

**Emergency
Medical Services
Authority**

EMPLOYMENT OPPORTUNITY

1. RPA # RPA 010
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	3. POSITION NUMBER 312-900-5157-00x	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 \$2873.00 TO \$4671.00	
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		14. FILE BY September 17, 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 direction 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.

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.

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