

**DUTY STATEMENT**

DGS OHR 907 (Rev. 09/2018)

 Current Proposed

RPA NUMBER	DGS OFFICE or CLIENT AGENCY Emergency Medical Services Authority	
UNIT NAME Response Personnel Unit	REPORTING LOCATION	
SCHEDULE (DAYS / HOURS)	POSITION NUMBER XXX-XXX-5157-XXX	CBID
CLASS TITLE Staff Services Analyst (COVID-19 Response)	WORKING TITLE Staff Services Analyst	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

**CORE VALUES / MISSION**  Rank and File  Supervisor  Specialist  Office of Administrative Hearings  Client Agency

The mission of Emergency Medical Services Authority (EMSA) is to prevent injuries, reduce suffering, and save lives by developing standards for and administering an effective statewide coordinated system of quality emergency medical care and disaster medical response that integrates public health, public safety, and healthcare.

**POSITION CONCEPT**

Under supervision, the Staff Services Analyst is a member of an assigned Mission Support Team (MST) or California Medical Assistance Team (CAL-MAT) Unit and is responsible for performing various supportive staff services and consultative functions to assist the Cal-MAT Unit or MST.

**SPECIAL REQUIREMENTS**  Conflict of Interest  Medical Evaluation  Background Evaluation  Background Evaluation FTB  Office Technician (Typing)

**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
40%	Perform research, analysis, and the use of independent judgment in the performance of a variety of analytical tasks. <ul style="list-style-type: none"> <li>- Reviews and analyzes various subject-matter documents.</li> <li>- Gathers, tabulates, and analyzes data on various subject-matters.</li> <li>- Prepares subject-matter reports and correspondence.</li> <li>- Tracks subject-matter assignments and provide status reports to management.</li> </ul>
35%	Participate in analytical studies of organization. <ul style="list-style-type: none"> <li>- Analyzes past trends and data pertaining to program evaluation and planning; systems development; budgeting; planning; training; management; and personnel analysis.</li> <li>- Performs research and analysis on in-house office requests.</li> <li>- Makes decisions on financial, personnel, and other transactions of average complexity.</li> </ul>
25%	Consult with department officials, employees, and others to give and secure information. <ul style="list-style-type: none"> <li>- Makes recommendations on procedures, policies, and program alternatives.</li> <li>- Provides updates to fulfill the units mission, goals, and objectives.</li> </ul>

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 Current Proposed**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

Required to work in the field, with MST to provide assistance in emergency response and recovery activities.

Work effectively and effectively 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.

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.

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.

*I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.*

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

*I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.*

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED