

**DUTY STATEMENT**

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**Employee Name:**

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| Classification:<br>Associate Governmental Program Analyst   | Position Number:<br>312-740-5393-906       |
| Working Title:<br>Associate Governmental Program Analyst  | Work Location:                             |
| Collective Bargaining Unit:<br>R01  | Tenure/Time Base:<br>Emergency Appointment |
| Center/Office/Division:<br>Emergency Medical Services Authority<br>Disaster Medical Services Division | Branch/Section/Unit:                       |

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to work irregular work hours (7 days a week, 12-hour shifts) and have the 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). communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

Ability to work in the field in austere living conditions such as base camp style (or similar) housing/lodging to provide assistance in emergency response and recovery activities. Ability to self-sustain for first 24 to 72 hours.

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**Competencies**

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The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resources' Job Descriptions webpage](#).

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**Job Summary**

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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.

Under general direction of the manager/authorized personnel, the Associate Government Program Analyst (AGPA) 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 disaster response mission.

## Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Travel statewide for extended periods of time and on short notice.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

## Essential Functions (including percentage of time)

- 35% Analyze, utilize, and evaluate trend data from prior deployments to ensure compliance and efficiency in the procurement and utilization of supplies, materials, equipment, and services along with tracking and maintaining initial inventory through the conclusion of each deployment with the appropriate control mechanisms based on the department's procedures.
- 25% Evaluate and analyze various personnel documents (i.e., coordinating hiring packets, timesheets) to ensure accuracy and completeness and maintain records following EMSA's policies and procedures.
- 20% Advise and make recommendations to authorized personnel to develop a CAL-MAT mobilization plan and conduct a site orientation to assigned personnel based on the mission specific details using EMSA's guidelines, standards, and tools to provide situational awareness and expectations.
- 15% Gather, analyze, and research data pertaining to the response to develop incident, situational, statistical, and special reports using EMSA's guidelines and tools for stakeholders.

## Marginal Functions (including percentage of time)

- 5% Assist department heads and key stakeholders in gathering information from emergency management partners utilizing standard communication tools following EMSA's guidelines to provide updates and recommendations as necessary to ensure the fulfillment of the mission, goals, objectives.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name: \_\_\_\_\_

Date \_\_\_\_\_

Employee's Name: \_\_\_\_\_

Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_

**HRD Use Only:**

Approved By: \_\_\_\_\_

Date \_\_\_\_\_