

DUTY STATEMENT

Employee Name:	
Classification: Analyst II	Effective Date:
Working Title: Emergency Medical Services (EMS) Compliance Coordinator	Position Number: 312-900-5393-006
Collective Bargaining Unit: R01	Work Location: 11120 International Drive, Suite 200, Rancho Cordova, CA 95670
Division/Branch/Unit: Professional Standards/ Licensing, Standards, and Training/ Standards 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 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

This position supports EMSA's mission and strategic plan by ensuring state and local agency programs are in compliance with all laws, rules, regulations, and policies and procedures relevant to Emergency Medical Services (EMS) systems.

Under the direction of the Standards Unit Supervisor, the Analyst II independently performs the more responsible, varied, and complex technical analytical staff services assignments such as complex data analysis, compliance audits, and reporting of findings, policy analysis and formulation, development of issue papers, legislative analyses, rule-making, and leads the monitoring and auditing of Basic Life Support (BLS) certification program policies, procedures, and special projects.

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ DMV Pull Notice Required
- ☒ Background Check and/or Fingerprinting Clearance including Custodian of Record (FBI and DOJ)
- ☐ Medical Clearance
- ☒ Travel Required: 5% (percentage)
- ☐ 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)

30% Serves as the Custodian of Records (COR) analyzing highly sensitive, confidential criminal arrest history data utilizing the Department of Justice (DOJ) Criminal Offender Record Information (CORI), Applicant Agency Justice Connection (AAJC) database and records notifications in the Central Registry, to ensure Certifying Entities (CE) are aware of applicant history records and comply with statewide standards for Emergency Medical Technician (EMT) and Advanced EMT level certifications, Health and Safety Code, California Code of Regulations (CCR) and other applicable policies and procedures.

25% Administers technical assistance to Local Emergency Medical Service Agency (LEMSA) and CE staff in the use of the Central Registry certification record application and data processing system activities. Develops training materials and procedures for staff and users, and consults with staff, vendors, and external government agency users to ensure continued improvement of these resources. Ensures system features comply with state and federal regulations while meeting business needs and provides recommendations and reports to management for content criteria, system development, and policy decision-making.

20% Collaborates with and directs stakeholders in the collection and submission of EMT certification approval and denial data for compliance activities. Provides technical support to Certifying Entities (CEs) regarding data submission, analyzes data submissions, and reviews data for accuracy. Provides technical reports for management, executive staff, the legislature, and the Governor's office to ensure compliance with the Health and Safety Code §1797.229 and other applicable state statutes and regulations.

10% Aggregates program staff compliance and compliant log, noncompliance warning and escalated noncompliance format notification information to identify noncompliant LEMSA, CE, and training program trends. Implements EMSA's noncompliance notification process by corresponding with noncompliant agencies via phone, mail, and email. Prepares summary reports and recommendation memos regarding noncompliance/complaint histories and proposed adverse actions against habitually noncompliant LEMSAs, CE, and personnel training programs. Utilizes Microsoft Office programs, state statutes, and CCRs to effectively oversee the noncompliance notification and disciplinary action process.

10% Conducts research related to the interpretation or implementation of new and/or revised EMS policies, regulations, legislative bills and policy development. Prepares comprehensive legislative bill analysis by researching program background information, understanding legislative history, and reading legislative committee analysis, interpreting existing law and a bill's impact on existing law.

Marginal Functions (including percentage of time)

5% Assists with the monthly EMT billing report for distribution and responds to Central Registry System reports to ensure provision of program monitoring services with mandated timeframes. Reviews and processes initial and renewal public safety agency Paramedic training program requests. May travel in-state to attend work groups or meetings.

☐ 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: 9/10/2026