



Edwin Lee
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: February 16, 2017

Re: **Notice of Proposed Classification Actions –Final Notice No. 87 FY 15/16 (copy attached).**

Pursuant to completion of discussions regarding this classification action, the classification action contained in the above referenced notice became effective February 16, 2017.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

Steve Ponder
Classification and Compensation Director
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Support Services
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Maria Newport, SFERS
Theresa Kao, Controller/ Budget Division
E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 87
Fiscal Year: 2015/2016
Posted Date: 04/27/2016
Reposted Date: 02/16/2017

ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

Item #	Job Code	Title
1	H-23	Lieutenant, Emergency Medical Services

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

For additional information regarding this proposed classification action, please contact Stephen Fu, Management Assistant, at (415) 701-5680 or by email at Stephen.Fu@sfgov.org.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

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**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Lieutenant, Emergency Medical Services
Job Code: H-23**

DEFINITION

Under general direction from higher-ranking officers, the H-23 Emergency Medical Services (EMS) Lieutenant organizes, supervises and augments the deployment of the dynamic ambulance and EMS response fleet assigned to the EMS Division. The EMS Lieutenant schedules EMS staff and collaborates on EMS coverage with other Departmental Bureaus and Divisions, as well as private partners. The EMS Lieutenant also assists with fleet and facility maintenance and equipment deployment. The EMS Lieutenant will also prepare and provide training, and perform other related duties as required. The EMS Lieutenant shall also monitor, evaluate and counsel subordinates if necessary. The EMS Lieutenant may also be required to perform other duties as assigned.

DISTINGUISHING FEATURES

The EMS Lieutenant is the first level manager in the EMS class series and serves as an administrative supervisor. This individual reports to the respective EMS Captain and/or Section Chief.

SUPERVISION EXERCISED

The EMS Lieutenant supervises uniformed EMS subordinates and other auxiliary civilian personnel.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Coordinates, maintains and updates work schedules throughout the day to reflect real-time staffing changes and availability; updates company records of fleet availability based on staffing changes, as well as on vehicle maintenance and repair schedules.
2. Coordinates and resolves all Assignment Office (AO) issues, including receiving, documenting and addressing unplanned absences; approves and documents shift trades; approves and documents overtime for late calls and preceptor compensation; and hires Work Day Off (WDO) staff, as needed, based on assessment of call demand and scheduling.
3. Performs personnel management functions by monitoring performance, coaching/counseling employees; evaluates work performance; assists with preparation of annual performance evaluations; and sets performance goals.
4. Coordinates vehicle and equipment maintenance and repair needs at assigned facility with central shops, radio shop, other repair facilities and vendors.
5. Provides operational and administrative support for field personnel at assigned facility.
6. Monitors inventory of narcotics in secured storage; coordinates stock levels, reports perceived discrepancies to H-33 Captain.
7. Prepares, reviews and edits memos, reports and written responses to inquiries or complaints

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for consistency and accuracy of content.

8. Prepares and conducts EMS-related employee trainings to meet Department needs.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: System Status Management and Dynamic Ambulance Deployment; HRMS scheduling and reporting; location of fire stations, receiving hospitals and other Infrastructure used by EMS; EMSA policy and protocol, State ambulance regulations and health code; SFFD rules & regulations, MEP practices and reporting mechanism for injury, accident etc.; ePCR software.

Ability and Skill to: Use personal computers, Word, Excel, and Internet Explorer; utilize time management and delegate tasks as needed to appropriate members; administer personnel conflict resolution according to MEP and Department policy, rules & regulations; efficiently multitask in fleet management to include maintenance scheduling, vehicle movements and staging; efficiently multitask in personnel management to include anticipating need and meeting deployment mandates; develop tools, programs and practices to eliminate waste and improve efficiency of supply, fleet deployment and scheduling; troubleshoot durable medical equipment including cardiac monitors, defibrillators, ePCR tablets, suction units and other items; lead by example by adhering to policy and procedure as well as fostering a positive workplace; resolve personnel conflicts of a personal manner without impacting operational readiness; anticipate special event coverage or holiday staffing well in advance; organize and maintain records pertaining to personnel, vehicles and equipment.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Emergency Medical Technician – Basic OR
Emergency Medical Technician – Paramedic

Experience:

Two (2) years of permanent status in the following classifications: H-3 Level 1, H2, H-2P, H-3 Level 2, H-1 Fire Rescue Paramedic, or H-3 Level 3 Firefighter Paramedic.

License and Certification:

Paramedic:

- A valid Paramedic license issued by the State of California EMS Authority.
- Current paramedic accreditation from the San Francisco EMS Agency according to SF

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LEMSA Policy Reference No.: 2050

- A valid California Driver license.

Emergency Medical Technician:

- A valid EMT certification issued by the State of California EMS Authority.
- Current EMT certification issued by the San Francisco EMS Agency or CA issuing agency according to SF LEMSA Policy Reference No.: 2040.
- A valid California Driver license.

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

FROM: H-23 to H-33; must have valid State of California Paramedic License, current San Francisco County Paramedic Accreditation and be eligible under San Francisco LEMSA Policy 2052, Paramedic Supervisor.

FROM: H-23 to H-20, must be from previous classification of H-2, H-2P or H-3 Level III.

ORIGINATION DATE: 02/16/17

AMENDED DATE:

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD