DUTY STATEMENT

Employee Name:	
Classification: Analyst III	Effective Date:
Working Title: Regulations Coordinator	Position Number: 312-300-5402-XXX
Collective Bargaining Unit: R01	Work Location: 11120 International Drive, Suite 200, Rancho Cordova, CA 95670
Center/Office/Division/Unit: Legislative, Regulatory and External Affairs	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 general direction of the Deputy Director of Legislative, Regulatory and External Affairs, the Analyst III, is responsible for developing, managing, planning, and coordinating the complex and politically sensitive regulatory and legislative functions for EMSA and the Emergency Medical Services (EMS) program. The Analyst III serves as EMSA's primary analyst and subject matter expert for legislative and regulatory affairs and is responsible for planning, coordinating, and managing complex, sensitive, and high-profile legislative and regulatory activities impacting California's EMS system.

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.

☐ Other:

Essential Functions (including percentage of time)

35% Conducts technical analysis and research related to regulations, regulatory policy, and compliance with the California Administrative Procedure Act (APA) and Office of Administrative Law (OAL) rulemaking requirements. Develops regulations, coordinates, and manages EMSA's regulatory activities. Determines the need for regulatory action in response to new legislation and regulatory changes. Performs independent research and analysis of statutory program requirements to develop, amend, recommend, and repeal complex and sensitive regulations. Composes and maintains regulatory packages and supporting documentation. Reviews regulations to ensure they clearly implement statute and manages their progression through the OAL approval process, which includes multiple approvals from the department, agency, commission, and OAL.

Facilitate workgroups and taskforces involving internal and external stakeholders to support the development, implementation, and interpretation of statewide EMS regulations and policies. Reviews and tracks legislation for potential impacts to EMSA regulations and operations.

25% Prepares comprehensive bill analysis by researching legislative proposals and evaluating impacts on the EMS system. Reviews legislative history, committee analysis, existing law and related policy issues. Evaluates the fiscal, operational, programmatic, and department-wide impacts of proposed legislation. Determine the need for regulatory action in response to new legislation or regulatory changes. Develops recommendations and strategies for EMSA's legislative position and responses. Prepares briefing materials, analyses, and recommendations for executive management, Department of Finance, California Health and Human Services (CalHHS), and the Governor's office. Utilizes research trends, Federal and State policy, online legislation tracking software, industry research, legislative rules, and stakeholder input in all responses to the legislature.

20% Leads special projects (legislative, regulatory, and external affairs) and stakeholder engagement activities related to complex, sensitive, and highly visible projects by providing guidance, knowledge, and recommendations utilizing established policies and procedures.

Assesses inquiries from the general public, stakeholders, advocacy organizations, legislative staff, regulated entities, and the media, and researches issues, evaluates policy implications, and develops recommended responses and courses of action.

As part of the APA requirements, manages public comment periods and evaluates stakeholder feedback to prepare reports and recommendations for executive leadership, EMSA programs, California Health and Human Services (CHHS), the Governor's Office, and other stakeholders to ensure regulatory compliance and timely advancement of rulemaking activities.

Collaborates with EMSA programs and administrative staff to develop communication materials, briefing documents, presentations, and stakeholder outreach related to regulatory and legislative initiatives. Collaborates with staff to improve and provides continuous support to business operations to ensure compliance with general State and EMSA administrative reporting requirements.

15% Prepares correspondence, reports, briefing materials, and recommendations related to regulatory and legislative developments. Responds to requests from executive management, stakeholders, other departments, CHHS, and the Governor's Office. Ensures communications, recommendations, and other activities comply with the Health and Safety code and other applicable state and federal statutes and regulations. Research and prepares written responses for a variety of program matters including but not limited to budget change concepts, budget change proposals, special funding requests, issue papers and reports upon request of management.

Marginal Functions (including percentage of time)

5% Acts as a back-up to other staff within the unit for all legislative, regulatory, and external

affairs activities to ensure continued business operations and has the authority to respond on behalf of their supervisor.

☐ 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: CO
Date: 10/26/26