



Prehospital Care Coordinator
Recruitment #15-5786-01

Thursday, June 18, 2015

DATE OPENED 5/29/2015
FILING DEADLINE 6/24/2015 5:00:00 PM
SALARY \$3,162.40 - \$3,780.00/biweekly; \$82,222.40 - \$98,280.00/year
EMPLOYMENT TYPE Permanent Full-Time Employment
HR ANALYST Monique Hill
WORK LOCATION San Leandro

INTRODUCTION

THIS IS A NEW ASSEMBLED EXAMINATION: The eligible list resulting from this examination will cancel any existing list and may last approximately one year, but can be extended. Applications must be in the possession of the Human Resource Services Department by 5:00 p.m. on the Last Day for Filing. Postmarks are not accepted. Applications will only be accepted on-line.

SUPPLEMENTAL QUESTIONNAIRE: A properly completed Supplemental Questionnaire must be submitted with each application. Applications and Supplemental Questionnaires must be in the possession of the Human Resource Services Department by 5:00 p.m. on the Last Day for Filing. Postmarks are not accepted. Failure to submit the Supplemental Questionnaire will result in disqualification.

DESCRIPTION

Alameda County Emergency Medical Services (EMS) ensures the delivery of high-quality 911 prehospital medical care to a population of more than 1.5 million persons, and is a leader in innovation and research in the California EMS Community.

The Ideal Candidate: Under the direction of the Supervising Prehospital Care Coordinator, the ideal candidate for the Prehospital Care Coordinator will have a proven background in the coordination and monitoring of prehospital and hospital emergency medical care and transportation services preferably within a governmental EMS agency. The successful candidate will have strong leadership, team work and facilitation skills, and be able to communicate effectively both orally and in writing, and will be able to:

- Ensure compliance with Federal and State codes, statutes and regulations; and County protocols, guidelines and contracts for operation of emergency providers of prehospital emergency medical care, trauma and other specialty services.
- Oversee the 911 emergency medical services provided by dispatch, first responder, prehospital, hospital, specialty centers, including the local trauma system.
- Have an in-depth understanding of the roles and inter-relationships of the organizations that make up the EMS system.
- Establish and maintain positive working relationships with EMS system constituents, County staff and the public.

The Position in this classification oversees the medical services provided by dispatch, police, first responder, prehospital, hospital and trauma systems. Specific assignments, and the range of duties performed within that assignment vary depending on the type of experience and licensure. Some assignments require an R.N. or an EMT-P license.

MINIMUM QUALIFICATIONS

The equivalent of three years of full-time, progressively responsible experience in a public or private health care organization and or fire service setting, a substantial part of this experience must be in Emergency Medical Service and include program design, planning, implementation and evaluation responsibilities,

- And

Possession of a current, valid license as a Registered Nurse in the State of California,

- Or

Possession of a current, valid license as an EMT-paramedic in the State of California.

NOTE: The Civil Service Commission may modify the above Minimum Qualifications in the announcement of an examination.

KNOWLEDGE AND SKILLS

The most suitably qualified candidates will also possess the following:

Knowledge of:

- Statutes, principles, standards of care and procedures for emergency medical services, treatment protocols and practices.
- Medical terminology.
- Principles, practices and methods of adult education, training, and supervision.
- Statistical and research methods and techniques.

Ability to:

- Know and implement Federal, State and County codes, statutes, ordinances and regulations for emergency medical services.
- Establish and maintain positive working relationships with the public, various agencies and other County employees.
- Communicate clearly and effectively, both orally and in writing.
- Plan, organize, and general management/leadership skills.
- Meet facilitation skills.

EXAMINATION COMPONENTS

The examination will consist of the following steps:

1. A review of the candidates' applications to verify possession of minimum requirements. Those candidates who possess the minimum requirements for the class will move on to the next step in the examination process.
2. A review of the Supplemental Questionnaire to determine the best qualified; only the most suitably best qualified candidates will be invited to the oral interview process.
3. An oral interview which will be weighted as 100% of the candidates' final examination score. The oral interview may contain situational exercises.

WE RESERVE THE RIGHT TO MAKE CHANGES TO THE ANNOUNCED EXAMINATION STEPS

Alameda County utilizes a Civil Service Selection System founded on merit. Such a system is competitive and based on broad recruitment efforts and equal opportunity for qualified applicants to test in an examination process designed to determine the qualifications, fitness and ability of competitors to perform duties of the vacant position. Many of our recruitments are targeted and specific to the needs of a current vacant position, in which case, the eligible list may be exclusively used for that current vacant position. Other recruitments may be more broadly used for both current and future vacancies, or for other alternate jobs with comparable scopes of work.

To learn more about our recruitment and selection process, please visit the "What You Need to Know" section of our website, www.acgov.org/hrs.

SELECTION PLAN

Applicants will be informed via e-mail with reasonable notice in advance of any examination process which will require their attendance. The following dates are **tentative** and subject to change based on the needs of the Agency:

TENTATIVE SELECTION PLAN:

Deadline For Filing	06/24/2015
Review of Minimum Qualifications:	07/01/2015
Review of Supplemental Questionnaire for Best Qualified	07/10/2015
Civil Service Panel Interviews:	07/31/2015

****WE RESERVE THE RIGHT TO MAKE CHANGES TO THE ANNOUNCED RECRUITMENT & SELECTION PLAN****

Alameda County and the Human Resource Services Department will make reasonable efforts in the examination and/or selection process to accommodate qualified individuals with disabilities and/or medical conditions in accordance/compliance with the State Fair Employment and Housing Act (FEHA), Federal Americans with Disabilities Act (ADA) Alameda County's Reasonable Accommodation Policy and applicable statutes. To request an accommodation due to a disability/medical condition during this or other phases of the examination/selection process, please contact the assigned Human Resources Representative listed on the job announcement ***before the last date of filing.*** Alameda County requires applicants to provide supporting documentation to substantiate a request for reasonable accommodation. In order to qualify for a reasonable accommodation, applicants must have a disability/medical condition pursuant to the ADA, FEHA and applicable statutes.

BENEFITS

Alameda County offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families. We also sponsor many different employee discount, fitness and health screening programs focused on overall well being. These benefits include but are not limited to*:

For your Health & Welfare Benefits

- Medical – HMO & PPO Insurance
- Dental – PPO & DHMO Insurance
- Vision
- Basic Life Insurance
- Supplemental Life Insurance (with optional dependent coverage)
- County Allowance (Employer Credit)
- Health Flexible Spending Account
- Dependent Care Flexible Spending Account
- Accident, Critical Illness & Hospital Indemnity
- Long Term Care Insurance
- Employee Assistance Program

For your Financial Future

- Short-term Disability Insurance
- Long-Term Disability Insurance
- Retirement Plan – (Defined Benefit Pension Plan)
- Deferred Compensation Plan

For your Work/Life Balance

- 11 paid holidays
- Vacation and sick leave accrual
- Vacation purchase program
- Management Paid Leave**
- Group Auto/Home Insurance
- Commuter Benefits Program
- Group Legal
- Guaranteed Ride Home
- Employee Wellness Program (e.g. At Work Fitness, Incentive Based Programs, Gym Membership Discounts)
- Employee Discount Program (e.g. theme parks, cell phone, etc.)
- Child Care Resources
- 1st United Services Credit Union

*Eligibility is determined by Alameda County and offerings may vary by collective bargaining agreement. This provides

a brief summary of the benefits offered and can be subject to change.

** Non-exempt management employees are entitled to up to three days of management paid leave. Exempt management employees are entitled to up to seven days of management paid leave.

CONCLUSION

All notices related to County recruitments for which you have applied will be sent/delivered via email. Please add **@acgov.org** and **alamedacountyHR@acgov.org** as accepted addresses to any email blocking or spam filtering program you may use. If you do not do this, your email blocking or spam filtering program may block receipt of the notices regarding your application for recruitments. You are also strongly advised to regularly log into your County of Alameda online application account to check for notices that may have been sent to you. All email notices that will be sent to you will also be kept in your personal online application account. You will be able to view all of your notices in your online application account by clicking on the "My applications" button on the Current Job Openings page.

Please take the steps recommended above to insure you do not miss any notices about a recruitment for which you have applied. The County of Alameda is not responsible for notices that are not read, received or accessed by any applicant for a County recruitment.

NOTE: All notices are generated through an automated email notification system. Replies to the email box alamedacountyHR@acgov.org are routed to an unmonitored mailbox. If you have questions please go to our website at www.acgov.org/hrs. You may also contact the Human Resources Analyst listed on the job announcement for the recruitment for which you have applied.

Monique Hill, Human Resources Analyst III
Human Resource Services, County of Alameda
(510) 208-4841; E-Mail Monique.hill@acgov.org
www.acgov.org/hrs

Alameda County is an Equal Opportunity Employer