

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 312-740-1138-906	CBID R04
CLASS TITLE Office Technician (General)	WORKING TITLE Administrative Specialist	
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 general direction of the Team Leader designated for deployment, the Office Technician General (OT)(G)/ Administrative Specialist (AS) is a member of an assigned California Medical Assistance Team (CAL-MAT) Unit or Mission Support Team (MST).

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

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
30%	• Perform work assignments necessary to provide, obtain and/or negotiate administrative and office services such as travel arrangements, lodging and telecommunication services during deployment for the CAL-MAT Unit.
25%	• Assist Team Lead with the disaster mobilization and transportation plans for the CAL-MAT Unit. • Assist and update roster and contact information of key CAL-MAT Unit personnel. • Manages changes to the published deployment roster during actual disaster response mobilization, including personnel substitutions as necessary, to ensure the ability of the unit to field a complete CAL-MAT Unit appropriate to needs of the specific mission.
20%	• Prepare recurring and special one-time reports (e.g. personnel hours, travel expenses, and any other data pertaining to the event) regarding CAL-MAT Unit activities during deployment.
20%	• Prepare and submit procurement requests to the Team Lead for approval and tracking.

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 Current Proposed**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**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 MST to provide assistance in emergency response and recovery activities.

Ability to accept a 14 consecutive day deployment with the potential to decrease or extend.

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