

**DUTY STATEMENT**

GS 907T (REV. 08/01)

**SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY****INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA 15-019 EMSA

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY EMS Authority	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED Emergency Medical Services Systems Division	CLASS TITLE Research Program Specialist I
WORKING DAYS AND WORKING HOURS 8:00 a.m. to 5:00 p.m. - Flexible	SPECIFIC LOCATION ASSIGNED TO Sacramento
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 312-800-5742-901

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.

**BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under general direction of the Staff Services Manager I, Data, Health Information Exchange, and Quality Assurance Unit, this position will provide statewide technical expertise and data related services to the Local Emergency Medical Services Agencies (LEMSAs) regarding data analysis and quality assurance.

% of time performing duties	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. <i>(Use additional sheet if necessary)</i>
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**ESSENTIAL FUNCTIONS**

The Research Program Specialist I (RPS I) functions at the super journey level in areas of data analysis and quality assurance for implementation of local emergency medical services and may provide input to policy, data collection and analysis, and evaluation methods. The successful candidate must be able to use the MS Office Suite of programs and other data related tools and should be familiar with query tools and query language. The position collaborates and coordinates with other professional and technical staff and requires the ability to use information technology and computers in carrying out activities. The position requires that the individual be able to successfully work independently on difficult and highly technical data related tasks. The individual should have a good grasp of health care issues, and must be capable of providing research design advice to management.

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

SUPERVISOR'S NAME (Print)

Kathleen Bissell

SUPERVISOR'S SIGNATURE

DATE

**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 balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

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30%	<p>Runs queries to develop data and generate data analyses for multiple reports regarding performance measures and data quality.</p> <ul style="list-style-type: none"> <li>• Develop queries to pull data from the CEMSIS system using Image Trend, a proprietary software application;</li> <li>• Develop reports and maps using data from CEMSIS and GIS software to display emergency medical care trends and disaster data, including, but not limited to: available emergency vehicles by county, available trauma facility beds; and locations of air ambulance service providers;</li> <li>• Conduct data validation tests to determine the reliability of data received from various LEMSAs which use different software vendors. It is critical to know which, if any, software applications have data reliability issues because data from multiple sources are used to develop single statewide reports ;</li> <li>• Organize the CEMSIS data into report formats, provide data analyses, and specify methodologies for quarterly and annual reports, including appropriate statistical notations, in support of program operation, data quality, and technical assistance projects.</li> <li>• develop innovative research designs to obtain necessary data;</li> <li>• Develop findings and recommendations for inclusion in various reports for the purpose of improving the data quality from the local agencies and providing clarity for future data development;</li> <li>• Develop graphs and tables to display the CEMSIS data in an effective manner in support of issue papers and reports to the EMS Commission or EMS Administrator's Association of California (EMSAAC);</li> <li>• direct other Data Unit staff on specific short term data projects; Analyze data in support of performance measures including adequacy of data reported within CEMSIS and data provided by local agencies outside of the CEMSIS system.</li> </ul>
25%	<p>Provides data related technical assistance to local agencies or to other entities in support of program implementation and data collection and analysis.</p> <ul style="list-style-type: none"> <li>• Review and analyze data collection processes to determine technical assistance needs for LEMSAs;</li> <li>• Develop and utilize research methodologies to determine statistical significance of data where appropriate;</li> <li>• Perform probabilistic matching with data from multiple sources such as...</li> <li>• Serve as a primary source for information on statistical analyses for appropriate data;</li> <li>• Analyze CEMSIS and Core Measures data to identify and prioritize the appropriate technical assistance needed by the LEMSAs;</li> <li>• Provide expert program advice to LEMSAs on local data collection issues and the transition to NEMSIS version 3.</li> </ul>
20%	<p>Develops program standards for data and prepares and edits special reports, publications, and supportive materials as required.</p> <ul style="list-style-type: none"> <li>• Ensure data accuracy of CEMSIS data and other available LEMSA data, such as Core Measure data, and ensure data are correctly validated;</li> <li>• Analyze CEMSIS data to include: review of outcome data; adequacy of data collection processes; and comparison to national data;</li> <li>• Develop surveys and questionnaires to obtain appropriate research data;</li> <li>• Develop quarterly and annual reports on specific topics for the EMS Commission and the EMSAAC to identify data trends and provide data analyses on those trends;</li> <li>• Analyze CEMSIS and Core Measure data in support of data regulations and data quality assurance, including review and analysis of hospital outcome data;</li> </ul>

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	<ul style="list-style-type: none"> <li>• Provide consultation and support to the EMS Data Advisory Group by developing and analyzing CEMSIS data for completeness, showing best practices for data collection for the LEMSAs, and providing feedback on data quality issues.</li> </ul>
10%	<p>Participates in a team to provide quality assurance technical assistance for local EMS agencies</p> <ul style="list-style-type: none"> <li>• Develop data and program quality assurance tools for technical assistance to LEMSAs;</li> <li>• Review and analyze quality assurance plans related to CEMSIS data;</li> <li>• Compose and distribute appropriate CEMSIS quality assurance and data documents to EMSAAC Quality Improvement Committee</li> </ul>
10%	<p>Provides input into grant development issues and works as part of a team to track grant activities.</p> <ul style="list-style-type: none"> <li>• Provide critical CEMSIS data review and analysis to EMS executive staff in support of grant goals and objectives;</li> <li>• Provide quarterly CEMSIS data reports with data analysis to the Grants Coordinator in support of periodic grant activities reports;</li> <li>• Conduct bill analyses related to issues involving CEMSIS data.</li> </ul>
5%	<p><b>MARGINAL FUNCTIONS</b></p> <p>Attend quarterly Commission and EMSAAC meetings and provide input on specific issues related to health care data collection and analysis. May make presentations to EMSA management, federal and local agencies, and other officials related to data program activities and selection and use of software.</p> <p><b>KNOWLEDGE AND ABILITIES</b></p> <p>Knowledge of: Research methods and techniques; application of computerized models to research data; statistical and other methods used in the analysis and projection of data; survey methods and analytical techniques; operations research methods.</p> <p>Ability to: Communicate effectively to individuals and groups related to the area of research; analyze and make recommendations; plan and carry out research projects; prepare and present technical reports; establish and maintain cooperative relationships with others.</p> <p><b>SPECIAL PERSONAL REQUIREMENTS</b></p> <p>Demonstrated ability to act independently; open-mindedness; flexibility; and tact.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Good writing skills</li> <li>• Ability to work on own and in team environment</li> <li>• Professional, courteous, and positive demeanor</li> <li>• Self-starter, detail oriented, and ability to multi-task complicated projects</li> <li>• Proficient in MS software (Word, Excel, Access, PowerPoint) and on-line databases</li> <li>• Knowledge of research methodologies</li> <li>• Experience with data systems or data development</li> <li>• Experience and / or education in statistics</li> <li>• Experience writing queries</li> <li>• Experience in report development</li> <li>• Experience with GIS software</li> <li>• Experience with health care data systems</li> </ul>

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	<p><b>INTERPERSONAL SKILLS</b></p> <ul style="list-style-type: none"> <li>• Work well as part of a team and independently as necessary,</li> <li>• Build good working relationships with constituents, colleagues, and consultants.</li> </ul> <p><b>WORK ENVIRONMENT, MENTAL, AND PHYSICAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Office environment, business dress for a professional office</li> <li>• Present self professionally</li> <li>• Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently</li> <li>• 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</li> <li>• Ability to consistently exercise good judgment and effective communication skills</li> <li>• Ability to use a computer</li> <li>• Ability to travel on an occasional to moderate basis and occasionally work overtime.</li> </ul> <p><b>SPECIAL PERSONAL REQUIREMENTS</b></p> <p>During emergency operations, 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.</p> <p>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.</p>