

**JOB ACTION SHEET
COST UNIT LEADER**

Position title: Cost Unit Leader

Job classification code required:

Job qualifications: Experience with DPH and CCSF Finance Protocols, experience producing cost projections, access to FMAIS system

Branch: Finance Section

Unit: Cost Unit

Work location: 101 Grove

You report to: Finance Section Chief: _____

Staffer name: _____

Personal emergency contact info: _____

Mission

Provide supervision for Cost Unit staff and track, analyze and project costs related to the incident response.

Initial Actions

- DRAFT**
- Sign-in to Staff Roster.
 - Report to and receive assignment from your supervisor.
 - Put on picture ID badge and vest (if provided).
 - Read entire Job Action Sheet.
 - Introduce self to all staff assigned to team.
 - Alert supervisor if you are unable to perform any of the duties in the Job Action Sheet. Clarify any questions or concerns with assigned supervisor prior to starting work.
 - Familiarize self with the work station and resources including:
 - Physical layout of the work space (e.g. emergency exits, bathrooms).
 - If assigned, check workstation phone and computer.
 - Obtain needed office supplies (paper, pens, etc.).
 - If assigned DPH 800 MHz radio, turn on radio to assigned channel.
 - If assigned, check pager and cell phone.
 - Establish and maintain a Job Action Log that chronologically describes your actions during your shift.
 - Review message form instructions, if provided.

Specific Job Actions

- Sign-in/Check-in with Finance Section Chief

- Review the Finance Section of the IDER plan
- Determine tasks/activities needed to be completed by the Cost Unit
- Greet and assign duties to direct reports as they arrive: Cost Unit Staff.
- Brief direct reports to establish chain of command:
 - o Ensure all personnel are equipped for duty
 - o Distribute job action sheets and documents to review
- Determine operation hours and staff coverage needed
- Receive briefing from Finance Section Chief
- Review Incident Action Plan (IAP)
- Establish time schedule for briefings with Cost Unit staff and conduct briefings
- Maintain unit log

- Review cost reports
- Receive cost analysis requests from the Finance Section Chief
- Brief Finance Section Chief and DOC regarding cost summaries
- Project financial resources needed to adequately support the duration of the response; update Logistics and Plans Sections regarding cost projections as requested
- Provide cost documentation for the Finance Section Chief
- Oversee staff access to the FMAIS system
- Oversee filing of claims and reimbursements
- Maintain records of all funding sources supporting the incident

Demobilization Duties

- Attend overall staff debriefing
- Identify issues for end report
- Conduct staff debriefing
- Ensure all records and reports are submitted
- Conduct exit interview with direct reports
- Summarize cost records for post-incident cost-recovery reimbursement

Conclusion of Work Shift Actions

- Complete all required forms (eg. Job Action Log), reports, and other documentation and give to supervisor.
- Sign out and log the hours worked during the response
- Clean up your work area before you leave
- Leave a phone number where you can be reached.

- Brief on-coming staff at shift change on specific job position duties. Ensure that ongoing activities are identified and that follow-up requirements are known before you leave your workstation.

Documents to Review

- IDER Plan – Finance Section
- DPH Finance Section documents
- CCSF Finance Office of Contract Administration documents
- Incident Action Plan
- Previous days Incident Action Plans for Finance Section

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**JOB ACTION SHEET
COST UNIT STAFF**

Position title: Cost Unit Staff

Job classification code required:

Job qualifications: Experience with DPH and CCSF Finance Protocols, familiarity with FMAIS system

Branch: Finance Section

Unit: Cost Unit

Work location: 101 Grove

You report to: Cost Unit Leader: _____

Staffer name: _____

Personal emergency contact info: _____

Mission

Track, analyze and project costs related to the incident response.

Initial Actions

- Sign-in to Staff Roster.
- Report to and receive assignment from your supervisor.
- Put on picture ID badge and vest (if provided).
- Read entire Job Action Sheet.
- Introduce self to all staff assigned to team.
- Alert supervisor if you are unable to perform any of the duties in the Job Action Sheet. Clarify any questions or concerns with assigned supervisor prior to starting work.
- Familiarize self with the work station and resources including:
 - Physical layout of the work space (e.g. emergency exits, bathrooms).
 - If assigned, check workstation phone and computer.
 - Obtain needed office supplies (paper, pens, etc.).
 - If assigned DPH 800 MHz radio, turn on radio to assigned channel.
 - If assigned, check pager and cell phone.
- Establish and maintain a Job Action Log that chronologically describes your actions during your shift.
- Review message form instructions, if provided.

Specific Job Actions

- Sign-in/Check-in with Cost Unit Leader
- Review the Finance Section of the IDER plan

San Francisco Department of Public Health: Logistics Section

- Determine tasks/activities needed to be completed by the Cost Unit
- Receive briefing from Cost Unit Leader
- Establish time schedule for briefings with Cost Unit Leader

- Collect and keep track of cost data from Procurement Unit and Logistics Section Personnel Unit
- Analyze and summarize cost data as requested by the Cost Unit Leader
- Consult with Plans and Logistics Section Staff on cost projection needs
- Produce cost reports
- Access FMAIS system as needed
- File claims and reimbursements
- Maintain records of all funding sources supporting the incident

Demobilization Duties

- Attend overall staff debriefing
- Identify issues for end report
- Conduct staff debriefing
- Ensure all records and reports are submitted
- Conduct exit interview with direct reports
- Summarize cost records for post-incident cost-recovery reimbursement

Conclusion of Work Shift Actions

- Complete all required forms (eg. Job Action Log), reports, and other documentation and give to supervisor.
- Sign out and log the hours worked during the response
- Clean up your work area before you leave
- Leave a phone number where you can be reached.
- Brief on-coming staff at shift change on specific job position duties. Ensure that ongoing activities are identified and that follow-up requirements are known before you leave your workstation.

Documents to Review

- IDER Plan – Finance Section
- DPH Finance Section documents
- CCSF Finance Office of Contract Administration documents
- Incident Action Plan
- Previous days Incident Action Plans for Finance Section

