



AUGUST 2019~~JULY 2020~~

FLSA: Non-Exempt

Bargaining Unit: SU

JCN: 2511

**EMERGENCY MEDICAL SERVICES AND
EMERGENCY PREPAREDNESS ~~COORDINATOR~~SUPERVISOR**

DEFINITION

Under general direction, performs advanced, difficult, and complex analytical work in the coordination and development of the El Dorado County Emergency Medical Services (EMS) and Emergency Preparedness and Response (EPR) programs; supervises the work of staff; ensures compliance with applicable federal and state legal and regulatory requirements; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Manager of EMS and EPR. Exercises technical and functional direction over assigned program staff and volunteers.

CLASS CHARACTERISTICS

This is a single position supervisory-level classification responsible for supervising the work of a group of subordinate staff supporting the EPR and EMS programs. The incumbent is responsible for overseeing and coordinating daily administrative and technical activities, ensuring that EMS providers in the county conform with federal, state, and local regulations, guidelines, and standards related to the delivery of pre-hospital emergency medical care; and overseeing and assisting in developing policies, procedures, and medical protocols. The incumbent also has responsibilities such as, healthcare system emergency response planning, grant management, developing and implementing emergency preparedness and response training and exercises related to the County EPR programs (Public Health Emergency Preparedness, Healthcare/Hospital Preparedness Program, Cities Readiness Initiative and Pandemic Influenza).

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Plans, organizes, coordinates, assigns, and supervises employees and volunteers, operations, and activities related to the EMS and EPR programs.
- Evaluates employee performance; counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures and in the operation and use of equipment; implements training procedures and standards.
- Oversees the certification, accreditation, recertification, and revocation process for paramedics, nurses working in emergency settings, emergency medical technicians, and other pre-hospital and emergency medical care providers.
- Oversees the evaluation of new paramedics and nurses working in emergency settings based on established criteria; evaluates new continuing education programs for compliance with state and local regulations; maintains continuing education records for paramedics.
- Collects, analyzes, and evaluates complex data; prepares a variety of statistical and other reports regarding the EMS program and system operations.
- In conjunction with the EMS Medical Director and Quality Improvement Coordinator, researches, reviews, and makes recommendations for new policies and procedures regarding pre-hospital care services based on current California law; reviews first responder agencies policies and protocols with

respect to patient management; reviews and drafts policies and protocols that pertain to medical control of pre-hospital care personnel.

- Assists the Manager of EMS and EPR programs in the overall coordination of the EMS and EPR programs including program planning, budget preparation, grant proposals, and preparation of various reports/plans to the state.
- Assists with the development, implementation, and evaluation of new EMS and EPR programs.
- Acts as the Department of Justice (DOJ) Custodian of Record Information (CORI); reviews confidential criminal records; investigates DOJ allegations on Emergency Medical Technicians for certification action related to EMS functions.
- Develops and maintains effective working relationships with all community groups and other health service agencies related to or affected by program operations; serves as program representative to various advisory groups on EMS and EPR issues.
- Coordinates intra-agency and inter-agency healthcare surge emergency preparedness training and exercises.
- Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws, and new business trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops, and seminars as appropriate.
- Assists with the development and maintenance of EPR plans.
- May act on behalf of the Manager of EMS and EPR, including acting as the Medical Health Operational Area Coordinator (MHOAC) to ensure the coordination of a wide range of county and community health and hospital functions during county-wide emergencies when necessary.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of program planning, development, implementation, and administration.
- Principles and effective practices of disaster management and emergency planning, response, operations, and training.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to emergency services and emergency disaster preparedness planning.
- Techniques for investigating, researching, and auditing emergency medical practices and methodologies.
- Medical pre-hospital and Emergency Medical Technician (EMT) practices.
- Community and local emergency services and response resources.
- Equipment and procedures utilized in staffing and coordinating activities during an emergency response.
- Techniques for effectively educating community groups and other health service agencies.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Recognize, analyze, and evaluate limitations and challenges of pre-hospital responses to medical emergencies.
- Plan, organize, and coordinate diverse program activities.
- Identify training needs and develop and implement emergency response training programs to diverse county agencies and organizations.
- Supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop, implement, and modify county-wide pre-hospital emergency operations and response plans.
- Design and implement process improvement plans and measure performance to new standards.
- Analyze, understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant governing EMS activities.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to a bachelor's degree from an accredited four-year college or university with major coursework in business administration, public administration, public health, nursing, health administration, or a closely related field;

AND

Two (2) years of experience working as a Registered Nurse, Emergency Medical Technician, or Paramedic in an emergency services / 9-1-1 setting; and at least one (1) year of related lead experience.

Experience performing program planning, development and evaluation in a private or public health agency, or emergency preparedness, fire-based, or private ambulance service or hospital is desirable.

A master's degree in public administration, health administration, public health, or a closely related field is desirable.

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various county and meeting sites; vision to read printed material and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work primarily in an office environment with moderate noise levels and controlled temperature conditions, and occasionally in the field where they may be exposed to inclement weather. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to work after hours, weekends, and holidays as needed; and travel within and out of the county including occasional overnight stays of one or more days.