

**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-

**006**

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY <b>EMS Authority</b>	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED <b>EMS Systems Division</b>	3. CLASS TITLE <b>AGPA 9-Month Limited Term</b>
4. WORKING HOURS/SCHEDULE TO BE WORKED <b>8:00 a.m. to 5:00 p.m. -- Flexible</b>	5. SPECIFIC LOCATION ASSIGNED TO <b>Rancho Cordova</b>
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 Emergency Medical Services (EMS) Systems Division Chief, EMS Systems Division, the AGPA evaluates and monitors issues relating to EMS Systems Transportation Programs.

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. (Use additional sheet if necessary)
40%	<p><b>ESSENTIAL FUNCTIONS</b></p> <p>The AGPA performs complex and legally sensitive ambulance transportation issues and provides assistance and technical assistance to local EMS agencies, public and private EMS provider agencies, public safety agencies and various committees on EMS, including the review of exclusive operating areas. The incumbent plans, coordinates, oversees, and evaluates all stages and activities required in accordance with department policies and procedures, California Regulations and Statutes, federal grant requirements using the Microsoft suite of office products (Word, Excel, PowerPoint, Outlook, Access), and other technological and non-technological work tools</p> <p>In order to ensure Exclusive Operating Ambulance (EOA) Zones are in statutory compliance, the incumbent:</p> <ul style="list-style-type: none"> <li>• Audits Ambulance Zone exclusivity documentation submitted by local EMS agencies to ensure compliance with ambulance contracts and County ambulance ordinances</li> <li>• Analyzes ambulance company sales or transfer of ownership documentation for compliance with rules of "grandfathering" of an ambulance zone.</li> <li>• Analyzes maps of ambulance zone service areas for changes in boundaries, including population data and ambulance call volume data.</li> </ul>

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
---------------------------	------------------------	------

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
-------------------------	----------------------	------

**ESSENTIAL FUNCTIONS (cont.)**

- Analyzes case law related to ambulance zone issues to identify precedents established by prior court decisions.
- Provides technical assistance by phone, e-mail and in person to local EMS agencies who submit EOA Request for Proposals (RFP).
- Audits RFPs for compliance with state guidelines.
- Develops suggested language where compliance is questionable.
- Researches ambulance zone history related to RFP for compliance with statutes.

In order to develop and implement the EMS System Standards and Guidelines, the incumbent:

30%

- Collaborates with the EMS Administrator's Association of California, the EMS Medical Director's Association of California, the California Fire Chief's Association, the California Ambulance Association, state agencies and other EMS constituent groups to develop and/or revise EMS transportation regulations and/or guidelines.
- Assist in the facilitation of meetings with EMS constituent groups for the purpose of analyzing and revising draft regulations and/or guidelines.
- Develops the final draft of EMS Transportation regulations and/or guidelines, submits the draft guidelines for public comment and coordinates the revision of document by evaluating comments received and presenting recommendations to management for presentation to the Commission on EMS for approval.
- Provides education and technical assistance, both written and verbally, on the revised Standards and Guidelines to local EMS agency staff.
- Evaluates EMS plans and plan updates submitted by local EMS agencies and provides recommendations to management regarding compliance with the Standards and Guidelines.

In order to ensure local Transportation Programs are in statutory and regulatory compliance, the incumbent:

10%

- Evaluates Requests for Proposal (RFP) and makes recommendations to management for approval/disapproval of ambulance zone contracts.
- Analyzes and provides technical assistance to local EMS Agencies on the development of local ambulance ordinances and on the interpretation and implementation of statutes related to EMS transportation.
- Develops and oversees implementation of the State Transportation Program Guidelines at the local EMS Agency level.

In order to provide program support for EMS Transportation Systems, the incumbent:

10%

- Analyzes evolving EMS Transportation System issues and provides recommendations to management on policies that will coordinate and strengthen the EMS system.
- Drafts issue papers, meets with affected constituents, conducts research, develops alternatives, and recommend solutions to management and stakeholders.
- Audits and tracks federal and state legislation to evaluate immediate and long-term impact on EMS systems.
- Performs legislative analysis on bills related to EMS.
- Serves on multi-disciplinary task forces to discuss issues and build and maintain cooperative relationships with EMS partners.
- Prepares and presents materials for review by the Commission on EMS.

10%

**MARGINAL FUNCTIONS**

Conducts site visits, reviews and approves quarterly progress reports and invoices. Makes recommendations on the Prevention 2010 Application, Mid-Year and Annual reports.

**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.

**DESIRABLE QUALIFICATIONS**

- Knowledge of and/or experience in emergency medical services.
- Strong written, analytical, interpersonal, and oral communications skills.
- Motivated; self-starter; works well 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.

**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.

**WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES**

- Office environment, business dress for a professional office.
- Present self professionally.
- 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 levels of responsibility within state, local and the federal government
- Ability to consistently exercise good judgment and effective communication skills
- Ability to travel on an occasional basis.