

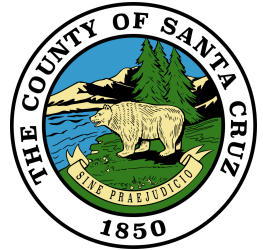
COUNTY OF SANTA CRUZ

EMERGENCY SERVICES ANALYST

Salary: \$8,140 – 10,908 Monthly

Final Filing Date: Friday, September 4, 2026

To apply, go directly to: www.santacruzcountyjobs.com



County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion. Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

ABOUT THE POSITION

THE TEAM: The Santa Cruz County Office of Response, Recovery and Resiliency (OR3), created in 2020 after the CZU Lightning Complex Fires, provides the Community and Operational Area services of traditional Offices of Emergency Services but also supports disaster recovery and addressing climate change mitigation and adaptation resilience efforts. In the past 6 years the County of Santa Cruz has been impacted by several federally declared disasters. The County is on the front lines of Climate Change and we are actively working to build resilience and preparedness for our residents to these impacts. Serving the community as part of the OR3 team in the role of Emergency Services Analyst will put you on the forefront of emergency preparedness, equity efforts in response, recovery, and resilience, and provide an incredible opportunity to cultivate emergency preparedness and resiliency for our County, community, and the beautiful natural environment found in Santa Cruz County.

THE JOB: Under direction, assist in the planning, organizing, coordinating, and maintaining all aspects of emergency operations center (EOC) activation and preparedness, emergency management plans and annexes, and climate resilience grants and programs for the Office of Response, Recovery and Resiliency (OR3); assist in the development and facilitation of emergency preparedness trainings and exercises for County staff, and partners; serve as a resource for emergency services information; and performs related duties as assigned.

THE IDEAL CANDIDATE

The ideal candidate is a versatile, highly organized, and solutions-oriented professional who thrives in a fast-paced local government environment. They are a strong communicator and relationship-builder who can effectively work with individuals at all levels of an organization and navigate competing priorities with professionalism and sound judgment. The successful candidate will bring:

- Exceptional communication skills — Clearly conveys complex information, builds productive relationships, and communicates effectively with executives, colleagues, community partners, and the public.
- Composure under pressure — Remains calm, professional, and solution-focused when managing stressful situations, sensitive issues, tight deadlines, and competing demands.
- Technological savvy — Quickly learns and leverages technology, software, data, and other tools to improve efficiency, streamline processes, and support informed decision-making.
- Outstanding organization and time management — Effectively manages multiple assignments, deadlines, and priorities while maintaining attention to detail and following through on commitments.
- Grant management expertise — Experience coordinating grant applications, compliance, reporting, monitoring, and implementation, with an understanding of the importance of accountability and stewardship of public funds.

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- Strong project management skills – Able to take complex projects from concept to completion by developing work plans, coordinating stakeholders, tracking milestones, identifying challenges, and delivering results.
 - Cultural competence – Demonstrates cultural awareness, adaptability, and respect for diverse perspectives and experiences, with the ability to build trust and work effectively with a diverse workforce and community.
 - Local government experience – Understands the unique dynamics of public service, including governmental processes, accountability, transparency, collaboration across departments, and serving elected officials and the community.

SUMMARY OF QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Bachelor's degree in public administration, business, emergency management, or related field; AND two years' experience in the planning, development, maintenance, and implementation of emergency preparedness and response management programs, or related experience that demonstrates the ability to perform the essential functions of this classification. A master's degree may substitute for one year of experience.

Desired Qualification: Possession of an Associate Emergency Manager (AEM) or Certified Emergency Manager (CEM) certification from the International Association of Emergency Management (IAEM) is highly desirable.

To see the full job specification, including knowledge and abilities, please click below:
<https://www.jobapscloud.com/SCRUZ/specs/classspecdisplay.asp?ClassNumber=UV5>

SUPPLEMENTAL QUESTIONNAIRE

1. Describe your experience working on local, state or federal declared emergencies, disaster recovery and/or climate resilience programs.
2. Describe your experience working with local Community Based Organizations, government agencies, or Cal OES on emergency response or recovery plans, training, exercises, and resilience programs.
3. Describe your grant and/or project management experience, conducting research, collecting data, and developing reports for the purpose of presenting your analysis and recommendations in written form to the County Board of Supervisors or similar audience.

HOW TO APPLY

Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Human Resources Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Human Resources Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color, and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

HIGHLIGHTED BENEFIT OFFERINGS

VACATION – 16 days 1st year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.

ADMINISTRATIVE LEAVE – One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

HOLIDAYS – 14 paid holidays per year.

SICK LEAVE – Six days per year.

BEREAVEMENT LEAVE – 5 days – 3 paid & 2 unpaid in California, 5 days paid out-of-state.

MEDICAL PLAN – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN – County pays for employee and eligible dependent coverage.

VISION PLAN – The County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT AND SOCIAL SECURITY – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE – County paid \$50,000 term policy. Employee may purchase additional life insurance.

LONG TERM DISABILITY PLAN – Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

DEPENDENT-CARE PLAN – Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

H-CARE PLAN – Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.