

**Emergency
Medical Services
Authority**

**EMPLOYMENT
OPPORTUNITY**

1. RPA #	EMS 005
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 Associate Governmental Program Analyst	3. POSITION NUMBER 312-800-5393-901	4. TENURE LIMITED TERM - 12 months – may be extended to 24 months	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 \$4488.00 TO \$5618.00	
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			
	11. PUBLIC PHONE NUMBER (916) 255-4727			
	12. CALNET NUMBER		14. FILE BY September 30, 2014	

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 direction of the EMS Systems Assistant Division Chief, the incumbent serves as the Division Grant Coordinator. This position requires specific knowledge of principles and practices of grant administration; familiarity with local, State, federal, and private grant application processes; and budget planning of grant funded projects. The Grant Coordinator will be responsible for providing oversight and maintenance of the overall grant processes and ensuring compliance and proper financial reporting of the grants.

SPECIAL 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 EMS, public health administration and/or a health/medical background.
- Knowledge of grant administration.
- Knowledge of general grant funding principles.
- Motivated; self-starter; works well independently; open-mindedness; flexibility, and tact.
- Demonstrated ability to act independently, open-mindedness, flexibility, and tact.
- Ability to build and maintain strong working relationships with a multitude of internal and external customers including representatives within State, local and Federal government, grant managers and program officers of funding bodies.

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. 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). Failure to follow directions 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

CALIFORNIA STATE GOVERNMENT • EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, CIVIL SERVICE RULES, AND A SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DGS JOB HOTLINE PHONE (916) 322-5990
OAS1T(REV. 4/98)

◆ **CALIFORNIA RELAY SERVICE FROM TDD PHONES 1-800-735-2929**