



GENERAL JOB CATEGORIES

The best time to prepare for an emergency is before it happens. Print out this checklist and keep a copy in an easy-to-reach location for immediate reference.

General Job Categories for Disaster Services Workers

- ❖ Administration
- ❖ Human Services
- ❖ Laborer
- ❖ Logistics

For City and County employees that do not have specialized DSW duties – you will have DSW assignments under one of the general categories listed above.

Your general assignment will be based on the needs of the City and/or County departments during the declared emergency.

When possible, you will be assigned duties that as closely as possible resemble your current job classification duties.

You may need to work outside of the general scope of your typical duties and responsibilities, but you will never be asked to perform any duty or function you do not know how to perform or have not received adequate training to complete.

Examples of duties you may be asked to perform include:

- ❖ Clerical support
- ❖ Damage assessment
- ❖ Drivers
- ❖ Food preparation
- ❖ Interpreters
- ❖ Security
- ❖ Sorters/packers/loaders

If you have specialized skills that are not reflected in your current job categories, please contact the Safe Schools Unit, RCOE Emergency Management Coordinator.

Examples of specialized skills are:

- ❖ Languages
- ❖ Licenses and certifications
- ❖ First Aid and CPR training
- ❖ Radio Operator License
- ❖ Commercial driver's licenses