

**DUTY STATEMENT**

Employee Name:	
Classification: Paramedic	Position Number: 312-740-9999-906
Working Title: Paramedic	Work Location:
Collective Bargaining Unit: N/A	Tenure/Time Base: Emergency Appointment
Center/Office/Division: Emergency Medical Services Authority/ 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. Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently.

This position requires the incumbent to work irregular work hours (7 days a week, up to 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 an 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 aid in emergency response and recovery activities and have the ability to self-sustain for the first 24 to 72 hours.

**Competencies**

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](#).

**Job Summary**

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 the general direction of the Physician and Surgeon/authorized personnel, the paramedic will perform a variety of difficult, highly specialized and diversified healthcare activities, complete patient assessments, reassessments and resuscitation procedures during disasters or major emergencies.

## 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: EMT-P  
☐ Other:

## Essential Functions (including percentage of time)

- 35% As directed by the Physician and Surgeon/authorized personnel, perform the full range of life support functions to critically ill patients injured during a disaster or major emergency by executing essential clinical management skills by utilizing EMSA's standards and guidelines, including Cardiopulmonary Resuscitation (CPR), shock management, treatment for severe bleeding, and other medical treatment following standard protocol, and perform complete patient assessments and reassessments to evaluate patient conditions during care, including initiating and interpreting electrocardiograms (EKGs), and treat irregular heart activity according to the medical protocol developed by the Medical Director and perform resuscitation, endotracheal intubation, intravenous fluids, medication administration, and other medical treatment as directed using appropriate medical resources to provide care within the scope of practice and competency to ensure optimal patient care.
- 35% As directed by the Physician and Surgeon/authorized personnel and utilizing EMSA's standards and guidelines, evaluate patients during treatment, modify procedures and/or consult with existing protocols with physician and/or nurse as appropriate to produce a positive patient response, and make recommendations to physician and/or nurse regarding appropriate clinical actions, apply splints, dressings and other first aid measures as required to provide patient care during a response, instruct patient transport teams in moving patients to and from evacuation vehicles, including loading and unloading patients from ambulances, aircraft and other conveyances; assist with the movement/evacuation of patients via litter and/or gurneys, oversee triage areas, assigning patients to critical status, delayed status, minor treatment or no treatment based upon patient assessment to ensure optimal patient care.
- 15% As directed by the Physician and Surgeon/authorized personnel, prepare detailed records of patient's physical condition by utilizing EMSA's standards and guidelines, including patient's chief complaint, pain levels, response to therapy, and other medical records to ensure accurate documentation of care.
- 15% As directed by the Physician and Surgeon/authorized personnel, assist in the mobilization and demobilization of equipment utilized during a deployment by utilizing EMSA's standards and guidelines to ensure adequate response and recovery of equipment.

## Marginal Functions (including percentage of time)

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		