

**Emergency  
Medical Services  
Authority**

# EMPLOYMENT OPPORTUNITY

1. RPA #	<b>RPA 007</b>
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 <b>Staff Services Manager I</b>	3. POSITION NUMBER 312-700-4800-00x	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID S01
7. OFFICE OF <b>Emergency Medical Services Authority</b>	9. LOCATION (CITY or COUNTY) <b>Rancho Cordova</b>		13. MONTHLY SALARY <b>\$5,181.00</b> <b>TO</b> <b>\$6,437.00</b>	
8. SEND APPLICATION TO: EMS Authority <b>Karen DeGuire / Patricia Czoberek</b> <b>10901 Gold Center Drive, Suite 400</b> <b>Rancho Cordova, CA 95670</b>	10. WORKING HOURS <b>MON - FRI, DAYS - 8 am - 5 pm - Flexible</b>		14. FILE BY <b>August 29, 2014</b>	
	11. PUBLIC PHONE NUMBER <b>(916) 255-4727</b>			
	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. **Will accept applications from qualified Staff Services Manager I candidates.**

**ESSENTIAL FUNCTIONS:**

Under the general direction of the Health Program Manager II, the Staff Services Manager I will serve as the Supervisor of the Disaster Medical Services Division, Plans and Training Unit by providing leadership and supervision to the DMS Plans and Training Unit and ensure that the program operates effectively and to fulfill its mission.

**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 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.

**Travel within and outside the State of California is required for this position. Anticipate approximately 15% travel.**

**Desirable Qualifications**

- Knowledge of and/or experience in disaster planning and response, emergency medical services, public health administration and/or or a health/ medical background.
- Strong written, analytical, interpersonal and oral communications skills,
- Excellent leadership and problem solving skills,
- Demonstrated ability to act independently, open-mindedness, flexibility and tact,
- Analyze situations accurately, make recommendations, and take effective action.
- Demonstrated ability to act independently, open-mindedness and flexibility.

**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