

**Emergency  
Medical Services  
Authority**

# EMPLOYMENT OPPORTUNITY

1. RPA #	<b>RPA 034</b>
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 <b>Health Program Specialist I</b>	3. POSITION NUMBER 312-700-8338-006	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID R01
7. OFFICE OF <b>Emergency Medical Services Authority</b>	9. LOCATION (CITY or COUNTY) <b>Rancho Cordova</b>		13. MONTHLY SALARY <b>\$4833.00</b>	
8. SEND APPLICATION TO: EMS Authority 10901 Gold Center Drive, Suite 400 Rancho Cordova, CA 95670 Attention: Saya Muñiz	10. WORKING HOURS <b>MON - FRI, DAYS - 8 am - 5 pm - Flexible</b>		TO <b>\$6050.00</b>	
	11. PUBLIC PHONE NUMBER <b>(916) 322-4336</b>			
	12. CALNET NUMBER		14. FILE BY <b>July 3, 2014</b>	

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 Staff Services Manager I, the Health Program Specialist I is a member of the Disaster Medical Services (DMS), Response Resources Unit the incumbent works as part of a team with lead responsibility in planning, organizing, and preparing for disaster medical response operations as directed by management.

**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.

## **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 specific eligibility criteria in the explanation section of the application. (e.g., reinstatement, lateral transfer, list eligibility).

**Applications submitted via email or facsimile will not be accepted.**

Submit a State application (STD. 678) and resume to:

Emergency Medical Services Authority

Administration

Attn: Saya Muñiz

10901 Gold Center Drive, Suite 400

Rancho Cordova, CA 95670

