

**Emergency
Medical Services
Authority**

EMPLOYMENT OPPORTUNITY

1. RPA # RPA 15-022
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 Program Manager III	3. POSITION NUMBER 312-700-6317-001	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID M07
7. OFFICE OF Emergency Medical Services Authority	9. LOCATION (CITY or COUNTY) Rancho Cordova		13. MONTHLY SALARY \$7,203.00 TO \$8,176.00	
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			
	11. PUBLIC PHONE NUMBER (916) 322-4336			
	12. CALNET NUMBER		14. FILE BY 2/16/2016	

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 general direction of the Chief Deputy Director, the Program Manager III (PM III) has full management and supervisory responsibility for the Disaster Medical Services Division. The PM III coordinates and directs the provision of medical services for homeland security and disaster protection of the populace as an integral part of the State of California Emergency Medical Services (EMS) system. The position is central to the EMS Authority's primary mission.

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, EMS System Planning, disaster medical services, EMT, health care management, public health administration, health care planning and/or other health/medical background.
- Ability to manage and guide staff in order to achieve both good quality staff and customer relationships.
- Strong written, analytical, public speaking and interpersonal skills,
- Ability to act with 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 be able to motivate staff,
- Build good working relationships with constituents, colleagues, and consultants.
- Ability to consistently exercise good judgment, make decisions and display effective communication skills.

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 travel more than 8-10 times per month in state, out-of-state and out-of country.

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