

**Emergency
Medical Services
Authority**

EMPLOYMENT OPPORTUNITY

1. RPA # RPA 15-025
ANALYST'S INITIALS
DATE

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE Staff Services Analyst (General)	3. POSITION NUMBER 312-800-5157-901	4. TENURE LIMITED TERM -24 Months	5. TIME BASE Full Time	6. CBID R01
7. OFFICE OF Emergency Medical Services Authority	9. LOCATION (CITY or COUNTY) Rancho Cordova		13. MONTHLY SALARY	
8. SEND APPLICATION TO: EMS Authority 10901 Gold Center Drive, Suite 400 Rancho Cordova, CA 95670 Attention: Wendy Schmidt	10. WORKING HOURS MON - FRI, DAYS - 8 am - 5 pm - Flexible		\$2,945.00 TO \$4,788.00	
	11. PUBLIC PHONE NUMBER (916) 322-4336			
	12. CALNET NUMBER		14. FILE BY 2/11/2016	

Please indicate the basis of your eligibility in Section 12 of your application (STD 678). SROA/Surplus employees are encouraged to apply. Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility. Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

ESSENTIAL FUNCTIONS: Under supervision of the Chief Deputy Director, this position will provide statewide data related services to the Local Emergency Medical Services Agencies (LEMSAs) regarding Health Information Exchange (HIE). Under general supervision, this position has responsibility for assisting in the development and review the HIE programs and documenting the status of those programs. In addition, this position provides support for an HIE grant from the Office of the National Coordinator for Health Information Technology (ONC).

The SSA functions as a first level journey person and provides planning and implementation of HIE activities. Under supervision, incumbent will provide general input to HIE issues which may have program, policy, and fiscal impacts. The incumbent must have a general knowledge and understanding of healthcare systems in California, including patient care documentation, local health care systems, and data. The capability of HIE and electronic patient care record (ePCR) bi-directional communication between providers and hospitals is a newer concept in EMS that has potential to be controversial with EMS system stakeholders. The incumbent must have a general level of interpersonal skills and the ability to participate in sensitive conversations with EMS system stakeholders. The position requires an understanding of routine data 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.

SPECIAL PERSONAL REQUIREMENTS: 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.

CALIFORNIA STATE GOVERNMENT IS EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.



DESIRABLE QUALIFICATIONS

- Good writing skills.
- Ability to work on own and in team environment.
- Professional, courteous, and positive demeanor.
- Self-starter, detail oriented, and ability to multi-task complicated projects.
- Proficient in MS software (Word, Excel, Access, PowerPoint), on-line databases, and collaboration tools.
- Experience with data systems or data development.
- 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.

HOW TO APPLY:

Applicants must be a current or former State employee with transfer or reinstatement eligibility for this classification, or be reachable on a current employment list for this classification. Appointment is subject to SROA and State surplus policies. SROA or Surplus candidates must submit a copy of surplus status letter.

All applicants must clearly indicate their basis for eligibility on the State application (STD 678). All applications will be screened and only the most qualified candidates will be interviewed. In order to be considered for this position, you must include your eligibility criteria in the explanation section of the application. (e.g., reinstatement, lateral transfer, list eligibility). The application must be postmarked by the final file date.

APPLICATIONS SUBMITTED VIA E-MAIL OR FACSIMILE WILL NOT BE ACCEPTED.

Submit a State Application (STD. 678) and resume to:
Emergency Medical Services Authority
Administration
Attn: Wendy Schmidt
10901 Gold Center Drive, Suite 400
Rancho Cordova, CA 95670

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