



Emergency Medical Services Specialist

SAN JOAQUIN COUNTY

Emergency Medical Services Agency

JOB CODE: 0719-RH0223-01

The San Joaquin County Emergency Medical Services Agency is seeking an experienced emergency medical services professional to serve as an EMS Specialist.

Compensation

San Joaquin County offers competitive wages and a strong benefit package which include the following:

Annual Base Salary:

\$63,794-\$77,563

Benefits

- ◆ 1937 Act retirement plan with reciprocity with CALPERS
- ◆ Health, Dental, Vision Insurance
- ◆ A 457(b) deferred compensation plan
- ◆ 125 Flexible Benefit Plan
- ◆ 12 days sick leave annually with unlimited accumulation
- ◆ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years, and 23 days after 20 years)
- ◆ 14 holidays per year

San Joaquin County is an Equal Opportunity Employer

The successful candidate will have primary responsibility for developing and implementing EMS policies related to prehospital care personnel certification, accreditation, and the oversight and monitoring of EMS training programs.

An ideal candidate will have strong knowledge of emergency medical services systems, proven analytical and writing skills, and be able to create and maintain strong working relationships with local agencies and providers. The EMS Specialist reports to the EMS Administrator.

Typical Duties

- ◆ Researches, prepares and updates the County emergency medical services plans; assists in the implementation and monitoring of emergency medical service quality assurance and improvement programs; makes recommendations for improvement of services.
- ◆ Monitors and approves training programs for emergency medical service personnel; conducts accreditation, certification and authorization testing for pre-hospital personnel; develops and administers written and skills tests; reviews performance of instructors; makes recommendations regarding improvement of curriculum and training process; recruits instructors.
- ◆ Researches and analyzes laws, policies and other regulatory requirements and/or changes; participates in the development and implementation of policies, procedures and treatment guidelines; maintains EMS policies and procedures manual.
- ◆ Gathers, analyzes, and prepares a variety of statistical and analytical data for evaluation of the EMS system; prepares statistical and other reports and general correspondence; maintains data and records.
- ◆ Provides assistance and resources to EMS system participants during disasters and multi-casualty incidents; acts as liaison with providers and agencies as assigned.
- ◆ Assists the Emergency Medical Services Administrator and other staff with drafting of contracts and other program projects, as assigned.
- ◆ Attends meetings and provides staff assistance to advisory committees; may disseminate information to the public; may speak before groups.



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MINIMUM QUALIFICATIONS

Education: Graduation from an accredited four-year college or university with major in public administration, business administration, health care administration, or a closely related field.

Experience: One year administrative experience in emergency medical services systems and programs.

Substitution: Additional direct administrative experience in emergency medical services systems and programs may substitute for the education on a year for year basis to a maximum of two years.

License: Possession of a valid California driver's license.

To learn more about San Joaquin County Emergency Medical Services Agency, visit:

www.sjgov.org/ems

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Emergency Medical Services Agency About the Department

The Board of Supervisors created the San Joaquin County EMS Agency under authority of the California EMS Act to plan, implement, and evaluate the emergency medical services system, consisting of an organized pattern of readiness and response services based on public and private agreements and operational procedures.

The EMS Agency provides medical control of the EMS system and serves as the lead on all Continuous Quality Improvement (CQI) activities throughout the EMS system. The EMS Agency approves dispatch, provider and hospital CQI programs, leading peer-to-peer CQI activities, manages individual and provider performance improvement plans and investigates citizen complaints, unusual occurrences, and EMS personnel formal investigations.

The EMS Agency maintains an on-call EMS Duty Officer 24 hours a day/ seven days a week to respond to mutual aid requests; coordinate disaster medical operations and to assist hospitals and providers in managing the EMS system. The on-call EMS Duty Officer also serves as the medical health operational area coordinator designee under the direction of the EMS Administrator.

Mission Statement

The San Joaquin County EMS Agency's mission is to ensure the efficient and effective delivery of emergency medical services and disaster response for the citizens and visitors of San Joaquin County.

APPLICATION SUBMITTAL AND SELECTION PROCEDURES

The competitive process includes submittal of completed San Joaquin County Employment Application and responses to Supplemental Questions. Resumes will not be accepted in lieu of the required application materials. Completed application package must be submitted to the Human Resources Division. The final filing deadline is July 26, 2019. Application materials may be obtained from and submitted to:

San Joaquin County Human Resources
44 N. San Joaquin Street Suite 330
Stockton, CA 95202
Tel: 209.468.3370
Fax: 209.468.0508

Or apply on-line at: www.sjgov.org/hr

All application materials will be reviewed to determine if candidates possess the minimum qualifications required for the position. All qualified applicants will be invited to participate in an oral examination which may include a practical or writing exercise. Those who successfully pass the examination will be placed on an eligible list. The top ranks will be referred to Emergency Medical Services for the hiring interview. For selection procedures, please visit: www.sjgov.org/hr.



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SUPPLEMENTAL QUESTIONS

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Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. Please number your responses and address each question separately, limit-one page per question. When answering descriptions of your experience, please include name of employer, dates of employment, and your job title. The answers to this questionnaire will be used to demonstrate your qualifications for the position.

1. Describe your experience/education in the administration of pre-hospital emergency medical care.
2. Describe your professional experience in developing and implementing written policies.
3. Describe a specific example of how you have developed and/or implemented problem-solving strategies in the workplace.
4. Describe your experience/education leading or participating in project teams or multidisciplinary work groups.