC sites.

## Quick Tips

- Check in with Oversight Manager
- Reference the LAC Checklist Template to assist with LAC site set up
- Coordinate with the LAC Team Facilities Operations Representative to maintain daily operations
- Review Facilities Project Manager Checklist

## Good Luck

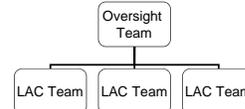
- Remember, the Facilities Project Manager is responsible overseeing the planning, design, construction, remodeling, and renovation of the facilities.
- Thank you for your commitment.

## Local Assistance Center (LAC) Oversight Positions Finance Representative Training

LAC Just-In-Time Training

## Oversight Team Purpose

- The Oversight Team is responsible for the initial planning activities of the LAC(s) and ongoing decisions. The team ensures that disaster relief efforts are provided in a standardized and consistent manner throughout all LAC operations. The team activates and directs the activities of the LAC through the LAC Manager.



## Finance Representative Position Description

- **Communicate**
  - Report to the Finance Section Chief in the EOC to fully understand the requirement for documenting cost for possible reimbursement.
  - Negotiate contracts for additions/changes to services in accordance with County policy or in coordination with the Oversight Team Purchasing Representative.
- **Manage**
  - Provide supervision and guidance to the LAC Team Accounting Specialists.

## Finance Representative Position Description

- **Document**
  - Communicate and document POETA information to employees and to the Finance and Human Resources staff of County departments.
  - Enter and update channeled requests in WebEOC (if available).
  - Channel big ticket requests through EOC Logistics or Finance to obtain appropriate POETA request or Emergency Response Purchase Order (ERPO) number.

## Quick Tips

- Check in with Oversight Manager
- Consult with the Finance Section Chief
- Oversee LAC Team Accounting Specialists
- Review Finance Representative Checklist

## Good Luck

- Remember, the Finance Representative is responsible for managing and documenting all financial elements for the procurement and operations of the LAC facilities.
- Thank you for your commitment.

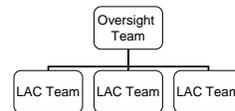
## Local Assistance Center (LAC) Oversight Positions

Health and Human Services  
Agency (HHSA) Resource  
Coordinator Training

LAC Just-in-Time Training

## Oversight Team Purpose

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## HHSA Resource Coordinator Position Description

- Coordinate
  - Coordinate the distribution of all HHSA LAC Operations.
  - Coordinate contractor support for HHSA staff.
  - Coordinate with HHSA staff, contractors or other agencies for LAC if needed.
- Manage
  - Oversee, troubleshoot and provide support for HHSA services at LAC locations.
  - Collect updates on equipment malfunctions and service complaints.
  - Coordinate additional staff support for LAC sites with the HHSA Human Resources representative.

## HHSA Resource Coordinator Position Description

- Communication
  - Maintain communication channels with the LAC Team HHSA Liaison and assist with their requests.

## Quick Tips

- Check in with Oversight Manager
- Communicate with HHSA Liaisons to determine support, supplies, and resources
- Review HHSA Resource Coordinator Checklist

## Good Luck

- Remember, the HHSA Resource Coordinator is responsible for overseeing HHSA Liaisons and monitoring the HHSA service levels at the LAC sites.
- Thank you for your commitment.

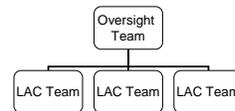
## Local Assistance Center (LAC) Oversight Positions

### Human Resources (HR) Representative

LAC Just-in-Time Training

## Oversight Team Purpose

- The Oversight Team is responsible for the initial planning activities of the LAC(s) and ongoing decisions. The team ensures that disaster relief efforts are provided in a standardized and consistent manner throughout all LAC operations. The team activates and directs the activities of the LAC through the LAC Manager.



## Human Resources (HR) Representative Position Description

- Coordinate
  - The HR Representative coordinates with the Oversight Manager to identify positions needed at LACs.
  - You will coordinate with County departments to get positions staffed and help dispatch personnel.
  - If the LAC Manager determines special needs, such as language translation, exist you will help get the appropriate people to the LAC to fill the need.
- Monitor
  - Once LACs open, the HR Representative will monitor staffing patterns to ensure personnel receive appropriate days off.
  - Check in with LAC Managers to verify staff schedules and respond to any deficiencies or overages in coverage.
  - Help the LAC Managers assess the need for stress debriefing of LAC Personnel.

## HR Representative Position Description

- Advise
  - The Human Resources Representative will give advice to LAC Managers relating to any topic on human resources or personnel-related matters.

## Quick Tips

- Check in with Oversight Manager
- Review Human Resources Representative Checklist
- Review Human Resources policies as they relate to Disaster Service Workers
- Thank you for your commitment

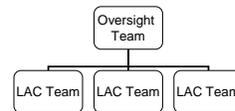
## Local Assistance Center (LAC) Oversight Positions

### Intergovernmental Affairs Liaison Training

LAC Just-in-Time Training

## Oversight Team Purpose

- The Oversight Team is responsible for the initial planning activities of the LAC(s) and ongoing decisions. The team ensures that disaster relief efforts are provided in a standardized and consistent manner throughout all LAC operations. The team activates and directs the activities of the LAC through the LAC Manager.



## Intergovernmental Affairs Liaison Position Description

- Compile
  - Research and communicate with County technical staff and program administrators to find out answers to questions.
  - Compile issue documents and white papers.
  - Organize and facilitate briefings for elected officials and their staff.
- Coordinate
  - Work with elected state and federal officials' presence at LACs with the LAC Manager.

## Intergovernmental Affairs Liaison Position Description

- Report
  - Respond to elected officials' requests for information and questions with accuracy and political awareness.
  - Refer to County policies, procedures, and practices to explain actions.
  - Provide updates to the Oversight Manager
  - Report to the Director of the Office of Strategy and Intergovernmental Affairs (OSIA) on intergovernmental liaison activities.

## Quick Tips

- Check in with Oversight Manager
- Provide updates to the Director of Office of Strategy and Intergovernmental Affairs (OSIA)
- Review Intergovernmental Affairs Liaison Checklist

## Good Luck

- Remember, the Intergovernmental Affairs Liaison is responsible for organizing and facilitating briefings for elected officials and their staff.
- Thank you for your commitment.

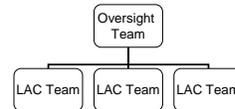
## Local Assistance Center (LAC) Oversight Positions

### Information Technology (IT) Representative Training

LAC Just-in-Time Training

## Oversight Team Purpose

- The Oversight Team is responsible for the initial planning activities of the LAC(s) and ongoing decisions. The team ensures that disaster relief efforts are provided in a standardized and consistent manner throughout all LAC operations. The team activates and directs the activities of the LAC through the LAC Manager.



## Information Technology (IT) Representative Position Description

- Coordinate
  - Communicate with Deployment Phase Subject Matter Expert over IT to finalize IT projects at the LAC sites.
  - Work with the LAC Managers and Information Technology Technicians for needed services and resources for the LACs.
  - Coordinate with IT personnel for services at all LACs.
  - Work with IT resources to accommodate FEMA equipment and personnel if needed.
- Manage
  - Provide direction to technicians to ensure overall efficiency of services.

## IT Representative Position Description

- Consult
  - Consult with the Finance Representative on cost documentation requirements.
  - Discuss procurement decisions with the Purchasing Representative.
  - Consult with the Finance Representative and work with the Vendor Representatives for additional changes to contract agreements.

## Quick Tips

- Check in with Oversight Manager
- Talk with Deployment Phase Subject Matter Expert over IT to finish IT projects at the LAC
- Review IT Representative Checklist

## Good Luck

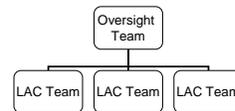
- Remember, the IT Representative is responsible for coordinating with IT Technicians to maintain communication and network capabilities.
- Thank you for your commitment.

## Local Assistance Center (LAC) Oversight Positions Media Relations Manager Training

LAC Just-In-Time Training

## Oversight Team Purpose

- The Oversight Team is responsible for the initial planning activities of the LAC(s) and ongoing decisions. The team ensures that disaster relief efforts are provided in a standardized and consistent manner throughout all LAC operations. The team activates and directs the activities of the LAC through the LAC Manager.



## Media Relations Manager Position Description

- Coordinate
  - Coordinate media updates received from the LAC Team, Communication Specialist to the Oversight Manager and Cal EMA LAC Coordinator.
  - Coordinate LAC Media press releases.
  - Coordinate with the County's Web Content Manager for the re-launch and continuous updating of the County's Recovery Website: [sdcountyrecovery.com](http://sdcountyrecovery.com)
- Manage
  - Direct LAC Team Communications Specialist to provide regular updates to media.
  - Work with LAC Team Communications Specialist to accommodate all requests for interviews.
  - Ensure a media representative is present to handle media questions.

## Media Relations Manager Position Description

- Report
  - Keep the Oversight Manager aware of all interviews.
  - Provide guidance for handling media request to the Oversight Manager.
  - Facilitate public awareness of the opening, closing, and status of the LACs.

## Quick Tips

- Check in with Oversight Manager
- Communicate with LAC Team Communications Specialist
- Review Media Relations Manager Checklist

## Good Luck

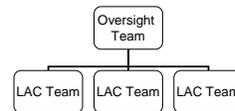
- Remember, the Media Relations Manager is responsible for providing guidance for handling media to create and distribute a unified message.
- Thank you for your commitment.

## Local Assistance Center (LAC) Oversight Positions Oversight Manager Training

LAC Just-in-Time Training

## Oversight Team Purpose

- The Oversight Team is responsible for the initial planning activities of the LAC(s) and ongoing decisions. The team ensures that disaster relief efforts are provided in a standardized and consistent manner throughout all LAC operations. The team activates and directs the activities of the LAC through the LAC Manager.



## Oversight Manager Position Description

- **Oversee**
  - Serve as the representative for the Development Phase Subject Matter Experts.
  - Oversee the operations of the Oversight Team.
  - Develop and initiate the Demobilization Plan.
  - Resolve daily issues beyond the control of the LAC Managers.
- **Coordinate**
  - Communicate with EOC Director and Recovery Coordinator to determine locations and standard operating hours for all sights.
  - Coordinate with State and Federal representatives to secure their presence at the LACs
  - Work with Human Resources to develop a schedule for LAC Managers and staff.
  - Coordinate with the Recovery Coordinator and Recovery Manager.

## Oversight Manager Position Description

- **Information**
  - Be a conduit of information to and from the LACs.
  - Collect daily information from the LAC Managers.
  - Compile daily reports.
  - Attend LAC staff meetings when appropriate.
- **Discuss**
  - Discuss procurement related decisions with the Purchasing Representative.
  - Discuss financial documentation requirements with the Finance Representative.

## Quick Tips

- Check in with the Lead Deployment Phase Subject Matter Expert
- Establish communications with LAC Managers
- Contact Oversight Team Members to report for duty
- Meet with Oversight Team Members to establish an operational plan for establishing the LACs
- Review Oversight Manager Checklist

## Good Luck

- Remember, the Oversight Manager is responsible for overseeing all activities related to providing disaster relief efforts in a standardized and consistent manner throughout all LAC operations.
- Thank you for your commitment.

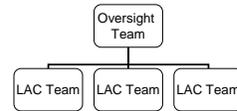
## Local Assistance Center (LAC) Oversight Positions

### P-CARD Representative Training

LAC Just-in-Time Training

## Oversight Team Purpose

- The Oversight Team is responsible for the initial planning activities of the LAC(s) and ongoing decisions. The team ensures that disaster relief efforts are provided in a standardized and consistent manner throughout all LAC operations. The team activates and directs the activities of the LAC through the LAC Manager.



## P-CARD Representative Position Description

- Monitor
  - Monitor P-CARD purchases at the LACs for proper usage.
- Guidance
  - Give guidance on County established methods relating to the use of P-CARDS.

## Quick Tips

- Check in with Oversight Manager
- Remind P-CARD Holders to follow existing procedures for P-Card purchases
- Review P-CARD Representative Checklist

## Good Luck

- Remember, the P-CARD Representative is responsible for giving guidance on County established methods relating to the use of P-CARDS and monitoring P-CARD purchases at LACs for proper usage. During an emergency, the same rules apply.
- Thank you for your commitment.

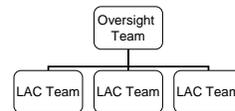
## Local Assistance Center (LAC) Oversight Positions

### Purchasing Representative Training

LAC Just-In-Time Training

## Oversight Team Purpose

- The Oversight Team is responsible for the initial planning activities of the LAC(s) and ongoing decisions. The team ensures that disaster relief efforts are provided in a standardized and consistent manner throughout all LAC operations. The team activates and directs the activities of the LAC through the LAC Manager.



## Purchasing Representative Position Description

- Guide
  - Advise the Oversight Team and LAC Team P-Card Holder on previously established County purchasing practices and policies. Even though this is in response to an emergency, existing procurement procedures must be followed.
  - Provide guidance on existing Blanket Purchase Agreements and options of entering into new agreement.
- Procurement
  - Coordinate with the Oversight Team Facilities Project Manager and Purchasing and Contracting to procure resources and services for LAC sites.
  - Review large requests requiring signature authority.

## Purchasing Representative Position Description

- Document
  - Record and document all requests, bids (explanations of lack of bids), and purchases on the Emergency Purchases Log and Requisition Form.
  - Document exactly how prices paid were determined to be “fair and reasonable”.
  - Document and let the appropriate site people know of items requested for delivery or pick-up.

## Quick Tips

- Check in with Oversight Manager
- Consult with the Procurement/Supply Unit at the EOC
- Oversee LAC Team P-Card Holders at each site
- Review guidelines for Emergency Requisition Form
- Review Purchasing Representative Checklist

## Good Luck

- Remember, your actions and answers will help guide individual LAC sites and they need to be correct. If you don't know, please, ask.
- Thank you for your commitment.