Emergency Medical Services Authority

EMPLOYMENT OPPORTUNITY

1. RPA #
RPA 15-018
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	3. POSITION NUMBER	4. TENURE	5. TIME BASE	6. CBID
Staff Programmer Analyst (Specialist)	312-400-1581-901	PERMANENT	Full Time	R01

7. OFFICE OF	9. LOCATION *(CITY or COUNTY)*	13. MONTHLY SALARY
Emergency Medical Services Authority	**Rancho Cordova**	**$5,295.00 TO $6,963.00**
8. SEND APPLICATION TO: EMS Authority 10901 Gold Center Drive, Suite 400 Rancho Cordova, CA 95670 Attention: Wendy Schmidt	**10. WORKING HOURS** **MON - FRI, DAYS - 8 am - 5 pm - Flexible** **11. PUBLIC PHONE NUMBER** **(916) 322-4336** **12. CALNET NUMBER**	**14. FILE BY** **11/13/2015**

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 general supervision of the Data Processing Manager I, the incumbent serves as the lead programmer and database administrator for the department's client/server database application systems.

SPECIAL PERSONAL REQUIREMENTS: During emergency operations, the incumbent 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.

KNOWLEDGE AND ABILITIES

Knowledge of: Information technology system programming, equipment, and its capabilities; principles and techniques of studying work processes for new or revised information technology system applications; principles of designing methods of processing information; technical report writing; statistical methods; principles of public administration, organization, and management; and principles of personnel management.

Ability to: Write complex programs and develop detailed program specifications; analyze information and situations, reason logically and creatively, identify problems, draw valid conclusions, and develop effective solutions; apply creative thinking in the design and development of methods of processing information and information technology systems; establish and maintain cooperative working relationships with those contacted in the course of work; communicate effectively; and prepare effective reports.

CALIFORNIA STATE GOVERNMENT IS EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORGIN, POLITICAL AFFILATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.

DESIRABLE QUALIFICATIONS

- Proficiency with XML, HTML and CSV text language
- Proficiency with Microsoft Desktop Applications including: Microsoft Office including Sharepoint.
- Ability to work effectively under tight time constraints, client demands, and the pressure of multiple deadlines.
- Excellent communication skills both written and oral.
- Ability to read and interpret state and departmental policies and procedure manuals.
- Demonstrated quality customer service experience.
- Ability to focus attention on details.
- Ability to follow work rules.

WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES

- Office environment, professional business attire.
- 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 level of responsibility within state, local and the federal government.
- Ability to travel once or twice per month and work overtime as needed.

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. SROA or 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 explanation section of the application. (e.g., reinstatement, lateral transfer, list eligibility). The application must be postmarked by the final file date.

APPLICATIONS SUBMITTED VIA E-MAIL OR FACSIMILE WILL NOT BE ACCEPTED.

Submit a State Application (STD. 678) and resume to:

Emergency Medical Services Authority
Administration
Attn: Wendy Schmidt
10901 Gold Center Drive, Suite 400
Rancho Cordova, CA 95670