STATE OF CALIFORNIA

EMERGENCY MEDICAL SERVICES AUTHORITY

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- **15-004**	EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY EMS Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED Paramedic Program Unit	3. CLASS TITLE Associate Governmental Program Analyst
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m. -- Flexible	5. SPECIFIC LOCATION ASSIGNED TO Rancho Cordova
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 312-900-5393-004

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 the direction of the SSM I, the AGPA performs the more responsible, varied, and complex technical analytical staff services assignments such as program evaluation, policy analysis and formulation, systems development, performs more varied and complex technical analytical assignments, budget planning, and continually provide consultative services to management. The AGPA is the full journey level analyst class.

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)*
30%	**ESSENTIAL FUNCTIONS** All work is to be completed in accordance with accepted licensure guidelines and techniques, applicable laws, regulations, department policies and procedures, utilizing a PC with Outlook, Microsoft Word, Excel, My License Office (MLO), and other applicable software, and office equipment. In order to ensure that all approved paramedic training programs are in compliance with statute and regulations, the incumbent will: • Conduct and represent the EMS Authority at accreditation site visits in conjunction with CoAEMSP (Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions) at approved paramedic training programs in California. Meet with students, former students, instructors, administrators and partners of the school to get their opinion of the program. Review student records, testing techniques and examine the paramedic curriculum to ensure it meets or exceeds US Department of Transportation (DOT) or the National EMS Education Standards. Visit the lab and sample partner sites, such as, hospitals, fire departments, etc. Convene to discuss the schools standards and generate a report of findings.

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
June Leicht		

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

	Essential Functions (cont.) • Establish contacts with COAEMSP and CAAHEP and open a line of communication between the accreditation entities and the EMS Authority. • Review and monitor Paramedic Training Programs to ensure all training programs are meeting accreditation standards by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of CoAEMSP. Create and maintain a spreadsheet listing each training program, the accreditation status, any citations issued by the Local EMS Agency (LEMSA), and any other pertinent information. Notify the LEMSA if the training program is not compliant. Provide the LEMSA with technical assistance to address areas of non-compliance upon request. • Produce a monthly report to management indicating the accreditation status and expiration dates of all approved paramedic training programs including information regarding the issuance of citations by the LEMSA.
25%	In order to serve as the Project Analyst for the PPU ensuring that projects and special assignments, new laws or regulations based on research of the subject matter, internal and external stakeholder groups and management staff, the incumbent will: • Create and maintain timelines of each project and special assignment. • Provide management with detailed reports that includes goals, accomplishments, barriers and recommend solutions. Assures project staff meets the overall success of the project and/or special assignment by meeting projected deadlines and objectives. • Research, analyze and provide an analysis recommending solutions with alternatives and implementation strategies for the Paramedic Program involving special projects and assignments, new laws or regulations based on research of the subject matter, internal and external stakeholder groups and management staff. • Independently analyze proposed legislation that impacts the Paramedic Program and prepare draft form legislative proposals using research, analysis, and program knowledge. Provide management with a summary of the proposed legislation including recommendations. • Participate in the rulemaking process by facilitating working groups and make recommendations for revising regulations, standards and guidelines using the Administrative Procedures Act to amend, adopt, and repeal regulations • Act in a lead capacity while providing guidance and one-on-one training to other unit staff regarding licensing processes, procedures, and complex analytical issues.
15%	In order to ensure the PPUs expenditures stay within its budget authority and to ensure all PPU contracts are submitted to the Fiscal/Admin Unit in accordance with all contracting rules and requirements, the incumbent will: • Research, analyze and prepare Budget Change Concept papers (BCC's), Budget Change Proposals (BCP's), and Issue Memos to improve and enhance the Paramedic Program. • Monitor the PPUs personnel and operating expense budget and track expenditures monthly. Analyze expenditure data to identify current or potential problems, advise and consult with management.

	Essential Functions (cont.) • Serve as the Contract Coordinator, the incumbent serves as a liaison to the Fiscal/Admin program staff in determining contract needs. Develop, maintain, and track all licensing contracts by providing the scope of work, justification, and review the budget and expenditure reports to ensure there are sufficient funds. • Perform a variety of consultative and analytical assignments as the Contract Coordinator for the licensure unit. Independently conduct research to ensure the information in the contract is true and correct. Make recommendations to management regarding the units' contracts
15%	In order for the PPU to maintain an open line of communication with the database vendor and the IT (Information Technology) staff the incumbent will: • Attend and participate in weekly meetings with IT program staff in identifying and resolving issues and problems with the licensure database. Attend bi-weekly meetings with the database vendor to discuss database problems and attend webinars, when necessary. • Serve as the testing coordinator for upcoming versions of MLO and any patches made in the resolution of a software problem.
10%	In order to analyze advanced level paramedic application review, the incumbent will: • Research and analyze documentation submitted with the Lapsed Reinstatement over 2 years, Challenge (to include out of country applicants), and Reinstatements from a previous database. Must confirm training is in compliance to Title 22 of the California Code of Regulations and it must meet DOT standards. • Act on behalf of the Division Chief to approve applicants to take the paramedic state examination through the National Registry of Emergency Medical Technicians (NREMT). The incumbent will certify that the individual has met the qualifications to sit for the written and practical paramedic examinations and forward the approval to the NREMT. • Prepares written or verbal correspondence to applicants, constituents, Local EMS Administrators or Coordinators and EMSA staff regarding paramedic licensure policies, procedures, and regulations.
5%	**MARGINAL FUNCTIONS** • Prepares reports requested from management. • Performs other functions related to licensure activities. • Travel required, up to 5-10 occurrences per year. **KNOWLEDGE AND ABILITIES** **Knowledge of:** Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization; and methods and techniques of effective conference leadership.

KNOWLEDGE AND ABILITIES, (Cont.)

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; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

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 are required to participate 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.

Display a demonstrated ability to act independently, open-mindedness, flexibility, and tact.

Fingerprinting
Title 11, Section 703(d) California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring.

INTERPERSONAL SKILLS:
- Effective communication skills.

DESIRABLE QUALIFICATIONS:
- Good organizational skills and work habits including initiative, good judgment, attention to detail, excellent attendance, and punctuality.
- Excellent verbal and written communications skills including the ability to follow directions, analyze situations accurately, and take effective action.
- Knowledge of and proficiency in the Microsoft Word, Microsoft Excel, Microsoft Outlook, and My License Office (MLO) or similar licensing database.
- Work cooperatively with various levels of staff and the public.

WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES
- Office environment, professional work attire.
- 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.