

City and County of San Francisco



Department of Human Resources

Edwin Lee
Mayor

Micki Callahan
Human Resources Director

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

Date: October 20, 2017

Re: **Notice of Proposed Classification Actions – Final Notice No. 13 FY 17/18 (copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective October 20, 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 Operations
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Christopher Colandene, 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: 13
Fiscal Year: 2017/2018
Posted Date: 10/12/2017
Reposted Date: N/A

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

Item #	Job Code	Title
1	2533	Emergency Medical Services Agency Specialist

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: 2533

Job Code: Emergency Medical Services Agency Specialist

DEFINITION

Under general direction, oversees plans and monitors Emergency Medical Services (EMS) System programs, trainings, standards and policies to ensure compliance with state regulations and the City and County of San Francisco protocols and guidelines related to EMS Systems; AND is responsible for assisting in the implementation of EMS System programs.

DISTINGUISHING FEATURES

SUPERVISION EXERCISED

May supervise subordinate staff.

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. Develops, designs, coordinates, implements, analyzes and monitors standards, protocols, policies and services for the EMS System, and functions as key liaison concerning standards and policies for prehospital service providers, first responder, hospital, including the base hospital, and communications agencies within the Emergency Medical System in the City and County of San Francisco.
2. Coordinates and monitors the EMS System, including studies and audits; investigates and responds to complaints of emergency medical care standards.
3. Reviews and approves local training programs within established legislated standards; coordinates education and training programs, conferences, paramedic peer review, and ride along and preceptor programs; creates instructional content, exercises and activities for EMS partners to implement changes in policies and procedures; and sets criteria for performance and assessment.
4. Coordinates the certification and local accreditation processes of prehospital personnel and assists the Medical Director in the certificate review process.
5. Develops and disseminates information about the EMS agency newsletter and events calendar; assists in special projects such as public awareness campaigns.
6. Coordinates medical disaster planning, supply and equipment standards, and the inspection and procurement processes.

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

Title: 2533

Job Code: Emergency Medical Services Agency Specialist

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Current paramedic or nursing techniques in either the field or hospital setting; emergency medical services systems, pertinent laws, rules and regulations; computers and health care evaluation techniques.

Ability and Skill to: Assess and resolve problems in a complex, interdisciplinary setting; accurately extract, analyze, compile and interpret clinical and other information; prepare clear concise narratives, statistical and graphic reports; deal tactfully and effectively, using discretion and sound judgement with a variety of staff; direct subordinates in the performance of duties; communicate effectively both verbally and in, writing.

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:

Experience:

Three (3) years of field or clinical experience as an Emergency Medical Technician-Paramedic (EMT-P) or Registered Nurse.

License and Certification:

Possession of a current, valid license as a Registered Nurse in the State of California or possession of a current valid license as an Emergency Medical Technician- *Paramedic* (EMT-P) in the State of California.

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

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

Title: 2533

Job Code: Emergency Medical Services Agency Specialist

ORIGINATION DATE: 01/22/1990

AMENDED DATE: 10/20/2017

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

BUSINESS UNIT(S): COMMN