

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.

RPA-

034

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY EMS Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED Response Resources Unit	3. CLASS TITLE Health Program Specialist I
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m. -- Flexible	5. SPECIFIC LOCATION ASSIGNED TO Rancho Cordova
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 312-700-8338-006

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 the direction of the Staff Services Manager I, the Health Program Specialist I is a member of the Disaster Medical Services (DMS), Response Resources Unit and is responsible for performing the following duties:

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>
40%	<p>ESSENTIAL FUNCTIONS</p> <p>In order to achieve operational efficiency, the Health Program Specialist I (HPS I) works as part of a team with lead responsibility in planning, organizing, and preparing for disaster medical response operations as directed by management in accordance with the appropriate California Codes, Regulations, statutes, and department policy and procedures.</p> <p>In order to oversee the preparedness of disaster mobile medical assets and perform the more difficult technical work required by the various programs the DMS Response Resources Unit Health Program Specialist I:</p> <ul style="list-style-type: none"> ▪ Develops, maintains and implements disaster mobile medical asset response plans, communication plans, plan annexes, policies, procedures and protocols in accordance with departmental policy and procedures; using Microsoft Word, PowerPoint, Excel, and/or Access, and previously developed templates. ▪ Develops and maintains State-level disaster mobile medical asset response readiness by being a subject matter expert of all logistical activities, medical equipment, policy and procedural guidelines and disaster team activities of the disaster mobile medical assets assigned to this unit. Participate in developing and implementing a training and exercise program in the use of these mobile medical assets and may be called upon to provide on-the-job training during a disaster.

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

SUPERVISOR'S NAME (Print) Craig Johnson	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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<p>25%</p>	<p>ESSENTIAL FUNCTIONS (continued)</p> <ul style="list-style-type: none"> ▪ Assists with maintenance and upkeep of the facilities, inventory of all supplies and equipment, and maintenance of all medical caches, to include Mobile Field Hospitals (MFH), California Medical assistance Teams (CAL-MAT), and Mission Support Teams (MST). ▪ Assists with the maintenance and operation of response vehicles, including placement and management of the DMS Units program. <p>In order to ensure the accuracy and completeness of a variety of disaster medical preparedness and response issues:</p> <ul style="list-style-type: none"> ▪ Analyzes and develops issue papers and concept papers, including policies or legislation affecting disaster medical program development using Microsoft Word, PowerPoint, Excel, and/or Access in accordance with departmental policies and procedures. ▪ Develops and implements policy relative to the State’s role in disaster medical response planning, preparedness, response, and recovery transcending multi-level public jurisdictional and private sector interests using Microsoft Word, PowerPoint, Excel, and/or Access in accordance with departmental policies and procedures.
<p>20%</p>	<p>In order to ensure that complex projects and/or programs are developed and implemented appropriately the DMS Response Resources Unit HPS I:</p> <ul style="list-style-type: none"> ▪ Determines needs by reviewing and analyzing documentation and develops methods using Microsoft Word, PowerPoint, Excel, and/or Access to collect, analyze, summarize and present technical data to State, Federal, and local partners. ▪ Negotiates, monitors, and evaluates by meeting with and discussing issues with involved parties, tracking Memorandum of Understanding (MOU) and/or contract deliverables and evaluating deliverables against stated objectives of interdepartmental MOUs and other contractual agreements for furthering the EMS Authority’s goals and priorities using Microsoft Word, Outlook, Excel, and/or Access.
<p>10%</p>	<p>In order to ensure the timely and accurate submission of funding applications for the Section or Division under the direction of the Response Resources Unit Manager:</p> <ul style="list-style-type: none"> ▪ Researches, develops, and submits funding applications through the State budget process, for grants, endowments, and/or other funding mechanisms in accordance with departmental procedures and policies using Microsoft Word, PowerPoint, Excel and/or Access. ▪ Monitors and oversees progress of grant monies use and provides all reports and supplementary materials as requested by funding agencies and relevant oversight agencies in accordance with departmental procedures and policies using Microsoft Word, PowerPoint, Excel, and/or Access.
<p>5%</p>	<p>Other duties as assigned.</p> <p>MARGINAL FUNCTIONS</p> <p>Represents the EMS Authority at meetings; serves on task forces and committees as program liaison with local and regional medical and health disaster and terrorism planning and mutual aid groups.</p> <p>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.</p>

KNOWLEDGE AND ABILITIES (continued)

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. Methods and techniques of effective leadership; Federal, State and local health programs, policies, objectives, and constraints; equal employment opportunity and affirmative action policies.

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. Manage a health program or project; establish and maintain priorities; effectively utilize available resources; apply and recommend changes in health regulations, policies and procedures; establish and maintain cooperative relations with a variety of governmental, educational and provider entities; effectively carry out equal employment opportunity and affirmative action policies.

DESIRABLE QUALIFICATIONS

- Knowledge of and/or experience in disaster planning, emergency medical services, public health administration and/or a health/medical background.
- Knowledge of and/or experience in inventory control procedures.
- Familiarity with medical equipment and supplies
- Strong written, analytical, interpersonal and oral communications skills,
- Demonstrated ability to act independently, open-mindedness, flexibility and tact.
- Possession of a valid class C driver license issued by the California Department of Motor Vehicles is required.
- Ability to act with flexibility and tact.

INTERPERSONAL SKILLS

- Work well as part of a team and independently as necessary,
- Build good working relationships with constituents, colleagues, and consultants.
- Work effectively and cooperatively under stressful conditions with short lead times.

WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES

- Office environment, professional work attire.
- Warehouse environment, appropriate dress for extreme hot and cold climate changes.
- Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently.
- Ability to lift up to 50 lb.
- Ability to drive a forklift and emergency response vehicles.
- 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
- Possess the ability to multiple tasks with changing priorities
- Ability to consistently exercise good judgment and effective communication skills.
- Ability to travel within and outside the State of California for approximately 10% of the time.