DePartment OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (00 %) NOSTRUCTORS Laborate Nostructor Nos			Working Title of Position		
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Personnel use only					

STATE OF CALIFORNIA	CTDY AND FIDE DOCTECTION	Working Title of Position EMS Analyst		
	STRY AND FIRE PROTECTION AL FUNCTIONS DUTIES STATEMENT			
PO-199 (06/16) - PAGE				
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.			
15%	*Assists in the development of concept papers, reports, and Budget Change Proposals (BCP) for EMS programs and/or projects. *Researches and seeks funding sources, including grants and alternative funding sources. *Assists in presenting findings to the Staff Services Manager I and other EMS Program leadership			
5%	*Other job-related duties as required, or as op	erational needs dictate.		
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Job qualifications and/or conditions of employment: Incumbent should be able to communicate effectively, work independently or as a team member on projects/assignments, handle a dynamic workload with no constraints, and utilize various software including, but not limited to: Microsoft Word, Excel, PowerPoint, Access, patient care reporting software, crystal reports and other web-based software. A Criminal Offenders Records Information (CORI) Search may need to be completed for authorization to handle criminal background information per California Code of Regulations. This position may require local and/or statewide travel; this travel may include overnight stays (occurs less than 5% of the time.).				
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Employee Signature	Date Supervisor	Signature Date		
Personnel use only	Posted to Directory Initials and I	Date		