

DUTY STATEMENT

Employee Name:	Position Number: 312-800-5742-xxx
Classification: Research Data Specialist I	Tenure/Time Base: Permanent/ Full Time
Working Title: CEMSIS Data Specialist	Work Location: 11120 International Drive, Suite 200, Rancho Cordova, CA 95670
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Quality & Planning / Sustainability & Quality Assurance	Branch/Section/Unit:

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

Emergency Medical Services Authority (EMSA) is responsible for the equitable coordination, administration, and integration of the statewide emergency medical services system to reduce suffering and save lives throughout California.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

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 Teams to provide assistance in emergency response and recovery activities. EMSA staff are required to complete emergency management and Incident Command System training based on their respective roles in a response and participates in periodic departmental and statewide readiness drills and exercises. Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; 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.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

The incumbent works under general direction of the Staff Services Manager I (SSM I) and serves as the Research Data Specialist I. This position requires a skilled, technical program data specialist with the ability to query and evaluate data from a complex data collection system and to plan and evaluate the best use of the query tool. This position requires knowledge of the collection and analysis of various types of data and the understanding of databases and data validation.

Special Requirements

- Conflict of Interest (COI)
- DMV Pull Notice Required
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel Required: 5%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Telework Eligible: Up to 3 days per week
- Other:

Essential Functions (including percentage of time)

All work is accomplished in accordance with the laws, rules, regulations, and/or guidelines of the Department of Finance, State Controller's Office, Federal and State laws, Executive and Administrative Orders, State Administrative Manual, Bargaining Unit Agreements, the Department of General Services, and departmental policies, procedures, and guidelines, Microsoft Office programs, including Word, Excel, PowerPoint, Outlook, Access, and other technological and non-technological work tools. The incumbent has program responsibility involving decisions for programs with program policy, and fiscal impact utilizing effective program coordination skills/tools.

In order to provide statewide coordination in the development of regulations, standards, guidelines, and policy for Ambulance Patient Offload Time (APOT), data collection, and data quality as directed by and/or at the request of management, the incumbent, using the tools above, is responsible for the following duties:

- 35% Develop, maintain, and validate APOT reports utilizing the structured data within California EMS Information System (CEMSIS). This individual is responsible for the development and maintenance of an audit tool which continuously monitors the reports and validates statewide data compliance.

- 20% Provide technical assistance to and work with the local general acute care hospitals, local EMS agencies, local EMS providers and statewide partners to ensure efficient planning, implementation, and evaluation of APOT reporting and validation.
- 20% Utilizing the reports produced, perform ongoing EMS system evaluation and quality assurance to improve data quality, identify trends, and troubleshoot submission errors.
- 20% Evaluate, determine, and provide recommendations to affected LEMSAs and the Commission on EMS to improve the quality of data when submission issues are found.

Marginal Functions (including percentage of time)

- 5% Performs other related duties, special assignments, and projects, and occasionally travels as required to fulfill the EMS Authority mission, goals, and objectives.

<input type="checkbox"/> I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.		<input type="checkbox"/> I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)	
Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:
 Approved By: AC
 Date: 8/26/24