



Department of Health & Human Services  
Primary Health Services Division

### **EMERGENCY MEDICAL SERVICES COORDINATOR OPENING**

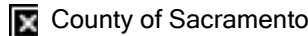
Emergency Medical Services (EMS) Agency is seeking a talented leader with a broad range of professional skills to provide EMS program administrative, analytical and oversight activities for the EMS Agency. Some of the responsibilities are outlined below:

- Coordinates, and facilitates collaborative efforts among other public and private health care providers, department management staff, and community organizations regarding concepts, objectives, priorities, policies, procedures, protocols and standards for implementation for the Sacramento County EMS Agency.
- Oversees and reports to the EMS Administrator on the inspection, and approval if appropriate, of all EMT, paramedic and mobile intensive care nurse and EMS continuing education training programs in Sacramento County.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations related to the field of Emergency Medical Services.
- Contributes to the development and implementation of long range EMS program planning, goals, objectives, policies, procedures and protocols; makes recommendations to the EMS Administrator for changes and improvements to existing standards and procedures to meet future program and community needs.
- Oversees and reports to the EMS Administrator on the accreditation, certification, medical management and discipline of all Emergency Medical Technician (EMT), Paramedic and Mobile Intensive Care Nurse personnel within Sacramento County and throughout the state.
- Oversees and reports to the EMS Administrator on the inspection of emergency medical air and ground transport and non-transport units.
- Contributes to the development and maintenance of the County's EMS Plan and Trauma Care System Plan, the Region 4 Medical Health Disaster Plan and medical components of the County Disaster Plan, including changes for optimal system design for service delivery, cost containment, and service effectiveness.
- Functions as the alternate Sacramento County Medical Health Operational Area Coordinator (MHOAC).

This is a provisional appointment. Interested applicants, once the Emergency Medical Services Coordinator exam is announced, must submit a civil service application through [saccountyjobs.net](http://saccountyjobs.net) prior to the final filing date listed on the exam announcement. Permanent hiring will be made from qualified applicants with a passing score listed in the top 3 ranks of the eligibility list.

If interested in being considered for the position, please email David Magnino ([magninod@saccounty.net](mailto:magninod@saccounty.net)) a resume along with at least three (3) professional references by March 9, 2018.

Manager: David Magnino. EMS Administrator. Sacramento County EMS Agency  
Location: 9616 Micron Ave. Suite 960. Sacramento, CA. 95827  
Schedule: Monday – Friday. 8:00 AM – 5:00 PM



# Emergency Medical Services Coordinator

Class Code:  
29506

COUNTY OF SACRAMENTO  
Established Date: Jun 18, 2013  
Revision Date: Jun 20, 2013

## SALARY RANGE

\$40.40 - \$49.11 Hourly  
\$7,029.60 - \$8,545.14 Monthly  
\$84,355.20 - \$102,541.68 Annually

## DEFINITION:

Under direction, supervises, assigns, reviews, and participates in the work of staff responsible for the activities and operations of the Sacramento County Emergency Medical Services Agency; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to the assigned area of responsibility.

## DISTINGUISHING CHARACTERISTICS:

This class is the supervisory class in the Emergency Medical Services series. Incumbents in this class are expected to work under minimal management supervision and instruction, and to exercise considerable independent judgment and initiative while supervising and coordinating the work of professional, technical and/or clerical staff performing tasks related to the County's Emergency Medical Services program.

Incumbents in this class report to the Emergency Medical Services Administrator or other management personnel. This class is distinguished from the higher class of Emergency Medical Services Administrator in that the latter is the management level class responsible for the overall direction and management of the activities and operations of the Sacramento County Emergency Medical Services Agency. This class is further distinguished from the lower class of Emergency Medical Services Specialist (Level I/II) by the regular, continuous performance of the full range of supervisory duties.

## EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES:

Duties may include, but are not limited to, the following:

- Plans, prioritizes, assigns, supervises, reviews and participates in the work of staff responsible for activities related to the County Emergency Medical Services (EMS) program such as inspecting emergency medical air and ground transport and non-transport units and maintaining records of pre-hospital provider compliance with County EMS policies and procedures.
- Coordinates and reviews the work plan for assigned functions, services, and activities; assigns work activities and projects; monitors work flow; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems; ensures work is performed accurately and that timelines are met; ensures compliance with established policies, procedures, and related regulations.
- Assists with interviewing and selecting assigned personnel.
- Provides and/or coordinates staff training in accordance with established policies and procedures.
- Works with employees to correct deficiencies; recommends and/or implements discipline and termination procedures.
- Assists in identifying opportunities for improving service delivery methods and procedures, identifies resource needs, and implements improvements.
- Contributes to the development and implementation of long range EMS program planning, goals, objectives, policies, procedures and protocols; makes recommendations to the EMS Administrator for changes and improvements to existing standards and procedures to meet future program and community needs.
- Coordinates, and facilitates collaborative efforts among other public and private health care providers, department management staff, and community organizations regarding concepts, objectives, priorities, policies, procedures, protocols and standards for implementation in the County's EMS system.

- Analyzes proposed EMS legislation and makes recommendations to the EMS Administrator regarding impact on the County.
- Performs the more technical and complex tasks of the work unit, which may include such duties as monitoring performance agreements with paramedic service providers, paramedic base hospitals and specialty care facilities for EMS related services.
- Oversees and reports to the EMS Administrator on the accreditation, certification, medical management and discipline of all Emergency Medical Technician (EMT), Paramedic and Mobile Intensive Care Nurse personnel within Sacramento County and throughout the state.
- Oversees and reports to the EMS Administrator on the inspection of emergency medical air and ground transport and non-transport units.
- Reviews, monitors and enforces compliance with the policies, procedures and protocols used by all EMS system participants within Sacramento County.
- Contributes to the development and maintenance of the County's EMS Plan and Trauma Care System Plan, the Region 4 Medical Health Disaster Plan and medical components of the County Disaster Plan, including changes for optimal system design for service delivery, cost containment, and service effectiveness.
- Oversees and reports to the EMS Administrator on the inspection, and approval if appropriate, of all EMT, paramedic and mobile intensive care nurse and EMS continuing education training programs in Sacramento County.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations related to the field of Emergency Medical Services.
- Acts in the absence of the EMS Administrator.
- Responds to and resolves routine customer inquiries and complaints.
- Performs related duties as assigned.

#### EMPLOYMENT STANDARDS

##### Knowledge Of:

- Principles and practices of supervision, discipline, leadership, mentoring, and training
- Team dynamics and team building
- Applicable federal, state, and local laws, codes, and regulations
- Operational characteristics, services, and activities of EMS programs and functions
- Practices, procedures, and methods used in the operation of medical transport and non-transport units
- Legal requirements of pre-hospital medical care
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and other specialized applications related to area of assignment
- English usage, spelling, grammar, and punctuation

##### Ability To:

- Select, supervise, train, and evaluate staff
- Plan, coordinate, assign, and review the work of subordinate staff
- Investigate and resolve disciplinary issues
- Work independently, prioritize work, coordinate EMS activities and meet critical deadlines
- Develop and maintain cooperative, effective working relationships with others
- Communicate clearly and concisely, both verbally and in writing
- Interpret and apply applicable federal, state, and local laws, codes, and regulations
- Apply customer service skills, including the identification of customer needs and follow up to ensure customer commitments have been met
- Collect and compile a variety of data and information

##### **MINIMUM QUALIFICATIONS:**

One year of full-time paid experience as a Paramedic, Mobile Intensive Care Nurse, Army Medic, or Navy Corps person;

AND

An Associate's Degree from an accredited college or university in public health administration, public

administration, nursing, health science, life science, physical science or a closely related field;

AND

Either: 1. Two years of full-time paid experience employed by the County of Sacramento in the class of Emergency Medical Services Specialist;

Or: 2. Two years of full-time paid experience performing lead administrative and analytical duties within a state or local governmental Emergency Medical Services program.

Experience Substitution: Additional full-time paid lead administrative and analytical experience in an Emergency Medical Services program may be substituted for the degree requirement on a year for year basis.

#### GENERAL QUALIFICATIONS

##### Criminal History and Background Checks:

The County may access criminal history information on candidates who have accepted a conditional offer of appointment for this class consistent with the provisions of Board of Supervisors Resolution No. 82-602, Personnel Policies and Procedures B-5, and applicable federal and state laws. The County shall not consider for employment any candidate who has been convicted of a felony or misdemeanor that relates to or impacts the candidate's ability to perform the job duties of this class unless it is determined that mitigating circumstances exist. For purposes of accessing criminal history information, the candidate will be fingerprinted. A subsequent arrest notification may be obtained.

The County may also conduct a background check on the candidate prior to appointment to a position within this class. The background check may include personal and professional reference checks, credit history checks where authorized by Labor Code section 1024.5, Social Security Number verification, professional license/registration verification, military service information and driving history. Information obtained in the course of this background check will be considered by the appointing authority in the selection process. In obtaining such information, the County will comply with applicable consent and disclosure practices in the Fair Credit Reporting Act and the California Investigative Consumer Reporting Agencies Act.

##### License Requirement:

A valid California Driver License, Class C or higher, may be required at the time of appointment. Failure to obtain or maintain the appropriate California Driver License may constitute cause for personnel action in accordance with Civil Service Rules or applicable bargaining agreement. Individuals who do not meet this requirement due to disability will be reviewed on a case-by-case basis.

##### Working Conditions:

Incumbents may be required to:

- Work weekends, holidays, and non-routine hours
- Travel throughout the County on a regular basis

#### **PROBATIONARY PERIOD AND CLASS HISTORY INFORMATION:**

Six (6) months

Adopted: 6/18/13

Revised:

Retitled:

Class Code: 29506

Schematic Code: 2---C

EEO Code: 42

Rep Unit: 001

#### **CLASS SPEC TITLE 6:**

Other classes in the Emergency Medical Services series include:  
Emergency Medical Services Specialist (Level I/II)  
Emergency Medical Services Administrator