



Emergency Medical Services

Program Coordinator

Job Number: 2201129

Human Resources
2222 M Street
Merced, CA 95340
(209) 385-7682
<http://www.countyofmerced.com>

MERCED COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER:
Applicants requiring accommodation during the application and/or selection process pursuant to the Americans with Disabilities Act (ADA) should contact County of Merced Human Resources at (209) 385-7682. California Relay Services (1-800-735-2929) is available for the hearing impaired.

SALARY

\$39.89 - \$48.48 Hourly \$3,191.20 - \$3,878.40 Biweekly \$82,971.20 - \$100,838.40
Annually

OPENING DATE: 12/21/22

CLOSING DATE: Continuous

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Assists the EMS Administrator in the overall administration of the EMS and public health programs.
- Develop, evaluate and monitor public health program budgets and ensure proper administrative and financial controls.
- Coordinates the countywide two-tiered Advanced Life Support and Basic Life Support Prehospital Care System.
- Monitors EMS program operation and personnel for compliance with State and local laws, regulations, and local contracts; develops EMS Agency objectives and recommends and implements policies, procedures and operating standards.
- Reviews counseling reports involving disputes between base hospital and field personnel; facilitates resolution of disputes.
- Investigates citizen and public safety agency complaints and inquiries relating to the prehospital EMS system and recommends corrective action.
- Develops effective working relationships with partners and stakeholders.
- May serve as program representative to advisory groups or committees.
- Monitors and evaluates the EMT, Paramedic and Mobile Intensive Care Nurse training programs for adherence to State and local standards.
- Participates in the designation and recertification of, designated specialty centers that include Trauma Centers, Neurosurgical Centers and Prehospital Receiving Centers; conducts on-site visits for evaluation and field review to ensure adherence to State and local standards.
- Maintains the Annual Trauma System, EMS Quality Improvement and Annual EMS Plans.

- Conducts other duties as assigned.

MINIMUM QUALIFICATIONS

Experience:

Three (3) years of progressively responsible work experience in an EMS setting or Acute Care Setting.

License:

Possession of a valid Registered Nurse license issued by the California Board of Registered Nursing.

OR

Completion of an approved Paramedic Training Program and possess a current and valid State of California Paramedic License issued by the California EMS Authority.

Must possess and maintain a valid California driver's license.

Desirable Qualifications:

Three (3) years of previous work experience in a California Local EMS Agency is desirable.

SOME POSITIONS IN THIS CLASSIFICATION WILL BE SUBJECT TO CRIMINAL HISTORY BACKGROUND CHECKS PURSUANT TO THE HUMAN RESOURCES RULES AND REGULATIONS, SECTION 2, B.

ESSENTIAL FUNCTIONS

Essential Functions:

- Develop, direct and implement community public health education tools and programs in accordance with department and State mandated requirements.
- Make oral presentations/training before groups.
- Communicate clearly and effectively, both in oral and written correspondence.
- Analyze data, interpret directions, procedures and regulations; develop appropriate responses.
- Operate a personal computer and other office equipment.
- Maintain confidential information in accordance with medical, legal and County regulations.
- Perform job duties under stressful conditions and respond appropriately to situations.
- Establish, implement and achieve goals and objectives.
- Frequent use of depth perception, peripheral vision and color perception.
- Frequently lift, carry, reach, push, pull, twist and manipulate large and small objects.
- Frequent use of hand-eye coordination; normal dexterity, frequent holding and grasping.

- Frequent use of data entry device including repetitive hand and arm motion.
- Occasionally lift and carry up to 40 pounds.
- Regular attendance is an essential function.

Knowledge of:

- Purposes, goals and responsibilities of an Advanced Life Support Program.
- Purposes, goals and responsibilities of a Basic Life Support Program.
- California Prehospital Care Systems and emergency health care practices and procedures.
- State and local laws and regulation relating to emergency medical services.
- Principles and techniques of supervision.
- Civilian and governmental agency emergency preparedness objectives.

Ability to:

- Analyze program needs and develop, recommend and implement policies and procedures to achieve effective long-range program operation.
- Maintain the confidentiality of sensitive information and files.
- Interpret, explain, apply, and enforce applicable laws, rules, regulations, policies, procedures, and requirements.
- Define problem areas, collect, interpret and evaluate program operation data, validate conclusions; define, select and recommend alternatives; project consequences of decisions.
- Effectively prepare and present oral and written reports and research projects.
- Oversee data collection and reporting and conduct statistical analysis on that data.
- Communicate effectively both orally and in writing to multiple groups.
- Evaluate and monitor the coordination of a County-administered Emergency Medical Services program and operation for a two-tiered Advanced Life Support and Basic Life Support EMS system.
- Develop and recommend medical procedures and treatment protocols.
- Understand, interpret and apply pertinent provisions of federal, State and local laws, rules and regulations and standards.

Working Conditions:

Frequent intra-regional/county travel; occasional travel to out-of-county meetings, seminars and conferences; occasional evening and weekend work is required.

It is important that your applications show all of your relevant education and experience. All questions must be completed with a written answer or N/A noted. If left blank the application will be considered incomplete.

A resume may be attached or e-mailed to HResources@countyofmerced.com, but will not substitute for a Merced County Application. **Failure to submit a completed application, supplemental questionnaire, or other required documentation will eliminate you from the recruitment process.**

Emergency Medical Services Program Coordinator Supplemental Questionnaire

- * 1. Please discuss your experience relating to conflict resolution between your Agency employer and other outside agencies you have worked with; such as County, City, Local government, hospitals, fire and/or law enforcement. Include in your response the outcome of the resolution, your employer, and years of experience.

 - * 2. Describe your experience in supervising, training, assigning and reviewing staff work, as well as conducting regular staff meetings to coordinate work plan goals to monitor progress. Include in your response your employer's name and years of experience.

 - * 3. Describe your knowledge, skills, and abilities regarding the following (include in your response your employer's name and years of experience): a) Coordinating emergency management services b) Disaster planning c) Mitigation efforts d) Emergency preparedness efforts involving multiple agencies e) Coordinating and implementing volunteer programs; and f) Working with diverse groups at all levels including internal or external agencies.
- * Required Question