

**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](mailto: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](mailto: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>.

**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

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: 2533

Job Code: Emergency Medical Services Agency Specialist

**DEFINITION**

Under general direction, assists in developing, designing, coordinating, implementing **oversees, plans** and monitoring ~~standards and policies~~ for 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**; functions as key liaison and consultant with all prehospital service providers, first responder, base hospital, hospital and communications agencies within the EMS system in the City and County of San Francisco; performs other duties as required. ~~and is responsible for assisting in the implementation of Emergency Medical Services~~ **EMS** System programs.

**DISTINGUISHING FEATURES**

~~This classification is assigned exclusively to the City and County of San Francisco Emergency Medical Services Agency and is responsible for assisting in the implementation of Emergency Medical Services System programs.~~

**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. ~~Assists in developing, designing, coordinating, implementing, analyzes and monitoring~~ 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, ~~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 publishes **disseminates information about** the EMS **agency** newsletter and events calendar; ~~coordinates medical disaster planning, supply and equipment standards, and the inspection and procurement processes~~; assists in special projects such as public

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awareness campaigns.

5.6. *Coordinates medical disaster planning, supply and equipment standards, and the inspection and procurement processes.*

### 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; ~~user knowledge of~~ 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 ~~or eligibility for~~ a current, valid certificate **license** as a Registered Nurse **in** by the State **of California** Board of Nursing Examiners or possession of ~~or eligibility for~~ a current valid certificate **license as an Emergency Medical Technician- Paramedic (EMT-P) in the State of California.** ~~issued by the City and County of San Francisco, County Emergency Medical Services Office.~~

Substitution:

### SUPPLEMENTAL INFORMATION

CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES

Title: 2533

Job Code: Emergency Medical Services Agency Specialist

PROMOTIVE LINES

ORIGINATION DATE: 01/22/1990

AMENDED DATE: 10/XX/2017

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

BUSINESS UNIT(S): COMMN