STATE OF CALIFORNIA

EMERGENCY MEDICAL SERVICES AUTHORITY

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- **010**	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 Division	3. CLASS TITLE Staff Services Analyst (G)
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) 312-900-1139-003

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 supervision of the Staff Services Manager I, the incumbent reviews and approves pediatric first aid and CPR training programs for child care providers to ensure compliance with State Statutes and Regulations and consistency with national first aid and CPR training standards and guidelines. The incumbent also processes course completion sticker orders; maintains the training program database; provides data analysis and prepares training program status reports for management.

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)*
35%	**ESSENTIAL FUNCTIONS** 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 Statues using Microsoft suite of office products (Word, Excel, PowerPoint, Outlook, Access), and other technological and non-technological work tools. In order to review and approve pediatric first aid and CPR training programs, the incumbent will: • Review pediatric first aid and CPR training curriculum and other materials submitted to ensure compliance with State Statutes and Regulations; and • Conduct research including review and analysis of national first aid and CPR training standards and guidelines and independently draws conclusions to ensure submitted training program materials are consistent and reflect current best practices; and

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Lisa Witchey		

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.) • Independently identify changes in health and safety standards, draft instructional bulletins advising training program directors of changing standards, track and monitor receipt of updated program curricula reflecting the current standards; and • Correspond with training program directors to correct missing and/or inaccurate training materials required in the application process; and, • Provide technical assistance to other state and local agencies, and the public concerning the training program approval process and requirements.
35%	In order to enforce the Chapter 1.1: Training Standards for Child Care Providers regulations, the incumbent will: • Independently initiate investigation of training program complaints by interviewing involved parties, conducting online research, obtaining documentation and performing quality assurance audits of completed courses; and, • Identify training programs that are out of compliance with statutes and regulations by reviewing completed training program rosters, using a spreadsheet to track identified issues, and contact programs in writing advising of corrections needed to resolve areas of identified non-compliance; and • Independently draws conclusions to recommend appropriate enforcement action based on investigation results, up to and including revocation training program approval. Prepares management issue memo outlining the complaint, results of the investigation, areas of regulatory non-compliance and recommendations for appropriate disciplinary action.
15%	In order to provide certification of completed child care training, the incumbent will: • Maintain a database containing specific EMS Authority approved training program information; and, • Process student course completion sticker orders and prepare deposit transmittals; • Prepare training program approval certificates for Director's signature; and, • Review incoming mail to the childcare unit and forward school bus driver first aid/CPR and preventive health training program materials to the training program AGPA; and • Utilize a spreadsheet to track training program applications; and,
10%	In order to maintain accurate training program information the incumbent will: • Conduct monthly queries of the database to determine which training program approvals will be expiring in 60-days; and, • Notify, via US Mail and email, training programs of their pending approval expiration or lapsed approval date and the requirements to renew their approvals.
5%	**MARGINAL FUNCTIONS** In order to provide child care program statistics to management, the incumbent will: • Provide management with current training program approval information for posting on the EMS Authority's web page; and, • Update spreadsheet of sticker sale revenue and program reviews and provide monthly reports on TPA revenues received; and, • Track and provide report on training program submissions for review; and, • Using established purchasing procedures, order refills of childcare first aid, CPR and preventive health and safety course completion stickers when the inventory reaches less than a two month supply.

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; and governmental functions and organization.

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; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

SPECIAL PERSONAL CHARACTERISTICS

Willingness as a learner to do routine or detailed work in order to learn the practical application of administrative principles; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests; and willingness and ability to accept increasing responsibility.

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 and/or experience in emergency medical services, nursing, paramedic, EMT, public health administration, and/or other health/medical background; or,
- Knowledge of early childhood education and child care health and safety standards; and,
- 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.

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.