

DUTY STATEMENT

Employee Name:	
Classification: Analyst II	Effective Date:
Working Title: Paramedic Disciplinary Review Board Analyst	Position Number: 312-101-5393-001
Collective Bargaining Unit: R01	Work Location: 11120 International Drive, Suite 200 Rancho Cordova, CA 95670
Division/Branch/Unit: Paramedic Disciplinary Review Board	Tenure/Time Base: Permanent / Full Time

All employees shall possess the general qualifications 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, employees 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 participate 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

The incumbent works under the direction of the Paramedic Disciplinary Review Board (PDRB) Special Advisor/ Career Executive Assignment (CEA). As part of a small team of PDRB staff, the Analyst II independently performs complex analytical and administrative work requiring sound judgment and problem solving. Core responsibilities frequently relate to paramedic licensure discipline appeals. Such duties include, but are not limited to, processing and maintaining legal files, preparing service of process, coordinating meetings, conducting research and preparing recommendations, assisting with public records requests, and preparing correspondence.

All duties must be performed in accordance with the California Administrative Procedure Act, Bagley-Keene Open Meeting Act, EMSA statutes and regulations related to paramedic discipline, state administrative procedure, and departmental requirements. Daily proficient use of Microsoft Office applications, including Microsoft Teams, is required.

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)

- 35% Research, draft, and provide reports in relation to various complex legal issues, including but not limited to decisions and orders, correspondence with parties and other stakeholders, and internal policies and procedures. Provide other administrative support, including but not limited to, data analyses, reports, issue memos, and other job-related assignments as required. Conduct complex legal research utilizing internal and external research databases.
- 30% Schedule deadlines, hearings, and maintain case files for paramedic license discipline in accordance with the Administrative Procedure Act and any other applicable statutes and regulations. Assess and determine whether all cases and related legal matters assigned to PDRB arrive with the required pertinent information. Provide administrative support for other legal matters, as assigned. Review and refer complex requests submitted to PDRB staff for further action.

- 20% Coordinate, prepare, and support PDRB meetings, including scheduling, development of agenda and other meeting materials, creation of case packets, meeting notices, and facilitating meeting logistics. Record and track PDRB actions (including decisions), ensuring accurate documentation and timely follow-up. Arrange travel as needed, and process travel expense claims. Intake and maintain specified departmental tracking systems and monitor budgetary payments. Attend meetings and provide input on specific issues related to PDRB or other assignments.
- 10% Coordinate training for PDRB members, including onboarding resources for new appointees (statutory and departmental requirements, as well as PDRB-specific policies and procedures). Ensure consistent and comprehensive documentation of compliance with all training and other legal requirements for PDRB members, including upon appointment to each term. Coordinate timely offboarding procedures and ensure compliance with statutory requirements.

Marginal Functions (including percentage of time)

- 5% Independently review and process requests for administrative records, transcripts, and public records. Such requests involve research, data collection, review of current and archived case files (hard copies and electronic files), and processing and managing related departmental tracking systems. Occasional overnight travel throughout the state may be required due to state emergencies or other departmental needs.

☐ 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		Employee's Signature	

HRD Use Only:

Approved By: Shannon Nelson

Date: 7/6/2026