

**COUNTY OF SAN LUIS OBISPO**  
invites applications for the position of:



**Emergency Medical Services  
Coordinator-Bilingual (County  
Classification: Admin Services Officer)**

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**SALARY:** \$25.89 - \$39.64 Hourly  
\$4,487.60 - \$6,870.93 Monthly  
\$53,851.20 - \$82,451.20 Annually

**OPENING DATE:** 05/04/22

**CLOSING DATE:** 05/18/22 11:59 PM

**ABOUT THE POSITION:**

**Emergency Medical Services(EMS)** mission is to plan, coordinate and oversee the highest quality prehospital and emergency medical care in response to individual needs and community crisis. Mutual cooperation, patient advocacy, advanced medical technology, electronic documentation and evidence-based data are the EMS program major strengths.

**THE OPPORTUNITY**

The San Luis Obispo County EMS Coordinator is responsible for administering the regulatory and oversight aspects of EMS as they relate to the coordination, implementation and evaluation of BLS, ALS and specialty care programs provided by pre-hospital EMS providers.

The EMS Coordinator ensures that Continuous Quality Improvement (CQI) processes in place are meeting the local need of determining overall effectiveness, quality and appropriateness of standing order and treatment guidelines followed by locally accredited EMS personnel and specialty care centers.

**THE IDEAL CANDIDATE:**

**DESIRABLE QUALIFICATIONS**

While not required, the ideal candidate will have at least three (3) years of progressively responsible emergency medical services experience. The ideal candidate will also possess a bachelor's degree or higher in Nursing, Para-medicine, Health Services, Public Health, Emergency Medical Services, or in a related field.

Additionally, the ideal candidate will possess extensive knowledge and/or experience in the following competencies:

**Technical Knowledge/Technical Experience**

- Exercise significant initiative, resourcefulness and independent judgment when interpreting established policies, goals and objectives that include sensitive, political, legal and otherwise complex issues
- Analyze and interpret Federal, State and local regulations, policies and procedures regarding EMS and patient care
- Recommend, develop and revise SLO Co EMS policies and procedures
- Monitor designated STEMI Center's adherence to State and local policies and procedures
- Coordinate and facilitate the changes or additions of ALS resources within EMS System

- Provide training or training support for annual system updates
- Proficiency with Microsoft Word, Excel, Outlook and PowerPoint

### **Communication | Relationship Building**

- Develop and foster relationships between authorized BLS and ALS providers, stakeholders and SLO Co EMSA
- Demonstrating excellent written and verbal communications skills
- Working and communicating effectively with various levels of an organization

### **Data Analysis and Quality Improvement Skills**

- Participate in the development and coordination of CQI programs
- Participate in and conduct quality assurance and quality improvement studies
- Evaluate overall effectiveness, quality and appropriateness of triage and care decisions of ALS providers in the delivery of stroke, cardiac, pediatric and trauma care
- Evaluate overall effectiveness and quality of specialty center programs (stroke/cardiac/pediatric and trauma)
- Assist EMS medical director in the review, revision and development of ALS standing orders and treating guidelines, including Base Hospital standing orders and treatment guidelines

### **THE MINIMUM QUALIFICATIONS:**

**Administrative Services Officer I:** Bachelor's degree in business administration, public administration or a closely related field (Job-related experience may substitute for the required education on a year-for-year basis).

**Administrative Services Officer II:** In addition to the above educational experience, one year of experience at a professional level performing a wide variety of administrative and business management activities.

This recruitment may be used to fill future permanent, temporary, limited term, substitute or on call positions within the County.

To view the complete job description, [click here](#).

### **HOW TO APPLY:**

Applications, including answers to supplemental questions, must be submitted online by the final filing date. To apply for this position, click "apply" at the top of this page. **Most County recruitments require you to respond to supplemental questions as part of the application process. We recommend that you review these questions prior to beginning your application.**

An initial application review will be conducted. Candidates who meet the minimum qualifications and are best qualified will be invited to participate in selection activities which may include online assessments, performance exams, written exams, and interviews.

Final candidates will be required to have an in-depth background review performed before proceeding in the process. Please note that references will not be contacted until the end of the process.

If you have questions or would like to discuss the opportunity further, please contact Human Resources at [hr@co.slo.ca.us](mailto:hr@co.slo.ca.us). Confidential inquiries are welcomed.

For further information regarding the County of San Luis Obispo, visit our website at [www.slocounty.ca.gov](http://www.slocounty.ca.gov).

### **SUPPLEMENTAL INFORMATION:**

**Reasonable Accommodation Notice:**

Federal law requires employers to provide reasonable accommodation to individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment. Please call 805-781-5959 for assistance or e-mail [hr@co.slo.ca.us](mailto:hr@co.slo.ca.us) for more information.

**Pursuant to recent California Department of Public Health orders, workers in designated facilities and positions are required to be vaccinated against COVID-19 and/or submit to weekly COVID-19 testing. If your position is determined to fall under the State orders, you will be required to provide proof of COVID-19 vaccination or submit to weekly COVID-19 testing, where applicable.**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.slocounty.ca.gov/>

1055 Monterey Street  
Suite D-250  
San Luis Obispo, CA 93408  
805-781-5959

[hr@co.slo.ca.us](mailto:hr@co.slo.ca.us)

Position #0522PM-008892-01  
EMERGENCY MEDICAL SERVICES COORDINATOR-BILINGUAL  
(COUNTY CLASSIFICATION: ADMIN SERVICES OFFICER)  
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**Emergency Medical Services Coordinator-Bilingual (County Classification: Admin Services Officer) Supplemental Questionnaire**

- \* 1. As a Public Employee in California, you will be designated as a Disaster Services Worker (DSW). Are you willing to work after normal business hours, nights, weekends and holidays if the need arises?  
 Yes    No
  
- \* 2. How many years of experience do you have as an Emergency Medical Services 911 field provider (include time as both EMT and paramedic)?
  - 4 years or more experience
  - 3-4 years of experience
  - 2-3 years of experience
  - 1-2 years of experience
  - Less than 1 year of experience
  - I do not have this experience
  
- \* 3. Describe your knowledge or understanding of a local EMS Agency (LEMSA) and its responsibilities.
  
- \* 4. This position requires working under the pressure of deadlines with priorities changing on short notice all while having to maintain high-quality results. Provide an example that best demonstrates your ability to handle multiple tasks while working under pressure. Examples can be either work related or home related.
  
- \* Required Question