

DUTY STATEMENT

Employee Name:	
Classification: Health Program Manager II (HPM II)	Effective Date:
Working Title: Sustainability and Quality Assurance Branch Chief	Position Number: 312-800-8428-002
Collective Bargaining Unit: S01	Work Location: 11120 International Drive, Suite 200, Rancho Cordova, CA 95670
Center/Office/Division/Unit: Quality & Planning Division / Sustainability & Quality Assurance Branch	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 in 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 HPM II works under the general direction of the Staff Services Manager III of the Quality and Planning Division and provides supervision and oversight of the administration of the Ambulance Patient Offload Time program to ensure statute and regulations are met.

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 and 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

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)

- 35% Administers the requirements of Assembly Bill (AB) 40 in order to evaluate Emergency Medical System (EMS) Systems data in California by planning, directing, organizing, and supervising the development of all regulations, standards, guidelines and policies of the APOT program.

- 30% Supervises, directs and evaluates subordinate staff in order to meet program goals and objectives in accordance with all applicable EMSA policies, rules and regulations. Review and approve all Local Emergency Medical Services Agency (LEMSA) EMS plan sections having clinical care impact, final review and approve EMSA regulations that set clinical practice, training and continuing education standards, and Quality Improvement.
- 15% Delivers oral and written presentations to management and stakeholders in order to communicate statewide on the analysis, collection, management, and transmission of APOT; facilitates bi-weekly phone-calls with stakeholders, when needed.
- 15% Provide oversight of state-level Quality Improvement through CEMSIS APOT data analysis and reporting by reviewing subordinate staff reports and analysis required by AB40.

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: 4/2025