

DUTY STATEMENT

GS 907T (REV. 04/02)

SHADED AREA FOR HUMAN RESOURCES ONLY**INSTRUCTIONS:** Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

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EMS

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY Emergency Medical Services Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED	3. CLASS TITLE Program Manager I
4. WORKING HOURS/SCHEDULE TO BE WORKED	5. SPECIFIC LOCATION ASSIGNED TO
6. PROPOSED INCUMBENT (if known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 312-700-4924-906

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. **BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the general direction of the Chief, Disaster Medical Services (DMS) Division, the Program Manager I (PM I) serves as a Team Leader of an assigned California Medical Assistance Team (CAL-MAT)/Mission Support Team (MST) Unit, and is responsible for managing missions, both operational and managerial, from the time of activation through demobilization.

9. Percentage of time performing duties

10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*

The PM I/Team Leader will:

35%

- Manage and supervise all aspects of a disaster mission from activation to complete demobilization.
- Manage command staff, such as Logistics Officer (Sr. ESC), Administrative Officer (AGPA), and Safety Officer (Health & Safety Officer) to ensure effective mission management.
- Establish and maintain overall unit cohesion by utilizing best management practices.
- Have responsibility for developing and completing all response objectives necessary to fulfill the assigned mission, such as determining location and size of base of operations and management of field treatment sites.
- Oversee equipment, personnel, reporting, record-keeping and after-action elements associated with each mission..

30%

- Provide management expertise, supervision and overall administration of teams comprised of physicians, nurses, other clinical care providers and technical and support personnel.

11. SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

12. EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
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20%

- Effectively guide Team in a variety of mission scenarios such as medical evacuation, clinic support, medical care, multiple casualty events, etc.

15%

- Consult with the Emergency Medical Services Authority (EMSA) DMS Chief on overall program issues such as training, recruitment, equipment, etc.
- Participate in debriefs and after action reporting as required.
- Assist the Chief of DMS in developing monthly on-call roster.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices and trends of public administration, including management analysis, planning, program evaluation or related areas; concepts, objectives, organization, and operations of Federal, State and local civil defense and disaster activities; California geography and resources as they relate to civil defense and disaster planning and operations; administrative problems involved in directing coordinated financial assistance programs; principles and practices of employee supervision, development and training; program development; formal and informal aspects of the legislative process; governmental functions and organization at the State and local level; methods and techniques of effective program management and supervision; organization, activities, and basic legislation concerning the Office of Emergency Services; principles of organization and budgeting; the Office's Equal Employment Opportunity Program objectives; a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to solve complex disaster preparedness problems; evaluate alternatives and provide recommendations; gain and maintain the respect, confidence, and cooperation of a wide variety of officials and other persons contacted in the work; analyze data and effectively present ideas; interpret Federal and State statutes; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; establish and maintain project priorities; and effectively utilize all available resources; plan, organize and direct the work of others; effectively contribute to the Office's Equal Employment Opportunity objectives.

SPECIAL REQUIREMENTS

Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating 12 hour shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

Travel within and outside the State of California is required for this position.

SPECIAL PERSONAL CHARACTERISTICS

Demonstrate ability to act independently, open-mindedness, flexibility and tact. Willingness to work unusual hours and on Saturdays, Sundays, and holidays and to travel throughout the State.

DESIRABLE QUALIFICATIONS

- Knowledge of and/or experience in disaster planning and response, emergency medical services, public health administration and/or or a health/ medical background; principles and techniques of organization, administration, and management; purposes, activities, and legislation of the Emergency Medical Services Authority.
- Excellent leadership and problem solving skills,
- Analyze situations accurately, make recommendations, and take effective action.
- Willingness to work as a team member with other professional staff; willingness to provide patient-oriented services.

INTERPERSONAL SKILLS

- Work well as part of a team and independently as necessary
- Build good working relationships with constituents, colleagues, and consultants.
- Work Environment, Mental and Physical Abilities
- Shall be required to work in the field, with a Mission Support Team, or location to provide assistance in emergency response and recovery activities.
- Ability to accept a 14 consecutive day deployment with the potential to decrease or extend (This means all personal appointments should be cleared before accepting this assignment).
- Ability to work irregular work hours (7 days a week, 12 hour shifts)
- Ability to function in austere living conditions such as base camp style (or similar) housing/lodging.
- Ability to self-sustain for first 24 to 72 hours.
- Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently.
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government.
- Ability to consistently exercise good judgment and effective communication skills.

PHYSICAL ABILITY:

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental, and emotional) situations as may be encountered during deployments without compromising their health and well-being, or that of their fellow team members or patients.