

**Emergency
Medical Services
Authority**

EMPLOYMENT OPPORTUNITY

1. RPA # RPA 028
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 Health Program Specialist II	3. POSITION NUMBER 312-800-8336-900	4. TENURE LIMITED TERM -24 months	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	
8. SEND APPLICATION TO: EMS Authority 10901 Gold Center Drive, Suite 400 Rancho Cordova, CA 95670 Attention: Saya Muñiz	10. WORKING HOURS MON - FRI, DAYS - 8 am - 5 pm - Flexible		\$5309.00 TO \$6645.00	
	11. PUBLIC PHONE NUMBER (916) 322-4336			
	12. CALNET NUMBER		14. FILE BY May 14, 2014	

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 direction of the EMS Systems Division Chief, the Health Program Specialist (HPS) II has day-to-day program oversight responsibilities for the EMS Authority Health Information Exchange (HIE) program. HIE is a major program for the EMS Authority that has impact to the entire EMS system in California, effecting all aspects of the EMS system.

The incumbent has independent program responsibility and a high level of decision-making authority for integration of Health Information Exchange (HIE) and healthcare. HIE is critical to the department's mission of ensuring quality patient care by administering an effective statewide system of coordinated emergency medical care. Using program coordination skills/tools, the incumbent will make decisions that have major impacts to program, policy, and fiscal impacts. The incumbent must have an extensive knowledge and understanding of the Prehospital EMS system in California, to include subject matter expertise in patient care documentation, EMS transportation, local EMS agency systems, data systems and the relationship to EMS. The capability of HIE and electronic patient care record (ePCR) bi-directional communication between providers and hospitals is a newer concept in EMS that has potential to be controversial with EMS system stakeholders. The incumbent must have a high level of interpersonal skills and the ability to facilitate sensitive conversations with EMS system stakeholders.

SPECIAL PERSONAL 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

- Working knowledge of the Public Contract Code, Government Code, SAM, California Acquisition Manual and similar documents.
- Strong written, analytical, interpersonal, and oral and written communications skills.
- Establish and maintain the confidence and cooperation of others.
- Ability to use good judgment, tact, and maintain confidentiality.
- Ability to adhere to established timelines.
- Analyze situations accurately, make recommendations, and take effective action.
- Demonstrated ability to act independently, open-mindedness, flexibility.
- Ability to maintain consistent and regular attendance.

INTERPERSONAL SKILLS

- Work well as part of a team and independently as necessary.
- Build good 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. 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.

CALIFORNIA STATE GOVERNMENT • EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, CIVIL SERVICE RULES, AND A SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DGS JOB HOTLINE PHONE (916) 322-5990



CALIFORNIA RELAY SERVICE FROM TDD PHONES 1-800-735-2929