

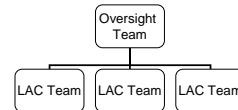
Local Assistance Center (LAC) Oversight Positions

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