

DUTY STATEMENT

Employee Name:	
Classification: Analyst II	Effective Date:
Working Title: Probation Monitor	Position Number: 312-900-5393-001
Collective Bargaining Unit: R01	Work Location: 11120 International Drive, Suite 200, Rancho Cordova, CA 95670
Center/Office/Division/Unit: Professional Standards / Enforcement	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 direction of the Emergency Medical Services Authority (EMSA) Enforcement Branch Chief, the incumbent independently monitors probationers' compliance with the requirements as set forth in disciplinary orders. This position will also provide management information reports and data analysis pertaining to the Enforcement Branch with specific emphasis on probation.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☒ DMV Pull Notice Required
- ☒ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel Required: 5% (percentage)
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☒ License/Certification: Possession of a valid class C driver license issued by the California Department of Motor Vehicles is required.
- ☒ 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% Leads the paramedic probationary case management process by analyzing, tracking, and creating probation records and correspondence, conducting interviews, investigating probation violations, coordinating with agencies, law enforcement, and labs, obtaining related personnel records in order to make determinations and or recommendations related to investigations and manage cases to ensure paramedic probationary cases are efficiently and accurately documented over an extended period of time in accordance with the probationary order and the appropriate case determinations are made utilizing established policies and procedures, and all applicable laws, rules, and regulations.
- 30% Prepares and maintains historical and statistical data and reports related to probationers utilizing a variety of software and data base tools in order to identify and communicate trends of probationers in compliance, and out of compliance including the timelines of suspending an out of compliant probationer, analyze case information, and maintain an accurate caseload, and report all data to management as requested to ensure accurate and regular reporting of probationer related data.
- 25% Prepares and process the more complex correspondence, and petitions for early termination of probation, subpoenas, and petitions for reduction of penalty, by reviewing probationary and investigation data and cooperates with investigators, utilizing Microsoft Office and related probationary information in order to request issuance/withdrawal of Administrative Fine, Suspension Orders, and other administrative

remedies, to ensure probationary orders are followed and the probationary process is in compliance with all applicable laws, rules and regulations.

5% Provides analytical and technical support to the Enforcement Branch utilizing applicable software in order to effectively communicate program, department and other information to ensure office procedures are followed and information is provided to the unit.

Marginal Functions (including percentage of time)

5% Performs other related duties, special assignments, projects, and occasionally travels as required to fulfill the EMS Authority mission, goals, and objectives as it relates to the Professional Standards Division.

☐ 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: 7/16/2026