

**Emergency  
Medical Services  
Authority**

# EMPLOYMENT OPPORTUNITY

1. RPA # <b>RPA 15-008</b>
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 Associate Governmental Program Analyst	3. POSITION NUMBER 312-800-5393-xxx	4. TENURE <b>PERMANENT</b>	5. TIME BASE Full Time	6. CBID R01
7. OFFICE OF <b>Emergency Medical Services Authority</b>	9. LOCATION (CITY or COUNTY) <b>Rancho Cordova</b>		13. MONTHLY SALARY  <b>\$4,600.00 TO \$5,758.00</b>	
8. SEND APPLICATION TO: EMS Authority 10901 Gold Center Drive, Suite 400 Rancho Cordova, CA 95670 Attention: Wendy Schmidt	10. WORKING HOURS <b>MON - FRI, DAYS - 8 am – 5 pm Flexible</b>			
	11. PUBLIC PHONE NUMBER <b>(916) 322-4336</b>			
	12. CALNET NUMBER		14. FILE BY <b>9/10/15</b>	

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 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.

The 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 with 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.

**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.

**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.

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.

**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.

**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