

DUTY STATEMENT

Employee Name:	
Classification: Health Program Specialist I	Effective Date:
Working Title: Emergency Medical Programs Specialist	Position Number: 312-900-8338-002
Collective Bargaining Unit: R01	Work Location: 11120 International Drive, Suite 200, Rancho Cordova, CA 95670
Center/Office/Division/Unit Professional Standards/Licensing, Standards, and Training/Standards Unit	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.

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 the direction of the Staff Services Manager I (SSM I) of the Standards Unit.

The Health Program Specialist I (HPS I) provides technical program consultation to high level Local Emergency Medical Services Agency (LEMSA) stakeholders regarding Local Optional Scope of Practice (LOSOP) and Trial Study (TS) requirements. The incumbent serves as a highly skilled technical and subject matter expert in the Emergency Medical Technician (EMT) and Advanced Emergency Medical Technician (AEMT) programs, including policy and procedure development, training and program development and coordination.

Special Requirements

- Conflict of Interest (COI)
- DMV Pull Notice Required
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel Required: 10%
- 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)

- 35% Researches health terms, medications, and devices, and assists in development of LOSOP and TS policy and protocols in the prehospital health care environment. Monitors requests for LOSOP and TS implementation submitted by LEMSAs medical directors and executive staff. Assists with LOSOP and TS request modifications. Provides technical assistance to external stakeholders regarding LOSOP and TS health care management. Facilitates and coordinates workgroups of high-level internal and external stakeholders at local and statewide agencies to develop policies and protocols. Utilizes subject matter expertise and current statutes and regulations to ensure effective implementation of health care treatment for the public while maintaining statewide standards for EMS health care.
- 25% Collaborates with the Committee on Accreditation of Emergency Medical Service Professionals (CoAEMSP) and Local EMS Agencies by reviewing, analyzing, and reporting on paramedic training program activities, student cohort and faculty administration records, student clinical skills and examination competency results, and facility and equipment safety to ensure compliance with CoAEMSP accreditation and California regulatory requirements in order to promote the successful initiation and renewal of training program accreditation and State approval, using a laptop with Microsoft Word and Microsoft Excel software and database systems.

15% Monitors health care training programs by analyzing, and approving or denying, complex health care training program (Public Safety, CE Provider, and EMS) applications, and communicating with LEMSAs, program directors, and medical directors regarding intricate regulatory issues surrounding approval requirements, complaint investigations, and discipline. Researches and resolves highly sensitive questions, complaints and regulatory issues regarding health program regulatory compliance and program approval standards. Researches, identifies and drafts instructional bulletins advising training program directors and LEMSAs of health and safety standards updates. Utilizes training program policies, regulations, and state statutes to effectively oversee and ensure compliance of health care training programs.

15% Researches and prepares written responses, upon request from management, for a variety of program matters including, but not limited to, budget change concepts, budget change proposals, special funding requests, issue papers, bill analysis and EMS and lay-person program performance reports. Utilizes the Access Database, Microsoft Office Programs, and state regulations and statutes to provide recommendations to management.

5% Serves as the Content Author and Internet and Intranet Web Master for the Professional Standards division's webpages. Independently updates web page content, troubleshoots issues with webpages, and ensures Americans with Disabilities Act (ADA) accessibility for ADA compliance. Identifies improvements to EMSA's website strategy, and provides up-to-date and accurate website content, using various software and resources.

Marginal Functions (including percentage of time)

5% Provides backup for other Standards Unit staff, as needed, to ensure provision of program monitoring services within mandated time frames. 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: 3/24/25