

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-

002

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY EMS Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED EMS Personnel Standards	3. CLASS TITLE Associate Governmental Program Analyst – LT 24 mo
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m. -- Flexible	5. SPECIFIC LOCATION ASSIGNED TO Rancho Cordova
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)

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 Staff Services Manager I (SSM I) in the EMS Personnel Division, the Associate Governmental Program Analyst (AGPA), limited-term, performs the full range of analytical duties related to developing regulations, policies and procedures for the Epinephrine Auto-injector Training and Certification (ETC) program.

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>
35%	<p>ESSENTIAL FUNCTIONS</p> <p>All work is accomplished in accordance with the Health and Safety Code, Division 2.5 and CA Code of Regulations, Title 22, departmental policies and procedures, California Regulations and Statutes using Microsoft suite of office products (Word, Excel, PowerPoint, Outlook, Access), and other technological and non-technological work tools.</p> <p>In order to develop regulations for the Epinephrine Auto-injector Training and Certification (ETC) program, the incumbent will:</p> <ul style="list-style-type: none"> • Conduct research including review and analysis of existing regulations related to epinephrine auto-injector training and certification in other states. • Prepare a report summarizing findings, alternatives, conclusions, and recommendations to management. • Develop and document the processes and procedures necessary for the epinephrine auto-injector user certification processes including: ongoing review, approval, and renewal of training programs; management of certified laypersons including publicizing the availability of the lay public to receive state approved epinephrine auto-injector training; providing proof of certification to trained individuals.

11. **SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print) Lisa Witchey	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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Essential Functions (cont.)

- Draft ETC program regulations for review and approval by executive management, manage and complete the rule making process with the Office of Administrative Law, which involves public comment posting periods, response to comments, and often revision of proposed regulations.

35%

In order to develop statewide training standards for the provision of epinephrine auto-injector training, the incumbent will:

- Conduct research including review and analysis of existing training standards and training guidelines utilized by school districts, local and state public health departments, national health institutions, and other states.
- Prepare a report summarizing findings, alternatives, conclusions, and recommendations to management.
- Facilitates taskforce meetings to review current standards in anaphylaxis treatment and epinephrine auto-injector administration, and build consensus of standards to be utilized statewide. Taskforce members will include subject matter experts, physicians, and EMS providers.

30%

Leads taskforce meeting and represents the Department by. developing agendas and required documentation for attendees; In order to administer and evaluate the ETC program, the incumbent will:

- Provide interpretation of regulations and technical support to the public and training programs.
- Collect program statistics demonstrating program operation costs, revenue collected, certifications issued and renewed, and programs approved.
- Prepare analysis of program statistics for management review and provides recommendation for program and process improvements.
- Establish and maintain a database of approved training programs
- Conduct ongoing review, approval, and renewal of training programs;

KNOWLEDGE AND ABILITIES

Knowledge of: 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: 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 are required to participate 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, nursing, paramedic, EMT, public health administration, and/or other health/medical background.
- Knowledge of and/or experience in disaster planning.
- Strong written, analytical, interpersonal and oral communications skills.
- Ability to work cooperatively and effectively independently and as part of a team.
- Demonstrated ability to act independently with open-mindedness, flexibility and tact.
- Ability to establish and build effective working relationships with constituents, colleagues, and consultants.

INTERPERSONAL SKILLS

- Ability to work well as part of a team and independently as necessary.
- Ability to build good working relationships with constituents.

WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES

- Office environment, professional work attire.
- Daily and frequent use of personal computer and a variety of office software applications at a workstation.
- 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.
- Possess the ability to manage multiple tasks with changing priorities.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to travel on an occasional basis and occasionally work overtime.

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