

EMPLOYMENT OPPORTUNITY

1. RPA # RPA 037
ANALYST'S INITIALS
DATE

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE Staff Services Manager I	3. POSITION NUMBER 312-900-4800-005	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID S01
7. OFFICE OF Emergency Medical Services Authority	9. LOCATION (CITY or COUNTY) Rancho Cordova		13. MONTHLY SALARY	
8. SEND APPLICATION TO: EMS Authority 10901 Gold Center Drive, Suite 400 Rancho Cordova, CA 95670 Attention: Wendy Schmidt	10. WORKING HOURS MON - FRI, DAYS - 8 am - 5 pm - Flexible		\$5,181.00 TO \$6,437.00	
	11. PUBLIC PHONE NUMBER (916) 322-4336			
	12. CALNET NUMBER		14. FILE BY 5/29/15	

Please indicate the basis of your eligibility in Section 12 of your application (STD 678). SROA/Surplus employees are encouraged to apply. Transfers, reinstatements, or recruitment from the employment list may be considered. Consideration may be given to applicants on another Department's employment list, provided the criteria are met to transfer the eligibility. Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

ESSENTIAL FUNCTIONS: Under the general direction of the Chief (HPM-II) of the Emergency Medical Services Personnel Division, the Staff Services Manager-I directs, monitors, and reviews the work of analysts who adopt, amend, and repeal regulations and guidelines, review and recommend approval for various training materials and training programs.

SPECIAL PERSONAL REQUIREMENTS: 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 Team to provide assistance in emergency response and recovery activities. Staff is required to complete emergency management and Incident Command System (ICS) 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.

DESIRABLE QUALIFICATIONS

- Knowledge of and/or experience in emergency medical/disaster medical services, public health administration and/or a health/medical background.
- Strong written, analytical, interpersonal and oral communications skills,
- Experience in the rulemaking process.
- Experience in applying for and managing grants.
- Experience in budget change proposals
- Experience in legislative proposals and legislative analysis.
- Experience in evaluating and developing alternative to resolve complex issues effectively with control agencies, internal and external customers, and others contacted during the course of work using the highest level of interpersonal and negotiating skills.
- Ability to plan, organize, and direct the work of a professional staff and meet critical deadlines.
- Excellent oral and written communication, planning, and creative problem solving skills.
- Ability to work well in a team or independently and take initiative and effective action to improve/create processes and procedures.

CALIFORNIA STATE GOVERNMENT IS EQUAL OPPORTUNITY EMPLOYER TO ALL, REGARDLESS OF AGE, ANCESTRY, COLOR, DISABILITY (MENTAL AND PHYSICAL), EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, GENDER, GENDER EXPRESSION, GENDER IDENTITY, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), AND SEXUAL ORIENTATION.

- Ability to maintain confidentiality of sensitive personnel related issues.
- Effective skills in using Microsoft Word, Outlook, Excel, and Access.
- Motivate and influence others toward effective individual or team work performance.
- Familiarity and sensitivity to the priorities, missions, and goals of the Administration, Department, and Division.
- Readily analyze information and draw conclusions.
- Receive and follow direction from high level executive staff.
- Focus attention on details and follow work procedures.

HOW TO APPLY:

Applicants must be a current or former State employee with transfer or reinstatement eligibility for this classification, or be reachable on a current employment list for this classification. Appointment is subject to SROA and State surplus policies. SROA or Surplus candidates must submit a copy of surplus status letter.

All applicants must clearly indicate their basis for eligibility on the State application (STD 678). All applications will be screened and only the most qualified candidates will be interviewed. In order to be considered for this position, you must include your eligibility criteria in the explanation section of the application. (e.g., reinstatement, lateral transfer, list eligibility). The application must be postmarked by the final file date.

APPLICATIONS SUBMITTED VIA E-MAIL OR FACSIMILE WILL NOT BE ACCEPTED.

Submit a State Application (STD. 678) and resume to:
Emergency Medical Services Authority
Administration
Attn: Wendy Schmidt
10901 Gold Center Drive, Suite 400
Rancho Cordova, CA 95670

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