

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Paramedic Coordinator	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Division and/or Subdivision CNR / San Mateo Santa Cruz Unit	
		Location of Headquarters Half Moon Bay, CA	
		Class Title of Position Battalion Chief	
		Position Number 542-117-9723-602	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
25%	Under the direction of the San Mateo County Deputy Chief, the Paramedic Coordinator Battalion Chief oversees two Fire Captains and performs the following duties: PERSONNEL SUPERVISION *Responsible for clinical oversight of Advanced Life Support (ALS) and Basic Life Support (BLS) activities of field personnel, pertaining to policy and protocol compliance, safe Emergency Medical Services (EMS) practices, and documentation issues. Performs quality assurance acts, including Patient Care Report audits, tracking of Minimum Patient Contact Criteria, and unusual incident investigation; coordinates with company officers to provide consistent supervision. *Participates in progressive discipline matters for Basic Life Support and Advanced Life Support personnel, as pertaining to EMS issues.		
20%	TRAINING *Maintains and upgrades paramedic skills and certifications in compliance with San Mateo County and State requirements; ensures same for paramedics assigned to San Mateo Division; coordinates EMS training for ALS personnel and BLS personnel for the San Mateo Division; complies with department physical fitness training policy. Coordinates the San Mateo County Fire American Heart Association Training Site, and Child Safety Seat Inspection Program. Maintains accountability of EMS program equipment and inventory.		
15%	EMERGENCY OPERATIONS *Responds to emergency incidents, including and not limited to, medical emergencies, fires, rescues, hazardous materials, other life, environment, and property threats, as well as assisting members of the public as appropriate. May be assigned Unit Safety and Battalion coverage as needed.		
*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.			
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: See Page 3			
"We have discussed this document in its entirety and understand the duties of this position." ☐			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only		Posted to Directory _____	
Initials and date _____			

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Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
10%	LIAISON *The San Mateo County Fire Department Paramedic Coordinator fulfills the procedural and legal requirements of the San Mateo County Paramedic Program. The Paramedic Coordinator is the point of contact for all EMS related issues; acts as a liaison with the Administrator and Clinical Education Specialist of The San Mateo County EMS Agency and the Operations Manager of the ambulance transport provider; is responsible for compliance with policy requirements; represents San Mateo County Fire as a member of the San Mateo County Quality Leadership Council, Medical Advisory Committee, Mass Casualty Incident Committee, EMS Supervisors Group, Joint Powers Authority Supervisors Group; acts as a liaison to County and Local Government Program Directors regarding EMS programs; coordinates and supports volunteer companies within jurisdiction on EMS.		
10%	ADMINISTRATION *Maintains training manuals, EMS protocol and policy manuals, tracks license and certification records of ALS and BLS personnel; maintains supplies and equipment to keep vehicle and office operating on a daily basis *Responsible for logistical support of field, including First Aid, BLS, and ALS supplies; responsible for accounting and distribution of Controlled Substances, in accordance with Federal and State law, and County Policy. Drafts procedures, policy, and guidelines in regards to EMS operations; responsible for good fiscal management of state and county funds; complies with state and county purchasing policies and procedures; makes recommendations for budget adjustments; makes recommendations on contractual agreements; reviews paramedic employments lists; makes recommendations for hiring new paramedics; delivers required EMS orientation to new paramedics, and arranges for county accreditation; oversees Field Training of new paramedics.		
10%	COMMUNICATIONS *Acts as single point contact for EMS program; distributes incoming information to field, including and not limited to, protocol and policy changes, medical updates, available classes, and equipment recalls; facilitates contacts for employees needing to communicate with outside agencies; briefs Supervisor on situation and status; makes recommendations to management as requested.		
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5%	PUBLIC RELATIONS *Acts as a representative of the department and paramedic program to members of the public; arranges public service functions as required; supports field personnel during public service functions, such as blood pressure clinics, event stand-bys, and other visible non-emergency events.		
5%	Other duties as assigned. Desired Qualifications: A current Paramedic license issued by the State of California, and accreditation as an Emergency Medical Technician (EMT) Paramedic by San Mateo County EMS, as well as 3 yrs. of full-time Paramedic experience. The incumbent is required to wear respiratory protection equipment (including self-contained breathing apparatus (SCBA). The use of such equipment may place a physiological burden on the incumbent that varies with the type of equipment used, the job and workplace conditions in which the equipment is used, and the medical status of the incumbent. As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. This clearance process consists of a comprehensive medical evaluation including a review of the incumbent's medical history, a complete physical examination, and vision, hearing, spirometry, and exercise treadmill test. The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response, including working in isolated areas, walking or running on uneven rough terrain, and remaining on duty 24 hours or longer without a break while performing these duties.		
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Job qualifications and/or conditions of employment: This position requires a 2-Year commitment prior to being eligible for voluntary transfer.			
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