STATE OF CALIFORNIA EMERGENCY MEDICAL SERVICES AUTHORITY

DUTY STATEMENT

GS 907T (REV. 04/02)

SHADED AREA FOR HUMAN RESOURCES ONLY

INSTRUCTIONS: Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.	RPA- **16-002**	EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY EMS Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED EMS Systems Division	3. CLASS TITLE Health Program Specialist II (HPS II)
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m. -- Flexible	5. SPECIFIC LOCATION ASSIGNED TO Rancho Cordova
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 312-800-8336-906

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the EMS Systems Division Chief, the incumbent serves as the State Trauma System Coordinator. This position requires a highly skilled, technical program consultant who coordinates and develops broad EMS policy in consultation with multiple state departments and national organizations. The position requires specific knowledge of emergency medical services and expertise of California's Trauma System. The position will develop, coordinate, evaluate, and monitor complex, sensitive and highly visible issues relating to the California EMS Trauma System and the allocation of Trauma Fund monies when available. The incumbent will interact extensively with local agency officials in the coordination of this Trauma System funding. The responsibilities of the State Trauma System Coordinator directly impact the quality of patient care in California. Responsibilities include:

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
30%	**ESSENTIAL FUNCTIONS** The State Trauma System Coordinator provides professional consultation and expert technical assistance to local EMS agencies (LEMSAs), public and private EMS providers, public safety agencies, other State departments (including Department of Health Services Licensing and Certification, Department of Public Health, and Maternal Child Health) and various committees on implementation of the California State Trauma System in accordance with Health and Safety Code and CCR Title 22 and State Trauma Plan. The incumbent plans, coordinates, oversees, and evaluates all stages and activities required in accordance with department policies and procedures, California Regulations and Statutes, federal grant requirements, and S.A.M., using the Microsoft suite of office products (Word, Excel, PowerPoint, Outlook, Access), and other technological and non-technological work tools. In order to provide state leadership in state trauma system development / enhancement through a regional approach, the incumbent: ▪ Provides subject matter technical expertise to the local EMS agencies and trauma system constituents on the implementation of the State Trauma Plan by working with the State Trauma Advisory Committee (STAC) to implement specific Plan objectives. ▪ Facilitates the Performance Improvement and Public Safety (PIPS) Subgroup of the STAC in implementing the State PIPS Plan in accordance with current national standards established by the American College of Surgeons. ▪ Manages the Re-triage Performance Improvement Project as part of the Strategic Highway Safety Plan o Analyzes data received from the participating trauma centers o Determines need for improvement in timeliness to definitive care o Collaborates with local EMS agencies and participating trauma centers in determining steps needed to improve timeliness to definitive care

	○ Assists local EMS agencies and trauma centers in implementing proposed action steps ○ Develops a re-evaluation tool to determine if there has been improvement after a pre-determined amount of time ▪ Provides consultation services for regional activities: ○ Attends Regional Trauma Coordinating Committee (RTCC) meetings providing expert advice ○ Reviews and provides recommendations on regional trauma system policies ○ Delivers "state of the state" presentations at RTCC face-to-face meetings ▪ Facilitates and provides expert advice when the Local EMS Agency requests a review of its local trauma plan for regional coordination of trauma services and applicability to the State Trauma Plan's goals and objectives. ▪ Establishes and facilitates a committee of subject matter experts to revise the California Code of Regulation, Title 22, Chapter 7 ○ Convenes a Trauma Regulations Committee of trauma experts ○ Directs all activities of the committee, provides consultation, maintains schedule and timelines, and drafts ○ Manages editing of the revised regulations with the EMS Systems Division Chief and the STAC Chair ○ Prepares the necessary documentation for submission of the revised regulations to the Office of Administrative Law ○ Manages the required public comment process with final approval presentation to the Commission on EMS
30%	In order to provide trauma program evaluation through the utilization of data the incumbent: ▪ Manages the California EMS Information System (CEMSIS) - Trauma ▪ Reviews the CEMSIS-Trauma Data Dictionary regularly for revision needs ▪ Assists the CEMSIS Program Manager in providing trauma-related data reports reflecting the state's trauma system ▪ Generates regular trauma data reports for appropriate committees and the Commission on EMS ▪ Develops state performance measures, as advised by the EMSA Core Measures Task Force and PIPS Subgroup, used to monitor the state's trauma system through the use of CEMSIS ▪ Consults with the National Trauma Data Bank on national trauma data issues ▪ Provides expert consultation services for Local EMS Agencies in their submission of trauma data to be used to calculate Trauma Fund allocation when appropriated ○ Reviews data reports for accuracy and calculates Trauma Fund allocation ○ Reviews annual fiscal reports from the Local EMS Agencies for appropriate distribution of trauma funds to trauma centers in accordance with statute ○ Validates appropriate distribution of funds based on data provided ○ Reviews trauma center expenditure of funds for compliance with statute ○ Provides recommendations to the Director for response to fiscal reports ○ Monitors contracts between EMSA and LEMSA to ensure timely expenditure of Trauma Fund monies and contract compliance when appropriated ▪ Creates and distributes to LEMSAs a biannual trauma data audit for data completion
30%	In order to provide program leadership in state trauma system development /enhancement and to provide consultation services for local trauma system maintenance and enhancement the incumbent: ▪ Facilitates work plan for system improvement with the STAC and the EMS Systems Division Chief, for California's State Trauma System based on the recommendations from the American College of Surgeons' (ACS) consultation. ▪ Provides expert technical assistance to LEMSAs identifying the need for local trauma system modifications based on the ACS Report, State Trauma Plan and revised trauma regulations and provides suggestions for system enhancement where appropriate. ▪ Conducts site visits and provides expert trauma program advice to local EMS agencies on local trauma system modifications/enhancements

	▪ Reviews and provides recommendations on local trauma system policies ▪ Reviews Local EMS Agency Trauma Plans, plan revisions and Annual Trauma System Status Reports (as required in statute) for compliance with the trauma regulations and sections of the statute related to trauma system development. o Makes recommendations to the Director for approval as appropriate. ▪ Provides consultation services for other State departments related to the State Trauma System. ▪ Provides technical consultation for the National Highway Traffic Safety Administration (NHTSA) and American College of Surgeons on the California Trauma System. ▪ Provides staff support for the State Trauma Advisory Committee o Arranges periodic meetings and/or conference calls utilizing e-mail correspondence with the Committee. o Provides technical assistance to the Committee in the development of guidance documents. o Chairs the STAC Project Subgroup by selecting projects with STAC input, arranges conference calls, and manages project drafts.
5%	In order to provide program leadership in coordinating the state trauma system through communication and activities with EMS/Trauma constituent groups the incumbent: ▪ Provides periodic state updates on state trauma activities to the Trauma Managers Association of California at their quarterly meetings. ▪ Provides the Commission on EMS periodic reports/presentations on the status of state trauma system activities. ▪ Prepares bill analysis on bills related to trauma issues making recommendations to management on support or opposition positions. ▪ Works with the State EMS for Children Coordinator on issues relating to pediatric trauma.
5%	In order to provide consultative services to other state departments and Local EMS Agencies on injury prevention activities: ▪ Participates on state and national committees addressing injury prevention and decreasing mortality post injury. ▪ Provides consultative services to state committees and Local EMS Agencies on the development of injury prevention programs and the development of trauma systems to reduce mortality post injury.
	MARGINAL FUNCTIONS Makes presentations to management, federal and local government agencies and other officials on Trauma Program activities using the appropriate software.
	KNOWLEDGE AND ABILITIES Knowledge of: Public health, mental health and health care services programs and trends; problems and procedures involved in establishing community relationships and assessing community health program needs and resources; preparation and planning for coordinated programs with local and Federal agencies, private agencies and health care providers; principles and methods of public administration including organization, personnel and fiscal management; methods of preparing reports; research and survey methods; methods and principles of medical care administration, disease and disability prevention, health promotion and medical rehabilitation; procedures, planning, implementation and monitoring of programs; design and plan for coordination of programs with Federal and local agencies; legislative processes. Ability to: Assist in development of public health and health care projects; apply health regulations, policies and procedures; participate in monitoring and evaluating health programs and projects; gather, analyze and organize data related to health programs; analyze administrative problems and recommend effective action; speak and write effectively; act as program liaison with staff in other programs at the Federal, State, and local level; assist in planning, conducting and evaluating of field projects; recommend and take actions on a variety of health programs, project

activities, staffing and budgetary processes; analyze proposed legislation, regulations and health program standards; provide consultation and technical assistance to local agencies; serve on task forces and committees as a program representative.

NOTE: The incumbent will be "on call" outside of normal working hours to assist in the State's medical response to a disaster.

DESIRABLE QUALIFICATIONS

- Knowledge of and/or experience in emergency medical services, Trauma Center management, Trauma System management and a health/medical background.
- Strong written, analytical, interpersonal and oral communications skills,
- Demonstrated ability to act independently, open-mindedness, flexibility and tact.

SPECIAL PERSONNAL REQUIREMENTS

During emergency operations, may be required to work in EMSA's Departmental Operations Center, other governmental Emergency Operations Centers or in EMSA's field Mission Support Team to provide assistance in emergency response and recovery activities. Staff is required to complete emergency management and Incident Command System (ICS) training based on their respective roles in a response and participates in periodic departmental and statewide readiness drills and exercises.

Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

INTERPERSONAL SKILLS

- Work well as part of a team and independently as necessary,
- Build good working relationships with constituents, colleagues, and consultants.

WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES

- Office environment, professional work attire.
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government
- Possess the ability to multiple tasks with changing priorities
- Daily and frequent use of personal computer and a variety of office software applications at a workstation.
- Ability to apply common sense understanding to carry out instructions furnished in written oral, or diagram form.
- Ability to travel on an occasional basis and occasionally work overtime.

11. SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

12. EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE