

**Emergency
Medical Services
Authority**

**EMPLOYMENT
OPPORTUNITY**

1. RPA # RPA 003
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 (T&D may be considered)	3. POSITION NUMBER 312-900-5157-004	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 \$2873 – 3600 (rg A) \$3,111 – 3895 (rg B) \$3737 – 4446 (rg C)	
8. SEND APPLICATION TO: EMS Authority Karen DeGuire / Patricia Czoberek 10901 Gold Center Drive, Suite 400 Rancho Cordova, CA 95670	10. WORKING HOURS MON - FRI, DAYS - 8 am - 5 pm - Flexible		14. FILE BY July 30, 2014	
	11. PUBLIC PHONE NUMBER (916) 255-4727			
	12. CALNET NUMBER			

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 SSM I, Paramedic Program Unit (PPU), the Staff Services Analyst (SSA) is responsible for consultation with management, employers, applicants, and other local, state, and federal government staff on a wide variety of sensitive Paramedic Program issues. The SSA is the entry level through first journey level and assists in the development and implementation of EMT-Paramedic policies and procedures and special projects.

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 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:

- Positive attitude
- Dependable and excellent attendance record
- Excellent customer service skills
- Excellent organizational skills
- Work as a team member and independently

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. Surplus candidates must submit a copy of surplus status letter.

HOW TO APPLY: (cont)

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 area of the application where you enter the position you are applying for. (i.e, enter reinstatement, lateral transfer, list eligibility). In addition, if your eligibility is the result of competing in an examination, you must include a copy of your examination results indicating your official score with your application. Failure to provide these documents at the time you submit your application may result in your not being considered for the position.**

Submit a State Application (STD. 678) and resume to:
Emergency Medical Services Authority
Karen DeGuire / Patricia Czoberek, Personnel Analyst
10901 Gold Center Drive, Suite 400
Rancho Cordova, CA 95670