

*California Department of Fish and Game
Office of Spill Prevention and Response
Position Task Book*

Environmental Unit Clerical Specialist

POSITION TASK BOOK ASSIGNED TO:

INDIVIDUAL'S NAME, OFFICE LOCATION, AND PHONE NUMBER

POSITION TASK BOOK INITIATED BY:

OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER

LOCATION AND DATE THAT POSITION TASK BOOK WAS INITIATED

DEPARTMENT OF FISH & GAME – OFFICE OF SPILL PREVENTION & RESPONSE

CERTIFICATION LETTER

RECOMMENDATION/CERTIFICATION OF COMPLETED TASK BOOK FOR THE POSITION OF:

ENVIRONMENTAL UNIT CLERICAL SPECIALIST

FINAL EVALUATOR’S RECOMMENDATION

I verify that _____ has completed all requirements necessary to perform the duties in this position, has successfully performed as a trainee, and should therefore be considered for certification in this position.

FINAL EVALUATOR’S SIGNATURE AND DATE

FINAL EVALUATOR’S PRINTED NAME, TITLE, AND PHONE NUMBER

CERTIFICATION

Note: The Certifying Official is the OSPR Administrator or a designee. Currently OSPR Branch Chiefs hold designee authority.

I certify that _____ has met all requirements for qualification in this position and that such qualification has been issued. You are authorized to carry out the responsibilities of this position within the scope of your qualification.

This Letter of Certification should be retained as part of your personal Training Record.

THIS CERTIFICATION IS GOOD FOR FIVE YEARS FROM DATE OF ISSUE.

CERTIFYING OFFICIAL’S SIGNATURE AND DATE

CERTIFYING OFFICIAL’S PRINTED NAME, TITLE, AND PHONE NUMBER

INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

Position Task Books (PTBs) were developed for designated positions as described under the National Interagency Incident Management System (NIIMS) and have been incorporated into the National Incident Management System (NIMS). The position task book is used by the authority having jurisdiction to certify that the person to whom the task book belongs meets the standards recommended by the National (NIMS) Integration Center (NIC).

Each PTB lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation that the trainee be certified in that position. Evaluation and confirmation of the individual's performance of all the tasks may involve more than one evaluator and can occur on incidents, in classroom simulation, and in other work situations. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All bullet statements within a task that require an action (contain an action verb) must be demonstrated before that task can be signed off.

A brief list of responsibilities also appears below.

RESPONSIBILITIES:

1. The **Agency Management** is responsible for:
 - Selecting trainees based on the needs of their organization.
 - Providing opportunities for evaluation and/or making the trainee available for evaluation.
2. The **Individual** is responsible for:
 - Reviewing and understanding instructions in the PTB.
 - Identifying desired objectives/goals.
 - Providing background information to an evaluator.
 - Satisfactorily demonstrating completion of all tasks for an assigned position.
 - Assuring the evaluation record is complete.
 - Notifying their Supervisor when the PTB is completed.
 - Keeping the original PTB in personal records.
3. The **Evaluator** is responsible for:
 - Being qualified and proficient in the position being evaluated.
 - Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
 - Reviewing tasks with the trainee.
 - Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
 - Identifying tasks to be performed during the evaluation period.
 - Accurately evaluating and recording demonstrated performance of tasks. Dating and initialing completion of the task shall document satisfactory performance. Unsatisfactory performance shall be documented in the Evaluation Record.
 - Completing the Evaluation Record found at the end of each PTB.
4. The **Final Evaluator** is responsible for signing the verification statement inside the front cover of the PTB when all tasks have been initialed.
5. The **Supervisor** or designee is responsible for:
 - 5. Issuing the PTB to document task performance.

- Explaining to the trainee the purpose and processes of the PTB, as well as the trainee's responsibilities.
 - Tracking progress of the trainee.
 - Identifying incident evaluation opportunities.
 - Identifying and assigning an evaluator that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
 - Documenting the assignment.
 - Conducting progress reviews.
 - Conducting a closeout interview with the trainee and evaluator and assuring that documentation is proper and complete.
6. The **Agency Head** or designee is responsible for:
- Final Sign-off the PTB which certifies the Individual as qualified to fill the position on an response.

Environmental Unit Clerical Specialist

REQUIRED TRAINING	ICS-300 Intermediate ICS Course
PREREQUISITES	None
TARGET PERSONNEL	OSPR Scientific Clerical Support Staff.
CERTIFYING OFFICIAL	OSPR Scientific Manager
FITNESS STANDARD	Easy
CURRENCY	1 Year
CURRENCY REQUIREMENTS	Every Year: Serve as EU Clerical Specialist at a one day drill or spill.
OTHER POSITION REQUIREMENTS THAT WILL MAINTAIN CURRENCY	None

RECORD OF VERIFYING OFFICERS

Date	Title	Verifying Officer's Name	ICS Qual	Initials

Record of Completion	Date	Verifying Official's Signature
Training Prerequisites 1. Completion of Training Courses: a. ICS-300 Intermediate ICS Course		
Completion of EU Clerical Specialist Position Task Book		
Successful Participation in two full day drills or spills serving as EU Clerical Specialist		
Qualification/Certification Letter (page 2) submitted for approval.		
Qualification/Certification Letter (page 2) recorded by OSPR Training Department.		

Organization: Department of Fish & Game, Office of Spill Prevention & Response
Position Title: Environmental Unit Clerical Specialist

Assessment Record: Employee Common Tasks (Page 1 of 4)			
Assessment Period: Start Date ___/___/___ to End Date: ___/___/___	Task Completed	Date Completed	Evaluator's Signature
Employee Name: _____			
Task 1: Assume Environmental Unit Clerical Specialist responsibilities			
Sub-Task 1: Ensure readiness for assignment.			
1.1 Obtain and assemble materials needed for appropriate deployment kits.	<input type="checkbox"/>		
Sub-Task 2: Ensure availability, qualifications, and capabilities of resources to complete assignment.			
2.1 Coordinate with EUL and other functional areas to obtain work space and resources to necessary to perform job.	<input type="checkbox"/>		
2.3 Locate and check out appropriate OSPR "Go Kits".	<input type="checkbox"/>		
Sub-Task 3: Gather, update, and apply situational information relevant to the assignment.			
3.1 Obtain complete information from dispatch upon activation including incident name, reporting location and time, transportation arrangements/travel routes, and contact procedures during travel (telephone/radio).			
3.2 Obtain initial briefing from EUL.	<input type="checkbox"/>		
3.3 Establish situation awareness pertinent to Environmental Unit and to assess the incident assignment.	<input type="checkbox"/>		
Sub-Task 4: Establish effective relationships with relevant personnel.			
4.1 Establish and maintain positive interpersonal and interagency working relationships.	<input type="checkbox"/>		
4.2 Establish and maintain communication with relevant ICP personnel (e.g. RESL, FOBS, Federal and State Resource trustees, etc.).	<input type="checkbox"/>		
4.3 Assist in creating a work environment that provides mutual respect and equal opportunity for all personnel assigned to the incident.	<input type="checkbox"/>		
4.4 Represent OSPR in a professional manner when working with internal and external parties.	<input type="checkbox"/>		
Sub-Task 5: Ensure ability to use tools necessary to complete assignment.			
5.1 Demonstrate expertise in Microsoft Suite (Word and Excel) and appropriate email systems.	<input type="checkbox"/>		
5.2 Demonstrate expertise in designing and maintaining a filing system.	<input type="checkbox"/>		
5.3 Demonstrate an understanding of the Area Contingency Plan's 9800 Section.	<input type="checkbox"/>		
Sub-Task 6: Understand and comply with ICS concepts and principles.			
6.1 Demonstrate understanding of common ICS terminology.	<input type="checkbox"/>		
6.2 Coordinate with other units & sections for completion of work assignments.	<input type="checkbox"/>		
6.3 Demonstrate ability to follow proper check-in/check-out procedures.	<input type="checkbox"/>		

Assessment Record: OSPR Employee Common Tasks (Page 2 of 4)	Task Completed	Date Completed	Evaluator's Signature
Task 2: Communicate effectively			
Sub-Task 1: Ensure relevant information is exchanged during briefings and debriefings.			
1.1: Brief and keep EUL informed and updated.	<input type="checkbox"/>		
1.2: Understand command expectations (priorities, objectives, limitations and constraints, operating policies, etc.).	<input type="checkbox"/>		
1.3: Identify pertinent information associated with operational period meetings and briefings.	<input type="checkbox"/>		
1.4: Attend briefings as requested by EUL.	<input type="checkbox"/>		
Sub-Task 2: Ensure documentation is complete and disposition is appropriate.			
2.1: Maintain appropriate unit files based on agency and incident requirements.	<input type="checkbox"/>		
2.2: Maintain and submit Unit Log (ICS-214) and OSPR Daily Activity Report.	<input type="checkbox"/>		
2.3: Ensure that incident documentation is completed as required by the Unified Command and EUL.	<input type="checkbox"/>		
2.4: Describe the use of the following ICS forms and who uses them: ICS-213, ICS-213RR, and ICS-214.	<input type="checkbox"/>		
Sub-Task 3: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.			
3.1: Review documents and plans requested by EUL.	<input type="checkbox"/>		
3.2: Prepare for and participate in meetings as requested by EUL.	<input type="checkbox"/>		
3.3: Identify appropriate / inappropriate information for internal and external use. Take measures to safeguard confidential information and records.	<input type="checkbox"/>		
3.4: Provide timely feedback in response to requests from EUL and other ICS sections.	<input type="checkbox"/>		
Sub-Task 4: Prepare written reports and other documents.			
4.1: Participate in the development of the IAP or relevant plan for the next operational period.	<input type="checkbox"/>		
4.2: Use computer software and programs required to support task performance.	<input type="checkbox"/>		
4.3: Write clear and concise emails and other written documents.	<input type="checkbox"/>		
4.4: Write documents that are organized and appropriate for intended audience.	<input type="checkbox"/>		
4.5: Proofread documents before submission to ensure correct grammar, spelling, punctuation.	<input type="checkbox"/>		
4.6: Produce complete and accurate reports using established formats.	<input type="checkbox"/>		
4.7: Participate in the preparation of other documents, as necessary.	<input type="checkbox"/>		

Assessment Record: OSPR Employee Common Tasks (Page 3 of 4)	Task Completed	Date Completed	Evaluator's Signature
Task 3: Ensure completion of assigned actions to meet identified objectives			
Sub-Task 1: Document Environmental Unit actions and information.			
1.1: Document, time-stamp, and file Resources at Risk priorities (ICS-232)			
1.2: Document, time-stamp, and file any information on potential or actual wildlife impacts.	<input type="checkbox"/>		
1.3: Document, time-stamp, and file any information on potential or actual oil impacts upon shoreline.	<input type="checkbox"/>		
1.4: Document, time-stamp, and file any information on Fisheries Closures.			
1.5: Document, time-stamp, and file any information on Applied Response Technologies.	<input type="checkbox"/>		
1.6: Document date and time of notifications to OWCN and Resource Trustees/Managers.	<input type="checkbox"/>		
1.7: Document EU review of proposed response actions and identified measures to avoid, minimize, restore, or compensate for adverse impacts.	<input type="checkbox"/>		
Sub-Task 2: Document and file Environmental Unit and other pertinent response documents.			
2.1: Copy, collate, distribute, and file technical spill-specific guidance documents (e.g., cleanup endpoints, fact sheets).	<input type="checkbox"/>		
2.2: Organize documentation of potential UC non-compliance environmental regulations.	<input type="checkbox"/>		
2.3: Assist Historic Properties Specialist with acquisition of resources by obtaining PRFA or other forms.	<input type="checkbox"/>		
2.4: Copy, collate, distribute, and file spill-specific plans (IAPs, Waster Management plans, etc.)	<input type="checkbox"/>		
Sub-Task 3: Assist Environmental Unit Leader in managing and preparing EU documentation			
3.1: Help EUL organize and file documents (e.g., correspondence, maps, research notes, project descriptions, consultation letters, meeting and phone call minutes, photographs, forms, reports, agreements).	<input type="checkbox"/>		
3.2: Assist EUL with verification of accuracy of all documentation generated by EU.	<input type="checkbox"/>		
3.3: Assist EUL with completion of daily Unit Activity Log.	<input type="checkbox"/>		
3.4: Assemble and update spill-specific EU Contact List.	<input type="checkbox"/>		
3.5: Assist EUL with tracking status of boom deployments.	<input type="checkbox"/>		
Sub-Task 4: Plan for demobilization and ensure demobilization procedures are followed.			
4.1: Ensure EUL has pertinent information on your time requirements for Demobilization.	<input type="checkbox"/>		
4.2: Demonstrate the ability to efficiently go through the Demobilization process..	<input type="checkbox"/>		

Assessment Record: OSPR Employee Common Tasks (Page 4 of 4)	Task Completed	Date Completed	Evaluator's Signature
Sub-Task 5: Ensure functionality of equipment.			
5.1: Maintain functionality of individual equipment such laptop computer, camera, accessories, etc.	<input type="checkbox"/>		
5.1: Alert EUL if equipment failure occurs.	<input type="checkbox"/>		
Sub-Task 6: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.			
6.1: Coordinate relief process.	<input type="checkbox"/>		

Evaluation Record

TRAINEE NAME

TRAINEE POSITION

#1	Evaluator's name: Incident/office title & agency:			
Evaluator's home unit address & phone:				
Name and Location of Incident or Situation <i>(agency & area)</i>	Incident Kind <i>(Hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)</i>	Number & Type of Resources Pertinent to Trainee's Position	Duration <i>(inclusive dates in trainee status)</i>	
			to	
<p>The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee.</p> <p>_____ The individual has successfully performed all tasks for the position and should be considered for certification.</p> <p>_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.</p> <p>_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.</p> <p>_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.</p> <p>Recommendations: _____</p> <p>_____</p> <p>Date: _____ Evaluator's initials: _____</p> <p>Evaluator's relevant agency certification or rating: _____</p>				

#2	Evaluator's name: Incident/office title & agency:			
Evaluator's home unit address & phone:				
Name and Location of Incident or Situation <i>(agency & area)</i>	Incident Kind <i>(Hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)</i>	Number & Type of Resources Pertinent to Trainee's Position	Duration <i>(inclusive dates in trainee status)</i>	
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