

DUTY STATEMENT

Employee Name:	
Classification: Supervisor II	Effective Date: xx/xx/xxxx
Working Title: Branch Chief, Health Information and Data Technologies	Position Number: 312-800-4801-002
Collective Bargaining Unit: S01	Work Location: 11120 International Drive, Suite 200, Rancho Cordova, CA 95670
Center/Office/Division/Unit: Quality and Planning Division/ Health Information and 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. EMSA employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

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 Division Chief, Quality and Planning, the Supervisor II has full management and supervisory responsibility for the Division's Health Information and Data Technologies Branch, and is responsible for planning, directing, organizing, and providing leadership to the Health Information Unit and Data Technologies Unit. The Supervisor II directs the day-to-day management of all activities related to the collection, analysis, and sharing of EMS data in the State of California, as well as directly manages relationships with relevant vendors and stakeholders across the broader health care continuum. These responsibilities ensure that EMSA effectively maintains all data technologies necessary for accurate system monitoring and evidence-based quality improvement activities, thereby ensuring a high standard of care is delivered to the patient. This position is characterized by close collaboration with divisional and executive leadership to develop policy and perform complex operations essential to EMSA's primary mission.

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.

Essential Functions (including percentage of time)

- 40% Provides leadership to the supervisors and managers of the Health Information and Data Technologies Branch. Manages processes and deliverables and meets defined levels of quality at project, portfolio, and strategic plan levels. Responsible for making sure projects are properly staffed, planned, and executed to provide the highest probability for success for each individual project. Defines the expected business objectives and outcomes. Develops the business strategy. Describes and clarifies business processes and terminology. Manages the development, recommendation, and implementation of short- and long-term section goals. Coordinates with the Division Chief to establish objectives, policies, and operating procedures. Maintains in-depth, working knowledge of data-gathering platforms and broader data-sharing initiatives including, but not

limited to, the National EMS Information System (NEMSIS), California EMS Information System (CEMSIS), Physician's Order for Life Sustaining Treatment electronic registry (POLST eRegistry); American Heart Association Get with the Guidelines (GWTG), National Trauma Data Bank (NTDB), and the California Data Exchange Framework (DxF). Coordinates directly with leadership across all EMSA divisions to ensure consistency and quality of data-gathering department-wide. Works closely with EMSA's Office of Information Technology (OIT) to ensure technology platforms are properly supported and maintained.

- 15% Assists in the strategic planning process for EMSA by collaborating with executive management. Assesses and makes recommendations to executive management on state funding, fee-based programming, budgets, and personnel. Assists executive management in the planning, development, and evaluation of the department objectives to ensure compliance with policies, guidelines, and procedures. Ensures mission of the branch is fulfilled utilizing knowledge of the division and program management and planning strategies,
- 15% In collaboration with the Division Chief, Quality and Planning, prepares and monitors annual program budgets, budget change proposals, and other State and federal fiscal documents. Manages and plans any grant-funded programs or activities related to Health Information and Data Technologies Branch activities. Reviews and approves program expenditures. Provides subordinate supervisors with ongoing skills, development, and feedback and ensures job related performance goals are met. Provides guidance and coaching to subordinate supervisors related to staff personnel performance issues. Evaluates training needs and performance interventions for individual and team development to increase job proficiency and growth. Conducts regularly scheduled branch meetings and 1:1 meetings on a consistent basis to ensure effective communication and support. Provides formal, informal, accurate, and timely feedback to subordinate supervisors utilizing probationary reports, annual performance appraisal summaries, and individual development plans. Supports the establishment of a positive work environment through communication and teambuilding opportunities and fosters a team approach. Identifies and implements equitable recruitment and selection strategies to reach a broad range of potential candidates and ensures new hires possess necessary competencies, knowledge, and skills for success. Utilizes Project Accounting and Leave, applicable bargaining unit contract provisions, EMSA policies, procedures and guidelines, State Personnel Board and California Department Human Resources' laws and regulations to ensure equitable training opportunities, upward mobility, equal employment opportunities, and a harassment and discrimination-free work environment.
- 15% Regularly engages with system stakeholders, including participating on multiple committees or working groups comprised of industry-experts, physicians, nurses, emergency medical technicians, administrators, and educators. Participates in public hearings, conduct legislative analyses, and finalizes regulation packages for filing with the Office of Administrative Law. Facilitates preparation of legislative reports, bill analysis, and correspondence for review and approval by divisional leadership.

- 10% Works closely with the Division Chief, Quality and Planning, and EMSA's Legal Office to develop policies and procedures for fulfillment of data requests. Oversees compliance with the Information Practices Act.

Marginal Functions (including percentage of time)

- 5% Acts on behalf of the Division Chief, Quality and Planning in their absence and attends meetings, responding to inquiries, and works with other executives, managers, and staff as needed in order to ensure business continuity.

☐ 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	Date	Employee's Signature	Date

HRD Use Only:

Approved By: SN

Date: 8/5/2026