

**Emergency  
Medical Services  
Authority**

# EMPLOYMENT OPPORTUNITY

1. RPA # <b>RPA 15-016</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 Staff Services Analyst	3. POSITION NUMBER 312-200-5157-003	4. TENURE PERMANENT	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	
	11. PUBLIC PHONE NUMBER (916) 322-4336		\$4,788.00	
	12. CALNET NUMBER		14. FILE BY 10/16/15	

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 supervision of the Staff Services Manager I (SSM I) of the Fiscal, Administrative & IT Division, the Procurement Analyst serves as a Department liaison and central resource to perform the technical staff functions associated with procuring IT and non-IT goods and services for the entire Department.

**SPECIAL PERSONAL REQUIREMENTS:** During emergency operations, the incumbent 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.

**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; 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.

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**

- Working knowledge of the Public Contract Code, Government Code, SAM, California Acquisition Manual, and similar documents and policies;
- Strong written, analytical, interpersonal, and oral and written communications skills and the ability to deal tactfully with the public and be able to work under pressure in order to meet short time lines and changing priorities;
- Ability to use good judgment, tact, and maintain confidentiality;
- Analyze situations accurately, make recommendations, and take effective action;
- Open-mindedness, flexibility; and ability to multitask and adhere to established deadlines is critical; and
- Ability to maintain consistent and regular attendance.

## **INTERPERSONAL SKILLS**

- Work well as part of a team and independently as necessary; and
- Provide good customer service by establishing and maintaining good working relationships with coworkers, vendors, and other constituents.

## **Work Environment, Mental, and Physical Abilities**

- Office environment, business dress for a professional office;
- 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, and
- Ability to travel on an occasional work basis, as needed.

## **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