|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| STATE OF CALIFORNIA  DEPARTMENT OF FORESTRY AND FIRE PROTECTION  **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT**  PO-199 (06/16) | | | | | | Working Title of Position  Fire Captain/Paramedic (FC-P) | | | | |
| Division and/or Subdivision  San Diego Unit (MVU) / EMS Bureau | | | | |
| INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) “…material changes in the duties of any position in his or her jurisdiction”. The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (\*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee. | | | | | | Location of Headquarters  El Cajon, CA | | | | |
| Class Title of Position  Fire Captain/Paramedic (FC-P) | | | | |
| Position Number  542-314-1757-610 | | | | |
| Effective Date  December 30, 2022 | | | | |
| Percentage of Time Required | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities. | | | | | | | | | |
| 20%  15%  15% | The Fire Captain/Paramedic (FC-P), under the general direction of the Emergency Medical Services (EMS) Bureau Battalion Chief, is responsible for:  \*Coordinates and supervises the Controlled Substance program in conjunction with the Department’s EMS Bureau Chief. \*Assures that the Controlled Substance Program meets legal regulatory and ethical standards. \*Maintains Controlled Substance inventory and supplies. \*Facilitates as a liaison between regulatory agencies and all CAL FIRE cooperative agreements throughout San Diego County. \*Acts as the secondary/delegated point of contact for the Drug Enforcement Agency (DEA) and/or San Diego County EMS Controlled Substance Coordinator. \*Monitors compliance and develop reports as necessary to ensure daily, monthly, and annual checks have been completed. \*Works with DEA Vault locations to ensure reverse distribution of Controlled Substances as necessary. \*Maintains confidential Personal Identification Number (PIN) list for all licensed personnel.  \*Provides medical information to the public via records requests, and subpoenas as required. \*Reviews legislation and emergency medical services protocols and policy to ensure program compliance. \*Maintains required inventories of medical supplies and equipment utilized under the purview of the EMS program. \*Orders replacement supplies as necessary. \*Maintains and updates equipment replacement and narcotics PAR level within the inventory tracking system.  \*Assists the Unit EMS Bureau Chief in developing policy by providing advice as a Subject Matter Expert on EMS, and otherwise assisting with Unit wide EMS issues including but not limited to Continuous Quality Improvement, completing staff reports as requested, assisting with the development and implementation of new programs, etc. | | | | | | | | | |
| \*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation. | | | | | | | | | |
| **Equal Employment Opportunity (EEO) Statement:** All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation. | | | | | | | | | | |
| Job qualifications and/or conditions of employment: Maintain current State of California Paramedic Licensure and local paramedic accreditation through SDEMs. The Unit expects a two-year commitment for all permanent assignments before granting transfer eligibility. Required to be qualified as AHA, NAEMT and CSFM Instructor within 1st year. | | | | | | | | | | |
| "We have discussed this document in its entirety and understand the duties of this position." | | | | | | | | | | |
| Employee Signature | |  | Date |  | Supervisor Signature | | | |  | Date |
| **Personnel use only** | | Posted to Directory | |  | | | |  | | |
| Initials and date | | | |
| STATE OF CALIFORNIA  DEPARTMENT OF FORESTRY AND FIRE PROTECTION  **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT**  PO-199 (06/16) **- PAGE 2** | | | | | | | Working Title of Position  Fire Captain/Paramedic (FC-P) | | | |
| Percentage of Time Required | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities. | | | | | | | | | |
| 15%  15%  10%  5%  5% | \*Monitors and maintains the electronic patient care (ePCR) reporting program. \*Acts as a back-up agency administrator to the EMS Bureau Chief. \*Serves as a back-up point of contact between San Diego County EMS and CAL FIRE San Diego County cooperative agreements for all ePCR program needs. \*Acts as a back-up liaison to County EMS for subject matter expertise as it relates to the County EMS owned and operated program (pilot projects, working groups, etc.). \*Generates reports as necessary for CQI/QA purposes.  \* Develops, coordinates, delivers, and administers EMS/Fire related Training programs (i.e., AHA, CE’s, NAEMT New Hire orientation, CSFM etc.). \*Coordinates logistical and administrative support components with the Training Bureau as necessary (i.e., classroom availability, Target Solutions, etc.). \*Maintains Instructor certification in all EMS/Fire related training programs (i.e., AHA, NAEMT,CSFM etc.) and delivers courses as required. \*May generate training reports to identify needs of personnel. \*May act as a liaison to County EMS and State EMSA for training hour verification and certification verification purposes. \*Assists the EMS Bureau & Training Bureau Chief in monitoring and verifying Licensure and Certification of employees within the CAL FIRE San Diego program.  \*Assists with the contract agencies or districts with ALS or Ambulance program as necessary. \*Makes recommendations, attends meetings, and provides supports as necessary.  \*Attends meetings, working groups, Ad Hoc committees, and Conferences as requested by the EMS Bureau Chief to represent the interests of the agency, research emerging trends, track legislation, network, and staff development purposes.  \*Performs a full range of emergency medical, firefighting, rescue operations and training. \*Operate CAL FIRE and San Diego County owned fire and rescue equipment as required. \*As a member of a paramedic unit, provide advanced life support and emergency medical care and transportation to victims of emergency medical incidents. \*Performs, attends, and assists in the training duties to include but not limited to firefighting, rescue, emergency medicine and management. \*Responds to major incidents to serve in various overhead capacities. Other duties as required. | | | | | | | | | |
| \*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation. | | | | | | | | | |
| **Equal Employment Opportunity (EEO) Statement:** All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they encounter during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation. | | | | | | | | | | |
| Job qualifications and/or conditions of employment: Maintains the arduous Fitness Standard in accordance with Department Policy. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires the incumbent be annually medically cleared to be fit tested for respiratory protection equipment. Maintain current State of California Paramedic Licensure and local paramedic accreditation through San Diego County EMS. The Unit expects a two-year commitment for all permanent assignments before granting transfer eligibility. May be required to work weekends, nights, holidays, and rotating shifts. | | | | | | | | | | |
| "We have discussed this document in its entirety and understand the duties of this position." | | | | | | | | | | |
| Employee Signature | |  | Date |  | Supervisor Signature | | | |  | Date |
| **Personnel use only** | | Posted to Directory | |  | | | |  | | |
|  | |  | | Initials and Date | | | |  | | |