

**DUTY STATEMENT**

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**Employee Name:**

<b>Classification:</b> Staff Services Analyst	<b>Position Number:</b> 312-740-5157-906
<b>Working Title:</b> Staff Services Analyst	<b>Work Location:</b>
<b>Collective Bargaining Unit:</b> R01	<b>Tenure/Time Base:</b> Emergency Appointment
<b>Center/Office/Division:</b> Emergency Medical Services Authority Disaster Medical Services Division	<b>Branch/Section/Unit:</b>

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 supervision of the manager/authorized personnel, the Staff Services Analyst (SSA) is responsible for performing various supportive staff services and consultative functions needed to support the disaster response missions.

## 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)

- 40% As directed by the manager/authorized personnel, assist in performing research and analysis, by use of independent judgment in the performance of a variety of analytical tasks to review, analyze, gather, and tabulate data, prepare reports, and track various subject-matter items using procedures and databases to adequately record subject-matter items and provide statistical reports to management/authorized personnel.
- 35% As directed by manager/authorized personnel, participate, and assist in analytical studies of the disaster response in order to analyze past trends and data pertaining to response evaluation and planning; systems development; budgeting; planning; training; management; and personnel analysis using databases and communication equipment to respond efficiently.
- 25% As directed by manager/authorized personnel, assist in the consultation with department officials, employees, and others to give and secure information, make recommendations on response procedures, policies, and program alternatives using communication equipment and methods, to provide management/authorized personnel updates to fulfill the response mission, goals, and objectives.

## 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
<b>HRD Use Only:</b> Approved By:	Date		