

DUTY STATEMENT

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| Employee Name: | |
| Classification: Health Program Specialist II | Effective Date: |
| Working Title: EMSC Program Coordinator | Position Number: 312-800-8336-003 |
| Collective Bargaining Unit: R01 | Work Location: 11120 International Drive, Suite 200, Rancho Cordova, CA 95670 |
| Center/Office/Division/Unit: Quality and Planning/ EMS Plans and Specialty Programs/ Specialty Programs | Tenure/Time Base: Permanent / Full Time |

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.

Emergency Medical Services Authority (EMSA) is responsible for the equitable coordination, administration, and integration of the statewide emergency medical services system to reduce suffering and save lives throughout California.

This position requires the incumbent to maintain consistent and regular attendance; 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.

During emergency operations, may be required to work in EMSA's Departmental Operations Center, other governmental Emergency Operations Centers, or in EMSA's field Mission Support Teams to provide assistance in emergency response and recovery activities. EMSA staff are required to complete emergency management and Incident Command System training based on their respective roles in a response and participates in periodic departmental and statewide readiness drills and exercises. Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

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 Resource's Job Descriptions webpage](#).

Job Summary

Under the general direction of the EMS Plans and Specialty Programs Branch Chief, the Health Program Specialist II serves as the Emergency Medical Services for Children (EMSC) Coordinator. The incumbent functions as a highly skilled and independent technical program consultant in the development, implementation, and ongoing evaluation of the state EMSC system in accordance with Health and Safety Code and California Code of Regulations.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ DMV Pull Notice Required
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel Required: 10%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☒ Telework Eligible: up to 3 days
- ☐ Other:

Essential Functions (including percentage of time)

All work is accomplished in accordance with the laws, rules, regulations, and/or guidelines of the Department of Finance, State Controller's Office, Federal and State laws, Executive and Administrative Orders, State Administrative Manual, Bargaining Unit Agreements, the Department of General Services, and departmental policies, procedures, and guidelines, Microsoft Office programs, including Word, Excel, PowerPoint, Outlook, SharePoint, Monday.com and other technological and non-technological work tools. The incumbent has program responsibility involving decisions for programs with program policy, and fiscal impact utilizing effective program coordination skills/tools.

25% Leads EMSC by serving as the liaison for the California EMSA and coordinates with the EMSC Technical Advisory Committee (TAC), with various state, federal, local government and stakeholder groups, and officials, in order to develop, identify and prioritize pediatric prehospital and hospital based emergency care policies and initiatives to improve the emergency medical services delivered to California pediatric patients. Ensures EMSA has dependable working relationships between state, county and federal partners as well as provides technical assistance to local Emergency Medical Services (EMS) agencies on integrating EMSC programs into local EMS systems to ensure continuity of EMSC throughout California.

20% Maintains the EMSC program budget by planning, tracking, and assessing all procurement and expenditures, in order to make decision recommendations on program spending to ensure all spending is within the program budget and all grant requirements.

20% Maintains EMSC Health Resources and Services Administration (HRSA) grant to ensure compliance with all HRSA grant objectives, activities and deliverables. Reports on

grant activities, collaborates with the EMS Systems Division Grant Coordinator and the Administration Division to maintain the HRSA grant. Ensures all grant required TAC positions are filled. Prepares grant documents for the EMSC HRSA grant application, Federal Block Grant and General Funds. Organizes quarterly TAC meetings, prepares annual and quarterly reports to update the progress made with the EMSC program.

- 15% Develops and conducts EMSC surveys of hospital, Local Emergency Medical Services Agency, and private and public EMS providers by working with the National Emergency Medical Services for Children Data Analysis Resource Center. Monitors EMSC surveys to improve techniques for reviewing and analyzing data in order to gather specific data necessary for program measurement (i.e.: percent of patient care units with essential pediatric equipment and supplies as outlines in national guidelines). Monitor the outcomes of all grant funded activities, assist the TAC with the deployment of evaluation and summary reports from survey findings. Assess the emergency care needs of children through local program monitoring. Uses the survey data to make any request for federal funds to ensure that performance measure program activities are on track and that implementation targets set by HRSA are met and make data-based decisions for EMSC.
- 15% Evaluates and makes recommendations for EMSA EMSC policies, procedures, and regulations in accordance with the Administrative Procedures Act Rule Making Process by collaborating with the TAC, EMSA leadership and the Office of Administrative Law on the rule making process. Makes updates and represents EMSC TAC at regulation meetings in order to develop and further the EMSC program. Assists with updates as needed to ensure the continued development and update of ESMC policies procedures and regulations.

Marginal Functions (including percentage of time)

- 5% Performs other related duties, special assignments, and projects. Travel for meetings and conferences, as required, to fulfill the EMSA mission, goals, and objectives.

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| <input type="checkbox"/> 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. | | <input type="checkbox"/> 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: | | Employee's Signature: | |

HRD Use Only:

Approved By: CO

Date: 2/9/26