Local Assistance Center (LAC) Oversight Positions

Human Resources (HR) Representative

Overview 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