

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 312-740-3643-906	CBID R09
CLASS TITLE Assistant Telecommunications Engineer	WORKING TITLE Communications 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 supervision of the Senior Emergency Services Coordinator (Sr. ESC)/Logistics Officer (LO) designated for deployment, the Assistant Telecommunications Engineer (ATE)/Communications Officer (Comm. O) is a member of an assigned California Medical Assistance Team (CAL-MAT) or Mission Support Team (MST) Unit. The ATE/Comm. O sets up, operates, and maintains needed communications to support the CAL-MAT/MST Unit deployed to major disaster or major emergency.

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

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	<ul style="list-style-type: none"> Organize communications equipment needed for immediate deployment of a CAL-MAT/MST. Determine equipment and related inventory shortfalls and reports to the Sr. ESC. Set up, troubleshoot, operate and maintain Cal-MAT/MST communications system during a deployment. Assist the Sr. ESC with the setup of the CAL-MAT/MST communications center. Provide security and environmental protection for communications equipment and supplies.
30%	<ul style="list-style-type: none"> Conduct maintenance and minor repairs of communications equipment assigned to the CAL-MAT/MST. Utilize an established tracking system to ensure accountability of all issued communications equipment.
20%	<ul style="list-style-type: none"> Provide basic instructions for use of issued communications equipment during CAL-MAT/MST deployments. Provide a communication link between the CAL-MAT/MST.
15%	<ul style="list-style-type: none"> Monitor CAL-MAT/MST communications for compliance with established procedures.

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PERCENTAGE	DESCRIPTION

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION

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

Knowledge of: Electronics theory; engineering mathematics; principles, practices, methods, terminology and trends in wire communication systems engineering and mobile and microwave radio communications engineering including the fields of radio frequency allocations, electromagnetic wave propagation, radio field strength measurements and tolerances; theory and operation of telephone, data telegraph and teletype systems; engineering economics; Federal Communications Commission rules and regulations; traffic handling procedures; California State Communications Law and the Federal Communications Act of 1934.

Ability to: Perform radio and electronic research projects; prepare engineering reports and surveys; design; write specifications and make final engineering recommendations on various radio and wire communications systems; analyze technical data; establish and maintain cooperative relations with those contacted in the work; interpret and apply provisions of the California State Communications Act and the Federal Communications Act of 1934; apply knowledge of wire communications systems to the communications problems of State agencies; secure a valid second class or higher radio-telephone operator license issued by the Federal Communications Commission when such license is or will be necessary for performance of the assigned work.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to travel throughout the State: tact, and reliability.

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

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 Current Proposed**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.

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