

**DUTY STATEMENT**

DGS OHR 907 (Rev. 09/2018)

 Current Proposed

RPA NUMBER	DGS OFFICE or CLIENT AGENCY Emergency Medical Services Authority	
UNIT NAME Disaster Medical Services	REPORTING LOCATION	
SCHEDULE (DAYS / HOURS)	POSITION NUMBER 312-740-5393-906	CBID R01
CLASS TITLE Associate Government Program Analyst	WORKING TITLE Administrative Officer	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

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

The mission of 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 the direction of the Team Leader designated for deployment, the Associate Government Program Analyst (AGPA)/Administrative Officer (AO) is a member of an assigned Mission Support Team (MST) or California Medical Assistance Team (CAL-MAT) Unit and is responsible for performing the functions of a Personnel and Procurement Liaison for the general planning and coordination of Human Resources, Procurement and Facility Services and other Administrative functions needed to support the Team.

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

**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
35%	<p><b>Personnel Analyst:</b></p> <ul style="list-style-type: none"> <li>• Evaluate and analyze various personnel documents (i.e., coordinating hiring packets) and prepare recommendations to advise hiring manager.</li> <li>• Participate in the development of appropriate interview questions based on the screening/rating criteria developed by hiring manager/supervisor.</li> <li>• Review and evaluate orientation material and process for new staff and ensure sufficiency and completeness to provide orientation for new staff.</li> <li>• Participate on hiring interview panels as requested by Team Leader.</li> <li>• Develop policies and procedures needed to maintain complete and accurate records of all personnel transactions.</li> <li>• Consult with the Team Leader and provide recommendations on personnel-related matters.</li> <li>• Consult with EMSA's administration in order to advise Team Leader on employee's performance for use in the After Action Report.</li> </ul>
35%	<p><b>Procurement Analyst:</b></p> <ul style="list-style-type: none"> <li>• Analyze and utilize trend data from prior deployments to ensure compliance and efficiency in the procurement and utilization of supplies, materials, equipment, and services.</li> </ul>

**DUTY STATEMENT**

DGS OHR 907 (Rev. 09/2018)

 Current Proposed

PERCENTAGE	DESCRIPTION
	<ul style="list-style-type: none"> <li>• Administer an inventory control mechanism to conduct an initial inventory analysis of existing supplies, materials, equipment at the commencement of a deployment.</li> <li>• Evaluate the appropriateness of procurement requests and establish and maintain a tracking system to coordinate ordering and prevent duplication.</li> <li>• Conduct a final inventory of materials and supplies as part of demobilization plan at the conclusion of each deployment.</li> </ul>
25%	<ul style="list-style-type: none"> <li>• Advise and make recommendations to the Team Leader and EMSA Disaster Medical Services Division of the most appropriate CAL-MAT mobilization plan based upon the mission specific detail.</li> </ul>

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	<ul style="list-style-type: none"> <li>• Perform research and analysis specific to each emergency deployment (i.e., location, local weather and news, other intelligence, etc.) and provide updates and recommendations to the Team Leader, as necessary to fulfill the Team mission, goals and objectives.</li> </ul>

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS****KNOWLEDGE AND ABILITIES**

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

**SPECIAL PERSONAL REQUIREMENTS**

Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

**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.

**DESIRABLE QUALIFICATIONS**

Knowledge of experience in disaster planning and response, emergency medical services, public health administration and/or a health/ medical background.

Knowledge of principles of effective leadership directing the work of medical personnel; mission, goals, objectives,

**DUTY STATEMENT**

DGS OHR 907 (Rev. 09/2018)

 Current Proposed

and organization of emergency management and emergency response; operations and structure of government; processes, principles, and regulations applied in the administration of emergency management programs; state and federal laws, regulations, and requirements relating to local, state, and federal emergency management planning and emergency response; apply professional knowledge and ability to all situations; principles, concepts, and terminology in emergency management, emergency response and planning processes, hazard mitigation, and community preparedness; laws and regulations pertaining to state and federal financial assistance and mutual aid; current trends of emergency management, emergency response, recovery, and planning; methods of program report preparation and program reporting techniques; basic techniques of data analysis; intermediate computer skills. Objectives and organization of emergency management and emergency response; principles and techniques of organization, administration, and management; purposes, activities, and legislation of the Emergency Medical Services Authority.

Ability to plan for emergencies and respond, under all conditions, appropriately to emergencies and disasters by applying emergency management principles to the specific immediate situation; apply professional knowledge and ability to all situations of coordination, planning, and mitigation of hazards, and communicate risks to specific emergency management situations; interpret emergency management-related laws and their application to program or incident situations; develop and implement new and revised methods and procedures; establish and maintain cooperative working relationships with staff, local, state, and federal officials, and representatives of other organizations; prepare complete and comprehensive reports and recommendations; communicate and write effectively; reason logically; analyze problems and situations accurately and take effective action. Work independently in identifying needs and emergency management systems deficits and developing recommendations for improvement of emergency management planning and emergency response operations; act as a lead person or as a team leader; train other staff in principles and methods; provide effective leadership.

Strong written, analytical, interpersonal and oral communications skills.  
Excellent leadership and problem solving skills.

**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 MST, 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

**DUTY STATEMENT**

DGS OHR 907 (Rev. 09/2018)

 Current Proposed

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