

DUTY STATEMENT

Employee Name:	
Classification: Research Data Specialist I	Effective Date:
Working Title: CEMSIS Data Specialist	Position Number: 312-800-5742-001
Collective Bargaining Unit: R01	Work Location: 11120 International Drive, Suite 200, Rancho Cordova, CA 95670
Center/Office/Division/Unit: Quality and Planning / Health Information and Data Technologies / Data Technologies	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 direct supervision of the Data Technologies Unit Manager, Supervisor I, the incumbent serves as the California Emergency Medical Services Information Services (CEMSIS) Research Specialist. This position requires a skilled, technical program data specialist with the ability to query, evaluate data and create reports from a complex data collection system and to plan and evaluate the best use of the query tool. This position requires knowledge of the collection and analysis of various types of data, the understanding of databases and data validation and strong writing skills to create various reports.

Special Requirements

- Conflict of Interest (COI)
- DMV Pull Notice Required
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel Required: 5%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Telework Eligible: This position may be eligible for telework. The amount of telework permitted is at the discretion of the Department and is subject to change.
- 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, Access, 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.

In order to provide statewide coordination in the development of regulations, standards and guidelines, and policy for CEMSIS, data collection, and data quality as directed by and/or at the request of management, the incumbent, using the tools above, is responsible for the following duties:

35% Identifies data, information, materials, and research to match EMS data to other sources and to evaluate the healthcare system and quality of services received by EMS

responders and hospitals by designing and developing reports and data projects. Validates CEMSIS data for local EMS agencies, provider agencies, other stakeholders and the EMSA executive management team to conduct research and develop statistical analytical reports to assess EMS system effectiveness. Conduct program evaluation studies on CEMSIS data, including the systematic analysis of program requirements, goals and outcomes to ensure accuracy of CEMSIS data.

15% Research, recommend, and lead EMS data technology projects. Assist with EMS data mapping projects, data dashboard development, and specialty care statistical analysis. Lead and support data surveillance projects, coordinating with external stakeholders, data project vendors, and EMSA leadership and information technology. Evaluate data reports to create and maintain a manual on report development and filtering criteria.

10% Facilitate and lead Executive Data Advisory Group (EDAG) subcommittee meetings with other Data Technologies Unit team members. Evaluate EMS data in cooperation with subcommittee members and make recommendations to EDAG. Conduct studies on EMS data policies and practices and present at subcommittee meetings. Prepare subcommittee reports and present to stakeholders.

10% Review and fulfill data use agreement requests from stakeholders and outside entities for research purposes using de-identification guidelines.

10% Review EMS plans in coordination with the EMS Plans Coordinator to evaluate local EMS agency data systems for statutory and regulatory compliance.

5% Participate in EMSA regulatory workgroups and meetings to provide data standards and definitions, consult on data queries and applications, and advise on the use of CEMSIS data elements to achieve data goals.

5% Advise on CEMSIS-EMS and CEMSIS Specialty Care data to local EMS agencies, provider agencies, other EMS stakeholders and EMSA staff. Assist stakeholders with any issues or inquiries on CEMSIS implementation and processes to collect and analyze EMS data.

5% Assists in CEMSIS Operations and funding initiatives for Health Information and Data Technologies Branch management by reporting verbally or in writing on funding opportunities, operational data system needs, and process improvement.

Marginal Functions (including percentage of time)

5% Performs other related duties, special assignments, projects, and occasionally travels as required in order to fulfill the EMS Authority mission, goals, and objectives as it relates to the Health Information and Data Technologies Branch.

<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: 3/2/26