

**DUTY STATEMENT PROPOSED**

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.

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**025**

EFFECTIVE DATE:

1. <b>DGS OFFICE OR CLIENT AGENCY</b> EMS Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. <b>UNIT NAME AND CITY LOCATED</b> EMS Personnel	3. <b>CLASS TITLE</b> Associate Governmental Program Analyst
4. <b>WORKING HOURS/SCHEDULE TO BE WORKED</b> 8:00 a.m. to 5:00 p.m. -- Flexible	5. <b>SPECIFIC LOCATION ASSIGNED TO</b> Rancho Cordova
6. <b>PROPOSED INCUMBENT (If known)</b>	7. <b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b>

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 direction of the Staff Services Manager I (SSM-I), the Emergency Medical Services (EMS) Personnel Standards Analyst performs the following duties: analyzes legislative bills; develops regulations, policies and procedures; and provides technical assistance to various public and private agencies regarding application and interpretation of Tactical Medicine guidelines, Do Not Resuscitate (DNR) and Physician Orders for Life-Sustaining Treatment (POLST) guidelines, and EMS personnel scope of practice, training standards, certification requirements and use of the central registry.

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)*

30%	<p><b>ESSENTIAL FUNCTIONS</b></p> <p>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 Statutes using Microsoft suite of office products (Word, Excel, PowerPoint, Outlook, Access), and other technological and non-technological work tools.</p> <p>In order to analyze legislation relating to the EMS Personnel Division, the incumbent will:</p> <ul style="list-style-type: none"> <li>Review existing statute and analyze proposed legislation and advise management for immediate and long-range departmental impact.</li> <li>Conduct research of other states and previous legislation related to the proposal.</li> <li>Independently prepare legislative bill analysis with recommendations to management including suggested amendments and identifying key issues such as workload or fiscal impacts.</li> <li>Prepare issue memos to update the Commission on EMS regarding the EMS Personnel program and activities.</li> </ul>
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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.)**

30%

In order to ensure Epinephrine Auto-injector Training and Certification, EMT, and Advanced EMT regulations, DNR and POLST Guidelines, and Model Disciplinary Orders Guidelines are revised, developed or maintained, the incumbent will:

- Facilitate working groups to make recommendations for revisions to regulations and/or guidelines by arranging periodic in person meetings or by utilizing e-mail correspondence with the working group.
- Develop proposed regulatory language for public comment based upon recommendations from working groups.
- Comply with the Office of Administrative Law's (OAL's) rulemaking process for regulation revisions by preparing documents and forms required and providing a public comment period for EMS constituents and the public utilizing knowledge of the rulemaking process and using the US mail, e-mail and fax to provide constituents with draft documents and ability to provide comments.
- Develop and finalize the Regulations and Guidelines by obtaining input from the working group and approval from the Commission on EMS and ensures affected constituents are notified of revisions by communicating via US mail, e-mail, or fax and convening meetings as necessary.

20%

In order to provide assistance to the public, EMS providers, EMS training programs, local EMS agencies, the incumbent will:

- Independently analyze complex regulatory inquiries related to EMT or Advanced EMT certification, recertification and reciprocity issues.
- Provide interpretation on regulatory and guideline application.
- Identify and analyze program issues and trends and make recommendations to the SSM-I for program or process improvements.
- Utilize the central registry database to input, extract and evaluate data and provide assistance to certifying entities.

20%

In order to develop tactical casualty care training standard guidelines that increase integration and coordination of EMS providers with other first responders including peace officers and firefighters, the incumbent will:

- Conduct research including review and analysis of existing training standards and training guidelines.
- Prepare reports summarizing findings, alternatives, conclusions, and recommendations to management.
- Facilitate taskforce meetings of the State Tactical EMS Advisory Committee to review current standards in tactical casualty care, and build consensus of standards to be utilized statewide.
- Prepare meeting agenda, meeting summary and distribute committee activities through email and website postings.

**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; 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

**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 are 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.

**SPECIAL PERSONAL CHARACTERISTICS**

Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

**INTERPERSONAL SKILLS**

- Ability to work well as part of a team and independently as necessary.
- Ability to build good working relationships with constituents.

**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;
- 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.
- 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 multiple tasks with changing priorities
- Daily and frequent use of personal computer and a variety of office software applications at a workstation.
- 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.