



County of Sonoma (CA)

## Emergency Medical Services Coordinator

<b>SALARY</b>	\$40.19 - \$48.86 Hourly \$3,226.21 - \$3,922.18 Biweekly \$6,990.11 - \$8,498.06 Monthly \$83,881.35 - \$101,976.68 Annually	<b>LOCATION</b>	Santa Rosa, CA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	23/05-2662-O
<b>DEPARTMENT</b>	Department of Health Services (DHS)	<b>DIVISION</b>	DHS - 22020109 PH-EMS
<b>OPENING DATE</b>	05/16/2023	<b>CLOSING DATE</b>	6/5/2023 11:59 PM Pacific

### Position Information

**The Department of Health Services seeks experienced professionals to fill an Emergency Medical Services Coordinator position.**

**Starting salary up to \$48.86/hour (\$101,976/year), a cash allowance of \$600/month, and a competitive total compensation package!\***

### What We Offer

Working at the County of Sonoma offers expansive opportunities for growth and development, the ability to be a part of a challenging and rewarding work environment, and the satisfaction of knowing you're working to better our communities. You can also look forward to flexible work arrangements and excellent benefits\* including:

- A hybrid telework schedule that meets the needs of our staff, department operations, and the communities we serve may be available depending on the assignment
- Eligibility for a salary increase after 1,040 hours (6 months when working full-time) for good work performance; eligibility for a salary increase for good performance every year thereafter, until reaching the top of the salary range
- Competitive vacation and sick leave accruals, 12 paid holidays, and an additional 8 floating holiday hours per year
- County paid 100% premium contribution for the majority of employee-only and employee + family health plan options
- An annual Staff Development/Wellness Benefit allowance of up to \$1,700 and ongoing education/training opportunities
- County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits
- Retirement fully integrated with Social Security
- May be eligible for up to 8 weeks (320 hours) of Paid Parental Leave after 12 months of County employment\*Salary is negotiable within the established range.

The Emergency Medical Services (EMS) Coordinators assist the Regional EMS Manager with the administration and direction of the local Emergency Medical Services Agency, and performs a variety of planning, coordination, and evaluation activities for the Agency. EMS Coordinators work as program managers and are responsible for:

- Developing objectives for assigned programs
- Recommending, implementing, and evaluating policies, procedures, and/or operating standards consistent with state and local law.
- Providing oversight of EMS Agency data systems, including providing technical assistance and/or referrals to internal and external partners and end users
- Providing subject matter expertise to department and county leadership and public information officers
- Providing medical health desk relief during disasters, including reporting data to the State, communicating with health care partners, and assisting with special projects related to disaster preparedness
- Acting as EMS Duty Officers providing a 24/7/365 point of contact for local, regional, and state partner agencies and system stakeholders with urgent or emergent needs
- Acting as agency liaison, representing the local EMS agency (LEMSA) at stakeholder/partner meetings or committees
- Developing board items and contracts

The ideal candidates for these positions will possess:

- Work experience in the EMS field as a provider of care, quality manager, EMS data systems manager and/or extensive disaster medical response at a supervisory level
- Working knowledge of EMS systems, standards, regulations, and practices
- Prior experience developing plans for medical disaster emergencies
- A proven background developing constructive working relationships with various public and private groups and organizations involved with emergency medical services
- The ability to design and conduct technical studies and reports including data collection, analysis, interpretation, and evaluation
- Excellent communication and interpersonal skills
- The ability to maintain composure in high-stress situations

This employment list may also be used to fill future full-time, part-time, or extra-help (temporary) positions as they occur during the active status of the list. ***Qualified County employees who wish to be considered for future positions should consider applying to this recruitment.***

\*Salary is negotiable within the established range. Benefits described herein do not represent a contract and may be changed without notice. Additional information can be found in the [Salary Resolution \(SalRes\)](#) and our [Employee Benefits Directory](#).

### **APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

## **Minimum Qualifications**

**Education and Experience:** Any combination of education, training, and experience that will provide an opportunity to acquire the knowledge and abilities listed. Normally, a four year college degree in health care administration, public administration, social services, management, emergency medical or disaster preparedness or a closely related field plus one year of full time, paid experience in health care administration or public safety administration including research, analysis, and preparation of written reports and recommendations;

**OR**

academic coursework in the subjects named above at the college or university level plus two years of full time paid experience in EMS administration or public safety administration including research, analysis, and preparation of written reports and recommendations would provide such an opportunity.

**License:** Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

## **Knowledge, Skills, and Abilities**

**Considerable knowledge of:** research methodology, report writing and basic statistics and their application.

**Working knowledge of:** EMS systems, standards, regulations, and practices; the interface between public and private ambulance providers, law enforcement and the fire service; group dynamics as it relates to public organizations; principles and practices of programs and systems management; written and oral communications, including language mechanics, syntax, and English composition.

**Knowledge of:** micro computer systems applications

Ability to: design and conduct technical studies and reports including data collection, analysis, interpretation, and evaluation pertaining to EMS systems; develop plans for medical disaster emergencies; develop and maintain constructive working relationships with various public and private groups and organizations involved with emergency medical services; speak and write effectively; understand, interpret and apply rules, regulations and ordinances and federal, state and local legislation pertaining to disaster preparedness and pre-hospital medical services.

## Selection Procedure & Some Helpful Tips When Applying

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application. Be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting a Job with the County of Sonoma](#) to review more detailed information about the hiring process, including the application process, examination steps, and department selection process.

### **APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

**Responses to supplemental questions will be scored using position-specific criteria. Please provide specific and detailed responses of a reasonable length to allow for a thorough assessment of your qualifications. Responses that state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.**

The selection procedure will consist of the following examination:

An **Application & Supplemental Questionnaire Appraisal Examination** (weight 100%) will be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass); and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as the number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

### **ADDITIONAL INFORMATION**

A background investigation may be required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer is contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

**HOW TO APPLY**

Applications are accepted online at [www.yourpath2sonomacounty.org](http://www.yourpath2sonomacounty.org). Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma values diversity and is dedicated to creating a workplace environment that provides individuals with a sense of belonging. We are committed to having a diverse workforce that is representative of the communities we serve. The County is proud to be an Equal Opportunity Employer where all aspects of employment are based on merit, competence, performance, and business need.

HR Analyst: DP

HR Technician: RR

**Agency**

County of Sonoma (CA)

**Address**

575 Administration Drive, Suite 116B

Santa Rosa, California, 95403

**Phone**

(707) 565-2331

**Website**

<http://www.yourpath2sonomacounty.org>

**Emergency Medical Services Coordinator Supplemental Questionnaire**

**\*QUESTION 1**

**How did you first learn about this opportunity?**

- CalJobs
- Careers in Government
- College or University
- Craigslist
- DiversityJobs
- Employee of Sonoma County
- Facebook

- Glassdoor
- Google Jobs
- GovernmentJobs.com
- Handshake
- Hispanic Chamber of Commerce of Sonoma County
- Indeed
- Instagram
- Job Fair
- La Voz
- Latino Service Providers
- LinkedIn
- Los Cien
- Minority Organization or Group
- Press Democrat
- sonoma-county.org/www.yourpath2sonomacounty.org
- Sonoma County Human Resources Office
- Sonoma County Job Line
- Start Here!
- Twitter
- Veterans Services Office
- Women's Organization or Group
- Workplace Diversity
- Other Internet Site
- Other Publication

**\*QUESTION 2**

**Please indicate if you would also be interested in future part-time or extra-help (temporary, intermittent, or seasonal employment) positions should they become available. Check all that apply.**

- I would also like to be considered for future part-time positions
- I would also like to be considered for future extra-help positions
- I am only interested in full-time positions

**\*QUESTION 3**

**This eligible list may be used for future bilingual (English/Spanish) positions. Please indicate if you are interested in bilingual positions, and your level of proficiency.**

- Yes, I have basic (conversational) English/Spanish bilingual skills
- Yes, I have fluent (reading, writing, and conversational) English/Spanish bilingual skills
- No, I do not have English/Spanish bilingual skills, and/or I do not wish to be considered for a bilingual position

**\*QUESTION 4**

Please describe how your education qualifies you for this position. Include in your response, any degrees or coursework you have related to health care administration, public administration, social services, management, emergency medical, disaster preparedness, or a closely related field.

**\*QUESTION 5**

Please describe your experience in health care administration or public safety administration which included research, analysis, and preparation of written reports and recommendations. Include your role and responsibilities, job title(s), employer(s), and employment dates (mm/yr to mm/yr).

**\*QUESTION 6**

Please describe your experience working collaboratively with EMS-related public and private groups and organizations, including any experience you have with EMS provider permitting and contract compliance oversight.

**\*QUESTION 7**

Describe your experience as a project lead. Detail one project and include the project's goals and objectives, as well as the outcome.

\* Required Question



## COUNTY OF SONOMA BENEFITS: MANAGEMENT\*

**IMPORTANT NOTE:** Benefits described herein do not apply to Extra Help positions.

These are some of the excellent benefits the County offers:

**Paid Time Off:** Competitive vacation accrual and sick leave accruals; additional management leave annually; 12 paid holidays and an additional 8 floating holiday hours per year; and may be eligible for up to 8 weeks (320 hours) of Paid Parental Leave after 12 months of County employment.

**Health Plan:** Choice of five health plans (a PPO, EPO, HMO, and two deductible HMOs) with a County paid premium contribution.

**Cash Allowance:** In addition to monthly salary, a cash allowance of approximately \$600 per month.

**Retirement:** Fully integrated with Social Security. For more information regarding eligibility, retirement contributions, and reciprocity with prior public service, please visit: <https://scretire.org/active-/-deferred/when-you-are-hired>.

**IRS 457 Plan:** Pre-tax employee contribution up to the IRS annual maximum.

**Retiree Medical:** County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Plus excellent dental, vision, disability, life insurance, professional development and more.

For answers to specific questions regarding the employment process and more details about benefits or retirement, please contact Human Resources at (707) 565-2331. Additional details about benefit and compensation packages can be found in the MOUs located at <https://sonomacounty.ca.gov/administrative-support-and-fiscal-services/human-resources/divisions-and-units/employee-relations/labor-agreements-and-salary-resolution>.

For specific information about health and welfare benefits including plan options, coverage, and premium amounts go to <https://sonomacounty.ca.gov/administrative-support-and-fiscal-services/human-resources> or, contact the Human Resources' Risk Management-Benefits Office at [benefits@sonoma-county.org](mailto:benefits@sonoma-county.org) or (707) 565-2900.

\*IMPORTANT NOTES: Benefits described herein do not represent a contract and may be changed without notice.