

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-

15-008

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY EMS Authority	POSITION NUMBER (Agency - Unit - Class - Serial)	
2. UNIT NAME AND CITY LOCATED Emergency Medical Services Systems Division	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 Sacramento	
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 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 the direction of the EMS Systems Division Chief, the incumbent serves as the Emergency Medical Services for Children (EMSC) Coordinator. The position requires specific knowledge of emergency medical services as it impacts the delivery of quality pediatric patient care and is responsible for the following duties:

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. <i>(Use additional sheet if necessary)</i>
30%	<p>ESSENTIAL FUNCTIONS</p> <p>The Emergency Medical Services for Children (EMSC) Coordinator provides professional support and technical assistance to local government agencies and officials, public and private EMS providers, public safety agencies, and various committees on implementation of the EMSC program in California. The incumbent plans, coordinates, oversees, and evaluates all stages and activities required in accordance state statutes and regulations, departmental policies and procedures, Health Resources and Services Administration (HRSA) grant requirements, and the State Administrative Manual, using the Microsoft Suite of office products (Word, Excel, PowerPoint, Outlook, and Access), and other technological and non-technological work tools.</p> <p>Oversee the activities of the project. Serve as liaison to the federal EMSC program, EMSC National Resource Center, local EMS agencies (LEMSAs), EMSC Technical Advisory Committee (TAC), EMSC Coordinators Group, medical professionals, managed care organizations, prehospital service providers, public service agencies, community representatives, and to State and Federal health officials. Develop and conduct the EMSC survey. Provide and supervise technical assistance to local EMS agencies (LEMSAs) on integrating EMSC into its local EMS system. Develop policy regarding pediatric prehospital and hospital-based emergency care in collaboration with the EMSC TAC. Identify and prioritize initiatives to improve the emergency care of children within California using data and guidance from the EMSC TAC. Manage the program initiatives of the grant. Provide support and direction to the EMS TAC by recruiting new members and organizing quarterly meetings. Responsible for the EMSC program budget including, planning and tracking expenses to ensure costs are within the program budget. Monitor and update the HRSA Electronic Handbook as required.</p>

25%	Develop and conduct the EMSC survey of hospitals, LEMSAs, and private and public EMS providers. Gather specific data necessary for performance measures (i.e., percent of patient care units with essential pediatric equipment and supplies as outlined in national guidelines). Work with the National EMSC Data Analysis Resource Center (NEDARC) to improve survey techniques. Review and analyze survey data. Ensure that performance measure program activities are on track and that implementation targets are met. Monitor the outcomes of all grant funded activities. Prepare and submit required program and status reports to HRSA. Assist the TAC with the development of evaluation and summary reports. Utilize data, when possible, to identify successes and areas for performance improvement. Assess the emergency care needs of children within California using state data sources, where possible. Seek and apply for federal funds to support program priorities and initiatives.
15%	Develop EMSC regulations in accordance with the Rulemaking process (Administrative Procedures Act). Facilitate and serve as regulatory expert at TAC regulations meetings. Develop the regulatory text. Prepare the rulemaking file documents (i.e., notice of proposed rulemaking, initial statement of reasons, informative digest, economic fiscal impact, etc.). Work with the Office of Administrative Law to complete the rulemaking process. Plan and coordinate the annual EMSC Educational Forum in collaboration with the EMSC Coordinators Group. Facilitate and conduct conference calls with the EMSC Coordinators Group for planning sessions. Assign and monitor Educational Forum duties including, preparation of the agenda, selection of speakers, development of conference materials for conference syllabi using advanced computer graphics, development of biographies and reproduction of workshop presentation materials and program brochure. Manage facility logistics, and work with vendors. Set up on-line registration and track registrant information.
15%	Prepare the grant application pursuant to federal grant guidance. Ensure grant application deadlines are met. Prepare quarterly reports and updates to the grantor on progress made with the stated objectives.
10%	Prepares issue papers and activity updates for the Commission on EMS. Prepares bill analyses related to the EMSC program, pediatric emergency medicine, and/or pediatric injury prevention issues. Prepares letters of appointment for new Advisory Committee Members. Plan meetings and facility arrangements. Assist EMSC TAC and Coordinator's Group with completing travel expense claims.
5%	MARGINAL FUNCTIONS: Conducts EMSC presentations to management, federal and local government agencies and other officials.
	KNOWLEDGE AND ABILITIES (AGPA) Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership. 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; 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 Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

DESIRABLE QUALIFICATIONS

- Knowledge of and/or experience in emergency medical services, public health administration, disaster planning and a health/medical background.
- Strong written, analytical, interpersonal and oral communications skills,
- Demonstrated ability to act independently, open-mindedness, flexibility and tact.

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: 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)	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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