

**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.

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**15-026**

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY EMS Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED Emergency Medical Services Division	3. CLASS TITLE Associate Governmental Program Analyst
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m. -- Flexible	5. SPECIFIC LOCATION ASSIGNED TO Sacramento
6. PROPOSED INCUMBENT (if known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 312-800-5393-009

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 Emergency Medical Services (EMS) Systems CEMSIS Data, HIE, and QI Programs Manager, the incumbent serves as the EMS Systems Data Coordinator Analyst. This position requires a skilled, technical program analyst with the ability to query and evaluate data from a complex data collection system and to plan and evaluate the best use of the query tool. This position requires knowledge of the collection and analysis of various types of data and the understanding of databases and data validation.

9. Percentage of time performing duties 35%	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)
	<p><b>ESSENTIAL FUNCTIONS</b></p> <p>The EMS Systems Data Coordinator Analyst provides professional consultation and technical assistance to local EMS agencies (LEMSA), public and private EMS providers, public safety agencies, other State departments, and various committees. The incumbent develops and maintains queries from a summary data system for both EMS and Trauma data and plans, coordinates, and evaluates data related activities required in accordance with department policies and procedures, California Regulations and State Statutes, federal grant requirements, and the State Administrative Manual, using the Microsoft suite of office products (Word, Excel, PowerPoint, Outlook, Access), and other non-technological and technological work tools, including Image Trend software.</p> <p>In order to provide program leadership in supporting the California Emergency Medical Services Information System (CEMSIS) and to provide consultation services for system maintenance and enhancement, the incumbent:</p> <p><u>CEMSIS-EMS Data</u></p> <ul style="list-style-type: none"> <li>Develops complex queries against standard data elements contained in the CEMSIS-EMS data system that are used by the LEMSAs, EMS personnel, EMS data vendors, and EMS providers.</li> </ul>

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

SUPERVISOR'S NAME (Print) Kathy Bissell	SUPERVISOR'S SIGNATURE	DATE
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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
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**ESSENTIAL FUNCTIONS (cont.)**

- Provides consultation and technical assistance to LEMSAs to assist in identifying barriers to CEMSIS implementation and provides recommendations for system enhancement, where appropriate.
- Conducts data analysis in conjunction with contract IT staff to ensure data collection and transfer methods are successful. This requires that standardized reports are run to validate that the CEMSIS data are successfully converted into appropriate formats, including identifying elements with null values and analyzing data to identify any errors or problems that could affect successful data submission.
- Analyzes EMS data for accuracy and provides feedback to contract IT staff for necessary or appropriate revisions.
- Provides expert program advice to LEMSAs on local level data collection.
- May conduct site visits to LEMSAs related to EMS data May conduct site visits to LEMSAs related to the national change from NEMSIS Version 2.2 to NEMSIS version 3.4 for EMS data. The incumbent will be responsible for assisting the LEMSAs with any necessary and appropriate data issues.
- Conducts research and statistical work focusing on financial, resource, demographic, and geographic data utilizing CEMSIS-EMS data.
- Generates quality improvement (QI) indicators from local EMS data, and analyzes data for accuracy.
- Generates quarterly reports and presents data findings (verbally and in written reports) from CEMSIS-EMS system to EMS constituents and State agencies.

CEMSIS-Trauma Data

- Develops various and periodic reports from the CEMSIS system for trauma system personnel, trauma data vendors, trauma center personnel; and LEMSA staff.
- Works with contract IT staff to ensure successful data collection and transfer methods
- Analyzes trauma data for accuracy and provides feedback to contract IT staff for appropriate revisions.
- Provides expert program advice to LEMSAs on local data collection.
- Conducts research and statistical work focusing on financial, resource, demographic, and geographic data utilizing CEMSIS-Trauma.
- Generates QI indicators as CEMSIS-Trauma is populated with local Trauma Center data, and analyzes data for accuracy and the need for possible programming changes.
- Generates quarterly reports and presents data findings (verbally and written reports) from CEMSIS-Trauma on the State Trauma System to EMS constituents, state agencies and the legislature.
- May conduct site visits to LEMSAs and/or hospitals to provide consultation and technical assistance to identify barriers to CEMSIS-Trauma implementation and provide suggestions for system enhancement where appropriate. The Trauma data are on a separate database from the EMS data and are tracked separately.

EMS/Trauma Outreach

- Provides consultation services for other State departments related to the matching of EMS/trauma data with various state entities, including OSHPD and SWITRS.
- Provides consultation for the National EMS for Children Data Analysis Research Center based at the University of Utah, under contract with the National Highway Traffic Safety Administration (NHTSA).
- Provides technical consultation for the National Emergency Medical Services Information System (NEMSIS) for the addition of California CEMSIS-EMS data.
- Provides technical consultation for the National Data Collection Program (NTDB) sponsored by the American College of Surgeons (ACS) for the addition of California CEMSIS-Trauma data.

Special Projects

- Develops issue papers to the EMS Commission on CEMSIS-EMS/Trauma Data.
- Conducts bill analyses on bills related to the CEMSIS-EMS/Trauma Data.
- Makes recommendations to management on the support or opposition of bills.

35%

15%

10%

5%

**MARGINAL FUNCTIONS**

Makes presentations to management, federal and local government agencies, and other officials on data program activities using the appropriate software.

**KNOWLEDGE AND ABILITIES**

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team or conference leader; and appear before legislative and other committees.

**SPECIAL 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 and participate 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.

**DESIRABLE QUALIFICATIONS**

- Knowledge of and/or experience in disaster planning, emergency medical services, public health administration and/or, a health/medical background
- Experience working successfully with trauma and EMS data
- Experience successfully generating pre-hospital EMS and trauma data reports
- Research experience using statistical analysis from multiple data resources
- Strong written, analytical, interpersonal and oral communications skills
- Demonstrated ability to act independently, open-mindedness, flexibility and tact

**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, business dress for a professional office
- Present self professionally
- Ability to effectively and calmly handle stress, multiple tasks, and tight deadlines
- 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
- Ability to consistently exercise good judgment and effective communication skills
- Ability to use a computer
- Ability to travel on an occasional to moderate basis, both in state and out of state, and occasionally work overtime