

**DUTY STATEMENT**

GS 907T (REV. 04/02)

**SHADED AREA FOR HUMAN RESOURCES ONLY**

**INSTRUCTIONS:** Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-

15-009

EFFECTIVE DATE:

1. <b>DGS OFFICE OR CLIENT AGENCY</b> EMS Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. <b>UNIT NAME AND CITY LOCATED</b> Emergency Medical Services Systems Division	3. <b>CLASS TITLE</b> Associate Governmental Program Analyst (AGPA)
4. <b>WORKING HOURS/SCHEDULE TO BE WORKED</b> 8:00 a.m. to 5:00 p.m. - Flexible	5. <b>SPECIFIC LOCATION ASSIGNED TO</b> Sacramento
6. <b>PROPOSED INCUMBENT (If known)</b>	7. <b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 312-800-5393-xxx

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

## 8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under general supervision of the Staff Services Manager I, Data, Health Information Exchange, and Quality Assurance Unit, this position will provide statewide technical assistance and data related services to the Local Emergency Medical Services Agencies (LEMSAs) regarding data analysis and quality assurance. This position has responsibility for developing data analyses for various statewide emergency medical services reports which support the EMSA mandate for data collection and analysis to determine adequacy of local emergency medical services.

9. Percentage of time performing duties

10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*

	<p><b>ESSENTIAL FUNCTIONS</b></p> <p>The AGPA functions as a skilled journey person in areas of data analysis and quality assurance for implementation of local emergency medical services and may provide input to policy, data collection and analysis, and evaluation methods. The successful candidate must be able to use the MS Office Suite of programs and other data related tools. The position collaborates and coordinates with other professional and technical staff and requires the ability to use information technology and computers in carrying out activities.</p>
30%	<p>Runs queries to develop data and data analyses for multiple reports regarding performance measures and multiple statewide reports.</p> <ul style="list-style-type: none"> <li>Develop queries to pull data from the CEMISIS system and develop data reports for the purpose of conducting research and developing demographic, financial, and geographic statistical data utilizing CEMISIS;</li> <li>Organize the CEMISIS data into report formats, provide data analyses, and specify methodologies in support of the quarterly and annual reports. Complete analyses of data findings and provide recommendations;</li> <li>Develop graphs and tables to display the CEMISIS data in an effective manner in support of issue papers and reports to the EMS Commission or EMS Administrator's Association of California (EMSAAC); and</li> <li>Analyze data in support of performance measures including adequacy of data reported within CEMISIS.</li> </ul>
30%	<p>Provides data related technical assistance to local agencies or to other entities in support of program implementation and data collection and analysis.</p> <ul style="list-style-type: none"> <li>Review and analyze data collection processes to determine technical assistance needs for Local Emergency Medical Services Agencies (LEMSAs);</li> <li>Analyze CEMISIS and Core Measures data to identify and prioritize the appropriate technical assistance needed by the LEMSAs;</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide expert program advice to LEMSAs on local data collection issues and the transition to NEMSIS version 3.</li> </ul>
15%	<p>Develops program standards for data and prepares and edits special reports, publications, and supportive materials as required.</p> <ul style="list-style-type: none"> <li>• Ensure data accuracy by analyses of CEMSIS data and other available LEMSA data, such as Core Measure data, to ensure data are correctly validated;</li> <li>• Analyze CEMSIS data to identify mechanisms that will ensure data accuracy including, but not limited to: review of outcome data; data collection processes; and comparison to national data;</li> <li>• Develop quarterly and annual reports on specific topics for the EMS Commission and the EMSAAC to identify data trends and provide data analyses on those trends;</li> <li>• Analyze CEMSIS and Core Measure data in support of data regulations and data quality assurance, including review and analysis of hospital outcome data;</li> <li>• Provide consultation and support to the EMS Data Advisory Group by developing and analyzing CEMSIS data for completeness, showing best practices for data collection for the LEMSAs, and providing feedback on data quality issues.</li> </ul>
10%	<p>Participates in a team to provide quality assurance technical assistance for local EMS agencies</p> <ul style="list-style-type: none"> <li>• Develop data and program quality assurance tools for technical assistance to LEMSAs;</li> <li>• Review and analyze quality assurance plans related to CEMSIS data;</li> <li>• Compose and distribute appropriate CEMSIS quality assurance and data documents to EMSAAC Quality Improvement Committee</li> </ul>
10%	<p>Provides input into grant development issues and works as part of a team to track grant activities.</p> <ul style="list-style-type: none"> <li>• Provide critical CEMSIS data review and analysis to EMS executive staff in support of grant goals and objectives;</li> <li>• Provide quarterly CEMSIS data reports with data analysis to the Grants Coordinator in support of periodic grant activities reports;</li> <li>• Conduct bill analyses related to issues involving CEMSIS data.</li> </ul>
5%	<p><b>Marginal Functions:</b> Attend quarterly Commission and EMSAAC meetings and provide input on specific issues related to health care data collection and analysis. Make presentations to EMSA management, federal and local agencies, and other officials related to data program activities and using appropriate software.</p>
	<p><b>KNOWLEDGE AND ABILITIES (AGPA)</b>  Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as: government functions and organization; and methods and techniques of effective conference leadership; and issues related to data and data analysis.</p> <p>Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Good writing skills</li> <li>• Ability to work on own and in team environment</li> <li>• Professional, courteous, and positive demeanor</li> <li>• Self-starter, detail oriented, and ability to multi-task complicated projects</li> <li>• Proficient in MS software (Word, Excel, Access, PowerPoint) and on-line databases</li> <li>• Experience with data systems or data development</li> </ul>

- Experience with health care data systems

**INTERPERSONAL SKILLS**

- Work well as part of a team and independently as necessary,
- Build good working relationships with constituents, colleagues, and consultants.

**WORK ENVIRONMENT, MENTAL, AND PHYSICAL ABILITIES**

- Office environment, business dress for a professional office
- Present self professionally
- Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government
- Ability to consistently exercise good judgment and effective communication skills
- Ability to use a computer
- Ability to travel on an occasional to moderate basis and occasionally work overtime

**Special Personal Requirements**

Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

During emergency operations, may be required to work in EMSA’s Departmental Operations Center, other governmental Emergency Operations Centers or in EMSA’s field Mission Support Team to provide assistance in emergency response and recovery activities. Staff is required to complete emergency management and Incident Command System (ICS) training based on their respective roles in a response and participates in periodic departmental and statewide readiness drills and exercises.

Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

11. SUPERVISOR’S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE*

SUPERVISOR’S NAME (Print) Kathleen Bissell	SUPERVISOR’S SIGNATURE	DATE
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12. EMPLOYEE’S STATEMENT: *I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT*

**The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.**

EMPLOYEE’S NAME (Print)	EMPLOYEE’S SIGNATURE	DATE
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