

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

Resource at Risk 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:

RESOURCE AT RISK 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.

Resource at Risk Specialist

REQUIRED TRAINING	ICS-300 Intermediate ICS Course
PREREQUISITES	None
TARGET PERSONNEL	OSPR Scientific Field Response Team members.
CERTIFYING OFFICIAL	OSPR Scientific Manager
FITNESS STANDARD	Easy
CURRENCY	1 Year
CURRENCY REQUIREMENTS	Every Year: Serve as RAR Specialist at a one day drill or spill.
OTHER POSITION REQUIREMENTS THAT WILL MAINTAIN CURRENCY	EUL, SCAT Coordinator

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 RAR Specialist Position Task Book		
Successful Participation in two full day drills or spills serving as RAR Specialist or Assistant RAR 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: Resources at Risk (RAR) 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 Resources at Risk (RAR) Specialist responsibilities			
Sub-Task 1: Ensure readiness for assignment.			
1.1 Obtain and assemble materials needed for appropriate deployment kits.	<input type="checkbox"/>		
1.2 Identify unique characteristics, limitations and constraints of your AOR that may influence your ability to perform as a RAR Specialist (e.g. geography, weather, technology, tides, culture, etc).	<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 keep RAR operating.	<input type="checkbox"/>		
2.2 Identify the location(s) and amount of resources needed using mathematical calculations (i.e. "back of the envelope trajectory") and/or trajectory information, if available.	<input type="checkbox"/>		
2.3 Identify kind, type and number of resources (e.g. boom, equipment, personnel, etc.) required to protect environmentally sensitive sites.	<input type="checkbox"/>		
2.4 Prepare and submit initial resource request (ICS-213RR) for staffing and equipment, even if resources are already mobilized.	<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 Section Chief/EUL and/or State On-Scene (SOSC) Coordinator.	<input type="checkbox"/>		
3.3 Establish situation awareness pertinent to RAR 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 Create a work environment that provides mutual respect and equal opportunity for all personnel assigned to the incident.	<input type="checkbox"/>		
4.4 Ensure all required representatives (i.e. Fed, State, RP reps) are included in the determination of RAR, as available and time permitting.	<input type="checkbox"/>		
Sub-Task 5: Ensure ability to use tools necessary to complete assignment.			
5.1 Demonstrate expertise in utilizing GNOME for modeling oil transport.	<input type="checkbox"/>		

Assessment Record: OSPR Employee Common Tasks (Page 2 of 4)	Task Completed	Date Completed	Evaluator's Signature
5.2 Demonstrate the ability to perform a "back of the envelope" oil spill trajectory within your AOR.			
5.2 Demonstrate an understanding of the Area Contingency Plan's 9800 Section and its impacts upon RAR.	<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 expand and contract unit to meet needs of organization (e.g. span of control).	<input type="checkbox"/>		
6.4 Demonstrate ability to follow proper check-in/check-out procedures.	<input type="checkbox"/>		

Task 2: Lead assigned personnel			
Sub-Task 1: Ensure the safety, welfare, and accountability of assigned personnel.			
1.1: Provide for the safety, welfare, and accountability of assigned personnel during the entire period of supervision.	<input type="checkbox"/>		
Sub-Task 2: Establish work assignments and performance expectations, monitor performance, and provide feedback.			
2.1: Evaluate incident and project staffing requirements and ensure adequate personnel to meet needs.	<input type="checkbox"/>		
2.2: Develop work schedule for unit personnel based on Incident Briefing (ICS-201), IAP, ICS-230, ICS 232, and operational needs.	<input type="checkbox"/>		
2.3: Brief subordinates on assignment(s) for operational period.	<input type="checkbox"/>		
2.4: Continuously evaluate performance.	<input type="checkbox"/>		
Sub-Task 3: Emphasize teamwork.			
3.1: Establish cohesiveness among assigned personnel.	<input type="checkbox"/>		
Sub-Task 4: Coordinate interdependent activities.			
4.1: Coordinate with other units and sections for completion of work assignments (EUL, OPS, etc.)	<input type="checkbox"/>		

Task 3: Communicate effectively			
Sub-Task 1: Ensure relevant information is exchanged during briefings and debriefings.			
1.1: Brief and keep subordinates and Section Chief/EUL informed and updated.	<input type="checkbox"/>		
1.2: Communicate command expectations (priorities, objectives, limitations and constraints, operating policies, etc.) to subordinates.	<input type="checkbox"/>		
1.3: Identify pertinent information associated with operational period meetings and briefings.	<input type="checkbox"/>		

Assessment Record: OSPR Employee Common Tasks (Page 3 of 4)	Task Completed	Date Completed	Evaluator's Signature
1.4 Brief EUL and Operation Section Chief prior to the Tactics Meeting, emphasizing environmentally sensitive site priorities and any special considerations and changes from the previous written IAP.			
1.5: Participate in briefings as requested by Section Chief/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 including ICS 232. Assist OPS complete ICS215 for site protection strategies, as necessary.	<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 IAP.	<input type="checkbox"/>		
3.2: Prepare for and participate in sensitive site strategy meetings. Share and evaluate operational information with FRT members, as appropriate.	<input type="checkbox"/>		
3.3: Identify appropriate / inappropriate information for internal and external use.	<input type="checkbox"/>		
3.4: Provide timely feedback in response to requests from other ICS sections.	<input type="checkbox"/>		
Sub-Task 4: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.			
4.1: Ensure that priorities and tactics are communicated and understood throughout the Environmental Unit, and the Shoreline Protection Group and the Wildlife Branch of the Operations Section.	<input type="checkbox"/>		
4.2: Ensure that any changes in priorities or tactics are communicated and understood.	<input type="checkbox"/>		
Sub-Task 5: Develop and implement plans and gain concurrence of affected agencies and/or the public.			
5.1: Participate in the development of the IAP or relevant plan for the next operational period.	<input type="checkbox"/>		
5.2: Working with the Wildlife Branch Director and the Cultural/Historical Resource Specialist, determine Environmentally/Economic/Historic/Cultural Sensitive site priorities for next operational period.	<input type="checkbox"/>		
5.3: Work with the Shoreline Protection Group on current capabilities and limitations to help determine site protection priorities.	<input type="checkbox"/>		
5.4: Participate in the preparation of other documents, as necessary.	<input type="checkbox"/>		

Assessment Record: OSPR Employee Common Tasks (Page 4 of 4)	Task Completed	Date Completed	Evaluator's Signature
Task 4: Ensure completion of assigned actions to meet identified objectives			
Sub-Task 1: Administer and/or apply agency policy, contracts and agreements.			
1.1: Ensure availability and knowledge of pertinent MOUs.	<input type="checkbox"/>		
1.2: Implement MOUs as necessary.	<input type="checkbox"/>		
1.3: Identify OSPR policies that may impact response.	<input type="checkbox"/>		
Sub-Task 2: Gather, analyze, and validate information pertinent to the incident or event and make recommendations for setting priorities.			
2.1: Periodically gather data from Situation Unit or OSPR Field Observers.			
2.2: Evaluate available information and determine if present plan of action will meet incident objectives. Identify any problems or concerns and make recommendations for improved operations to EUL and Shoreline Protection Group Supervisor.	<input type="checkbox"/>		
2.3: Assist OPS in identifying kind, type, and number of resources required to achieve strategies and objectives.	<input type="checkbox"/>		
Sub-Task 3: Make appropriate decisions based on analysis of gathered information.			
3.1: Review current operations to prepare tactics for the next operational period planning meeting considering: tidal currents, tides, weather, spill trajectory, environmental impact, and resources to be protected, etc.	<input type="checkbox"/>		
3.2: Describe how information from above task could be used to make appropriate decisions.	<input type="checkbox"/>		
3.3: Determine need for assistance.	<input type="checkbox"/>		
Sub-Task 4: Modify approach based on evaluation of incident situation.			
4.1: Evaluate effectiveness of IAP or relevant plans and adjust as necessary.	<input type="checkbox"/>		
4.2: Evaluate progress of operations based on situation reports and evaluations from operations personnel.	<input type="checkbox"/>		
4.3: Estimate immediate and long-range operational resource and logistical requirements.	<input type="checkbox"/>		
Sub-Task 5: Plan for demobilization and ensure demobilization procedures are followed.			
5.1: Anticipate demobilization of assigned resources.	<input type="checkbox"/>		
5.2: Ensure efficient demobilization of assigned resources.	<input type="checkbox"/>		
5.3: Demonstrate demobilization of personnel.	<input type="checkbox"/>		
Sub-Task 6: Ensure functionality of equipment.			
6.1: Maintain functionality of individual equipment.	<input type="checkbox"/>		
Sub-Task 7: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.			
7.1: 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
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. <input type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification. <input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required. <input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. <input type="checkbox"/> 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. Recommendations: _____ _____ Date: _____ Evaluator's initials: _____ Evaluator's relevant agency certification or rating: _____		

#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>
		to
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. <input type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification. <input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required. <input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. <input type="checkbox"/> 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. Recommendations: _____ _____ Date: _____ Evaluator's initials: _____ Evaluator's relevant agency certification or rating: _____		