

# MONTEREY COUNTY HEALTH DEPARTMENT



## Our Values

Health Equity • Integrity  
Innovation • Respect • Excellence



## Our Vision

To create a legacy of  
health together

*An Equal Opportunity Employer and a Drug-Free Workplace*

**Invites your interest for the position of**

**Emergency Medical Services  
(EMS) Analyst**  
**\$5,539 - \$7,565 monthly**

**Final Filing Date: OPEN UNTIL FILLED**  
**Priority Screening Date:**  
**Wednesday, May 31, 2017**  
**Exam #17/50B12/05LP**

*All application material must be received by the priority screening date for a guaranteed review. Applications received after this date will be considered on an as needed basis until the position is filled.*

## **MONTEREY COUNTY**

Monterey County is a multi-cultural and diverse society set in a picturesque coastal location. It boasts such world-renowned attractions as the spectacular Big Sur Coast, Monterey Bay Aquarium, Cannery Row, and Pebble Beach. The Salinas Valley is endowed with miles of thriving agricultural land and vineyards and has been referred to as the "salad bowl of the world." The County hosts celebrated events such as the Monterey Blues Festival, the Monterey Jazz Festival, and the Salinas Rodeo.

With an area of 3,325 square miles, Monterey is the 16th largest of California's 58 counties. Its population is over 425,000. The economy is largely based on the agriculture and tourism industries. County institutions of higher education include Hartnell College, Monterey Peninsula College, California State University Monterey Bay, Monterey Institute of International Studies, Defense Language Institute, and Naval Postgraduate School. Monterey County is a general law County in which the government is vested in the Board of Supervisors which is comprised of representative from each of the five geographical districts within the County.

## **Summary of Position**

The Emergency Medical Services Bureau of the Health Department is seeking **two (2)** dynamic, energetic and motivated candidates to fill an EMS Analyst position. Both positions are full-time regular status positions. The EMS Analyst is a staff-level professional position that reports to the EMS Director and performs administrative, analytical and oversight activities to ensure that EMS providers in the County conform with Federal, State and local regulations related to the delivery of prehospital emergency medical care.

The EMS Analyst's key responsibilities include: developing, through a consensus-based process, EMS System clinical and operational policies and procedures; analyzing, recommending, and implementing solutions to improve the EMS system; evaluating operational, contractual, and clinical performance and recommending methods to improve performance; coordinating and leading stakeholder meetings; writing technical and policy reports; liaising with EMS system, county and other stakeholders; assisting in the certification and accreditation of prehospital personnel; developing comprehensive prehospital care disciplinary program, including investigations, certificate probation, suspension, and revocation of EMT applicants and certificate holders; develop and implement a Medical Priority Dispatch System (MPDS) assessment program to determine the resources needs of 911 medical callers, based upon the MDPS system; staffing the Operational Area

Emergency Operations Center or Department Operations Center or other location during critical incidents and disasters; and serving on-call as an EMS Duty Officer.

*The Eligible List established by this recruitment may be used to fill current and future temporary or regular vacancies as they arise.*

### **THE IDEAL CANDIDATE**

#### **Will have a proven track record demonstrating the following knowledge, skills, and abilities:**

##### **A thorough knowledge of:**

- Principles, techniques, and equipment used in basic and advanced life support prehospital care
- Applicable laws and regulations governing basic and advanced life support prehospital systems, including the California Emergency Medical Services Act, and the California Code of Regulations, Title, 22, Division 9.
- Capabilities and applications of electronic management information systems, word processing programs, spreadsheets, email and calendar programs and presentation software.

##### **Working knowledge of:**

- Functions and operations of Emergency Medical Services Programs, including applicable laws and regulations.
- Contract preparation, negotiation and administration.
- Quality improvement practices as applied to emergency medical services organizations
- Electronic prehospital care records, querying data, use of electronic databases and spreadsheets

##### **Skill to:**

- Analyze trends, legislation, operating issues, and complex administrative and technical problems, develop and evaluate alternatives, and formulate and implement effective solutions.
- Develop, interpret and apply complex regulations, policies and contracts.
- Communicate clearly, orally and in writing.
- Understand prehospital care practices
- Establish and maintain effective working relationships with those encountered in the course of work.
- Represent the department to a variety of boards, commissions, groups, other agencies, businesses and the public.
- Develop and oversee recordkeeping and reporting systems, including health information exchanges.

#### **Characteristics of the Ideal Candidate:**

- Demonstrate professional behavior and judicious management.
- Communicate effectively with stakeholder groups, and individuals from a broad range of social, economic and political backgrounds.
- Ability to remain calm under stress/high pressure situations.

#### **Conditions of Employment:**

- Possess and maintain a valid California Driver's license or the ability to provide alternative transportation that is approved by the appointing authority.
- Be available to work a flexible schedule including evenings, weekends, holidays and during times of disaster or emergency.
- The Health Department will conduct thorough background and reference checks which include a Department of Justice fingerprint check.

#### **Examples of Experience/Education/Training**

Any combination of training, education and/or experience which provides the knowledge, skills and abilities and required conditions of employment listed above is qualifying. An example how requirements might be met is included in the position description. Generally, the requirements may include:

**Experience:** Three years of progressively responsible supervisory OR administrative experience in the field of health care services or hospital administration.

**OR**

**Education:** Equivalent to completion of a Bachelor's degree in health administration or related field.

**For complete information see the class specification/job description on our website at:**

<http://www.co.monterey.ca.us/personnel/SalaryPost.asp?jt=50B12>

## **BENEFITS:**

### **The County of Monterey offers an excellent benefits package (X Unit)**

- Health Insurance: CalPERS Health Insurance Program, Dental and Vision.
- Health Flexible Spending Account
- Retirement: CalPERS
- Life Insurance: Coverage of \$50,000 Term Life policy
- Annual Leave: 23 days in the first year
- 10 Paid Holidays and one floating holiday per calendar year
- Professional Leave: 10 days per year, non-accruable
- Professional Organization Membership: \$400 per calendar year
- Educational Stipend: 2% of the hourly base wage subject to eligibility
- Long-term Disability Plan
- Deferred Compensation Plan
- Social Security/Medicare: County participates in these programs

For additional information please visit Unit X's benefit summary sheet at:

<http://www.co.monterey.ca.us/personnel/benefits/summary/2017/X%20Unit%20Benefit%20Summary%20Sheet%2003-2017.pdf>

The information listed above is a general summary of benefits for this position. This information is not legally binding, nor does it serve as a contract. The benefits listed in the Monterey County Personnel Policies and Practices Resolution prevails over this listing.

## **NOTE:**

If you believe you possess a disability that would require test accommodation, please call the Health Department Human Resources Office at (831) 755-4550. Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the U.S. If you are hired into this classification in a temporary position, your salary will be hourly and you will not be eligible for the benefits listed above.

## **APPLICATION & SELECTION PROCEDURES**

Submit the following application materials to the Monterey County Health Department, Human Resources Division, 1270 Natividad Road, Salinas, CA 93906 by the **final filing date: OPEN UNTIL FILLED;**

**Priority Screening: Wednesday, May 31, 2017.**

*All application material must be received by the priority screening date for a guaranteed review.*

*Applications received after this date will be considered on an as needed basis until the position is filled.*

- **Monterey County Employment Application and**
- **Response to the Supplemental Questions**

**Or apply on-line at**

<https://www.governmentjobs.com/careers/montereycounty>

Application materials will be competitively evaluated. Those applicants who are determined to be most appropriately qualified will be invited to participate further in the process. To further assess applicant's possession of required qualifications, this examination may include an oral examination, pre-exam exercise, performance exercise, performance exam, and/or written examination.

For more information or to receive application materials, contact the Health Department Human Resources Division at (831) 755-4550 or [huesol@co.monterey.ca.us](mailto:huesol@co.monterey.ca.us)

Monterey County  
SUPPLEMENTAL QUESTIONS  
**EMERGENCY MEDICAL SERVICES  
(EMS)  
ANALYST**

Instructions:

Responses to these Supplemental Questions must be submitted with your application, cover letter, and resume. Applications received without a Supplemental Questions Response will not be considered. A resume, cover letter, application, etc. will not be accepted as a substitute for a response to these questions. Failure to provide a complete response to any of these required questions will eliminate you from further consideration. Your response to the questions is an integral part of the selection process.

If not applying on-line, please number your responses and address each question separately. Include your name and the title of the position for which you are applying at the top of each page submitted.

1. After you have read and understood the instructions, please check the following box.
  - I have read and understand the supplemental questions instructions.
2. Please describe your experience and/or training which demonstrates your knowledge in the delivery of pre-hospital emergency medical care.
3. Please describe your education, training and/or experience which demonstrates your ability to develop, interpret and apply complex regulations, policies and contracts.
4. Please describe your knowledge, experience, and understanding of managing EMS Provider contracts or contracts in general
5. The Medical Priority Dispatch System (MPDS) is a unified system used to dispatch appropriate aid to medical emergencies including systematized caller interrogation and pre-arrival instructions. Please describe your knowledge, experience, and understanding of the use of the Medical Priority Dispatch System (MPDS), MPDS Quality Improvement, and the use of MPDS to improve EMS System effectiveness and efficiency.