

**DUTY STATEMENT**

Employee Name:	
Classification: Attorney	Effective Date:
Working Title: Paramedic Disciplinary Review Board Attorney	Position Number: 312-101-5778-001
Collective Bargaining Unit: R02	Work Location: 11120 International Drive, Suite 200, Rancho Cordova, CA 95670
Center/Office/Division/Unit: Paramedic Disciplinary Review Board	Tenure/Time Base: Permanent / Full Time

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.

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**Competencies**


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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

Under the direction of the Paramedic Disciplinary Review Board (PDRB) Career Executive Assignment (CEA), the incumbent acts as legal counsel for the PDRB providing legal advice/opinion on all stages of appeals of paramedic licensure discipline and/or denial, and on other matters requiring the exercise of independent legal judgment. The incumbent is expected to develop expertise with the requirements of the Administrative Procedures Act, the Bagley-Keene Open Meeting Act, and with paramedic licensing enforcement and disciplinary laws and regulations. The incumbent promotes and is accountable for quality service and initiates or recommends valid courses of action to meet client needs regarding legal issues within the bounds of the law.

## 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: The State Bar of California
- Telework Eligible: Up to 3 days per week
- Other: Valid California Class C Driver's License

## Essential Functions (including percentage of time)

- 35%** The Attorney provides legal counsel to the Paramedic Disciplinary Review Board (PDRB) members on matters related to their review and final decisionmaking, i.e., adoption or nonadoption, of administrative law judge proposed decisions on paramedic licensure matters. In preparation for providing advice to the PDRB members, the Attorney will review administrative law judge proposed decisions and the evidence of record including investigative files, hearing transcripts, accusations, and party statements from cases involving licensed paramedics that result in disciplinary action or denials of licensure. The Attorney provides a wide variety of legal research requiring interpretation and application of laws, rules, regulations, including California Health and Safety Code, the Administrative Procedures Act, court decisions, legislative outcomes and other legal authorities which impact and set precedents for the adjudication of disciplinary appeals involving paramedic licensure including providing advice as to potential writ proceedings. The Attorney drafts final decisions made by the PDRB, reviews and responds to Public Records Act requests, and corresponds with PDRB members and with attorneys or representatives of paramedics or with pro per appellants.

- 35%** The Attorney will be the subject matter expert and share expertise on the Bagley-Keene Open Meeting Act (Act). The Attorney will attend quarterly board meeting and is responsible for determining that PDRB meetings and meeting procedures are in compliance with the Act and rules of order. The Attorney will coordinate with the PDRB chair regarding meeting agenda items and assure the contents of meeting notices and agendas comply with the Act. During quarterly board meetings the Attorney will render oral opinions on issues raised at board meeting and provide other assistance as needed. The Attorney will review and assist in drafting meeting minutes. The Attorney will provide training and prepare appropriate training materials for presentation at meetings to PDRB members as needed.
- 15%** The Attorney will legally represent the PDRB, including, as discussed above, at quarterly board meetings, but also at other forums as necessary. The Attorney provides advice to the Director, the CEA, and the PDRB on legal issues arising out of Assembly Bill 450 and subsequent regulations and rules. The Attorney will coordinate with the EMSA's Regulations Manager and Executive Staff to assist in drafting regulations as needed and will ensure that regulations are promulgated according to existing public processes.
- 10%** The Attorney is expected to prepare cases, opinion, briefs, and other legal documents such as memoranda, digests, summaries, and reports.

**Marginal Functions (including percentage of time)**

- 5%** Provides legal services on other matters as directed. Prepares administrative correspondence, reports, issues memos, works on special projects and other job-related miscellaneous assignments as required. Occasional overnight travel throughout the state may be required during state of emergencies. Performs other work-related duties as required.

<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: CO

Date: 9/12/24