

**Emergency  
Medical Services  
Authority**

# EMPLOYMENT OPPORTUNITY

1. RPA # <b>RPA 15-015</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 <b>Special Investigator</b>	3. POSITION NUMBER 312-900-8612-001	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID R07
7. OFFICE OF <b>Emergency Medical Services Authority</b>	9. LOCATION (CITY or COUNTY) <b>Rancho Cordova</b>		13. MONTHLY SALARY  <b>\$4,019.00 TO \$6,258.00</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>10/7/2015</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 direction of the Supervising Special Investigator I, Enforcement Unit, the Special Investigator performs at the journeyman level, and independently or jointly conducts the more complex investigations within the Special Investigator classification series on applicant and licensed EMT-Paramedics. All work is accomplished in accordance with accepted investigative techniques, applicable laws, regulations and departmental policies and procedures and utilizes a PC or Laptop with Outlook, Microsoft Word and Excel, My License Office, Lexus Nexus, and other applicable software, and using a telephone and fax machine.

**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**

- Knowledge of investigation techniques and procedures; rules of evidence and court procedures; laws of arrest, search and seizure and legal rights of citizens; and service of legal process.
- Ability to participate effectively in investigations and interviews.
- Ability to gather and analyze facts; reason logically, draw valid conclusions and make appropriate recommendations.
- Excellent interpersonal communication and organizational skills.
- Possess the ability to think critically and independently so as to appropriately interpret and apply laws and regulations to specific situations.
- Strong writing, analytical, and research skills.
- Knowledge and/or experience in emergency medical services or health/medical background  
Extensive knowledge and use of Microsoft Work, Outlook and Excel.

**INTERPERSONAL SKILLS**

- Possess ability to communicate effectively and diplomatically with staff at all levels in a fast-paced work environment.
- Exercise a high degree of initiative and independence.
- Ability to act with flexibility and tact under stressful circumstances.

**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