

**DUTY STATEMENT**

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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**030**

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 Standards	3. <b>CLASS TITLE</b> Associate Health Program Adviser
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> 312-900-8337-001

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 Basic Life Support (BLS) Coordinator performs the following duties: Analyzes issues, develops regulations, policies and procedures, and provides technical assistance to various public and private agencies regarding automated external defibrillation (AED), public safety first aid and CPR, and Emergency Medical Technician (EMT) and Advanced EMT (AEMT) training and certification standards.

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. <i>(Use additional sheet if necessary)</i>
35%	<p>In order to assist state and local agencies, training programs, and individual providers in developing and maintaining relevant emergency medical services related programs, the BLS Coordinator analyzes, evaluates and recommends solutions for issues relating to automated external defibrillation, public safety first aid and cardiopulmonary resuscitation training standards, the EMT and AEMT training and certification standards. All work is accomplished in accordance with applicable rules, regulations, departmental policies and procedures. The position requires strong customer service, analytical and writing skills. Microsoft Word software is used extensively. Excel and PowerPoint software are also used.</p> <p><b>ESSENTIAL FUNCTIONS</b></p> <p>Under direction from the SSM I, the BLS coordinator manages the BLS program which involves planning, implementation, monitoring and evaluation of various EMS health programs. Analyzes complex regulatory inquiries from stakeholders and develops solutions to certification process questions from the 33 local EMS Agencies and other certifying entities that have statewide impact on EMSA and the 60,000 certified EMT's in</p>

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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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
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**Essential Functions (cont.)**

30% California. Provides interpretation of training and certification standards and policies for a broad variety of BLS issues including AED, public safety and EMT programs that assists local EMS agencies (LEMSAs), public safety agencies, public and private EMS providers, educators, EMTs, and public safety personnel, and other public and private organizations and individuals, throughout California and elsewhere to provide required training and comply with statutory and regulatory requirements for certification of EMTs and compliance with relevant regulations. Develops and provides training and technical assistance for Central Registry database users.

15% Reviews, analyzes, and revises regulations impacting the training and scope of practice standards for EMTs, AEMTs and public safety personnel, including their use of AEDs. Reviews and approves AED provider policies. Convenes and leads working groups that provide input for guideline and regulation revisions.

15% Analyzes complex regulatory inquiries and provides interpretation on regulatory application and develops solutions to a broad variety of limited advanced life support (LALS) issues for the AEMT program raised by the local EMS Agencies and other certifying entities that have statewide impact on EMSA. Analyzes and makes recommendations on approval of statewide first responder and EMT training programs developed by those state departments that train and certify BLS personnel, and audits their programs to ensure compliance with established standards, guidelines and regulations. Participates in periodic departmental and statewide readiness drills and exercises.

15% Participates on various committees and task forces and attends meetings related to BLS issues. Reviews and analyzes legislation related to various basic life support issues for immediate and long-range impact. Makes presentations to various community groups, drafts and distributes quarterly division newsletter. Performs other related analytical work.

**MARGINAL FUNCTIONS**

5% 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. May 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: Public health, mental health and health care services programs and trends; problems and procedures involved in establishing community relationships and assessing community health program needs and resources; preparation and planning for coordinated programs with local and Federal agencies, private agencies and health care providers; principles and methods of public administration including organization, personnel and fiscal management; methods of preparing reports; research and survey methods; methods and principles of medical care administration, disease and disability prevention, health promotion and medical rehabilitation; procedures, planning, implementation and monitoring of programs; design and plan for coordination of programs with Federal and local agencies; legislative processes.

Ability to: Assist in development of public health and health care projects; apply health regulations, policies and procedures; participate in monitoring and evaluating health programs and projects; gather, analyze and organize data related to health programs; analyze administrative problems and recommend effective action; speak and write effectively; act as program liaison with staff in other programs at the Federal, State, and local level; assist in planning, conducting and evaluating of field projects; recommend and take actions on a variety of health programs, project activities, staffing and budgetary processes; analyze proposed legislation, regulations and health program standards; provide consultation and technical assistance to local agencies; serve on task forces and committees as a program representative.

**DESIRABLE QUALIFICATIONS**

- Knowledge of and/or experience in emergency, public health and/or a health/medical background.
- Strong written, analytical, interpersonal and oral communications skills.
- Ability to act with 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.
- Work effectively and cooperatively under stressful conditions with short lead times.

**WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES**

- Office environment, business dress for a professional office.
- Present self professionally.
- 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 levels of responsibility within state, local and the federal government.
- Ability to consistently exercise good judgment and communicate effectively.
- Ability to sit for extended period of time.
- Ability to use a computer.
- Ability to travel on an occasional to moderate basis and occasionally work