

DUTY STATEMENT

Employee Name:	
Classification: Analyst II	Effective Date:
Working Title: Biomedical Support Analyst	Position Number: 312-700-5393-006
Collective Bargaining Unit: R01	Work Location: 8670 Younger Creek, Sacramento, CA 95828
Center/Office/Division/Unit: Disaster Medical Services/Biomedical Support Unit	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 aid 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 direction of the Program Manager I in the Biomedical Support Unit (BSU), of the Disaster Medical Services (DMS) Division, and is responsible for completing analytical, technical, and functional assignments of the BSU by supporting the Mobile Medical Assets program, EMSA warehousing operations, and statewide disaster logistical response and recovery operations.

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 teleworking. The amount of telework permitted is at the discretion of the Department and is subject to change.
- ☒ Other: Occasional lifting, bending, pushing, pulling up to 20 pounds are expected to carry out daily tasks.

Essential Functions (including percentage of time)

- 35% Independently analyzes, develops, processes, and maintain in-depth and technical logistics inventory systems for all EMSA Mobile Medical Assets, EMSA warehouse supplies, and surplus. Use new and preexisting inventory management and asset tracking platforms to track, catalog, store, deploy, and reconstitute EMSA assets before, during, and after statewide disaster responses which will enhance preparedness, mitigation, response, and recovery.
- 25% Performs coordination, monitoring, and transparency of contracted and subcontracted services on behalf of the BSU, including inventory system, equipment servicing, and other contracts. Reviews financial invoices and documentation to ensure EMSA DMS continuity of operations and response readiness while maintaining appropriate compliance with state laws and regulations.
- 20% Monitors, evaluates, and advises on the BSU yearly operational budget by utilizing standard budgeting analysis principles using various budgeting tools to track and maintain EMSA DMS fiscal accountability and transparency. Maintains general

subject matter expertise and real-time knowledge on the EMSA BSU budget to ensure accurate and timely budget reporting to the EMSA DMS Deputy Chief and the EMSA Finance and Administration Division.

- 15% Participates in planning, coordination, execution, and evaluation of EMSA DMS training and exercises on behalf of the BSU while functioning as a subject matter expert on analytics, budgeting, and research by engaging with EMSA DMS management and staff, EMSA Headquarters personnel, and external stakeholders and ensuring that training and exercises are conducted in the most efficient and effective manner in order to enhance statewide disaster medical preparedness, mitigation, response, and recovery.

Marginal Functions (including percentage of time)

- 5% Assists the EMSA DMS Division with EMSA Departmental Operations Center (DOC) activation and operations along with other State coordination center operations. This includes State Operation Center (SOC) and Medical Health Coordination Center (MHCC) ESF-8 role and/or EMSA Agency Rep fulfillment. Performs other duties as needed. Some travel may be required.

☐ 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: Christa Beck

Date: 8/24/2026