

**Emergency
Medical Services
Authority**

EMPLOYMENT OPPORTUNITY

1. RPA #	RPA 004
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 Manager I	3. POSITION NUMBER 312-800-4800-XXX	4. TENURE LIMITED TERM - 12 months – may be extended to 24 months	5. TIME BASE Full Time	6. CBID S01
7. OFFICE OF Emergency Medical Services Authority	9. LOCATION (CITY or COUNTY) Rancho Cordova		13. MONTHLY SALARY \$5181.00 TO \$6437.00	
8. SEND APPLICATION TO: EMS Authority Karen DeGuire or 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 11/19/14	
	11. PUBLIC PHONE NUMBER (916) 431-3669			
	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 EMS Systems Division Chief (HPM II), the incumbent serves as the EMS Systems CEMSIS Data, HIE, and QI Programs Manager. This position requires knowledge of: the collection and analysis of various types of data and the concept of database systems and validation involving the California Emergency Medical Services Information System (CEMSIS); the tools and technologies associated with Health Information Exchange (HIE); and quality improvement (QI) development and performance monitoring

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 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.

DESIRABLE QUALIFICATIONS:

- Knowledge of and/or experience in EMS, public health administration and/or a health/medical background.
- Knowledge of data systems, data input and reporting principles, and XML file use; general grant funding principles and the control and administration of divisional and program budgets.
- Excellent leadership and supervisory skills.
- Flexibility in response to constant change.
- Effectively manage time.
- Use interpersonal networking and conflict resolution skills effectively; effectively negotiate; clearly communicate both verbally and in writing.
- Effectively guide, coach and mentor individuals and teams; be proficient in all facets of human resource management including recruitment, retention, and staff development.

DESIRABLE QUALIFICATIONS (CONT.)

- Think critically and creatively to solve problems; analyze information and evaluate alternatives as part of the decision making process.
- Build and maintain strong working relationships with a multitude of internal and external customers including representatives within State, local and Federal government, stakeholders, consultants, and constituents.

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. **Applications must 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
Attn: Karen DeGuire or Patricia Czoberek
10901 Gold Center Drive, Suite 400
Rancho Cordova, CA 95670

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