



# San Joaquin County Employment Opportunity

## **Emergency Medical Services Coordinator**

### Emergency Medical Services

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#### **About the position**

The Emergency Medical Services Coordinator is responsible for assuring the effective delivery of emergency medical services in San Joaquin County; assists with coordinating, managing and administering the programs, functions, and activities of the Emergency Medical Services Agency; and ensuring compliance with related federal, state and county regulations.

The position reports to and receives direction from the Emergency Medical Services Administrator. This position may act as the Emergency Medical Services Administrator in their absence.

#### **About the department**

The San Joaquin County EMS Agency (SJCEMSA) monitors and enforces more than 35 contracts for the provision of Advanced Life Support (ALS) emergency ambulance services, ALS and Basic Life Support (BLS) non-emergency ambulance services, ALS and BLS first response services, base hospital medical direction, receiving hospital services, trauma services, training programs, and other services. SJCEMSA administers the Hospital Preparedness Program (HPP) grant, which provides funds for disaster planning, including hospital surge capacity, mass fatality management, emergency communications, and advanced registration of medical volunteers. SJCEMSA serves as the lead agency for all Continuous Quality Improvement activities throughout the EMS system. SJCEMSA maintains an on-call EMS Duty Officer, 24 hours a day, 7 days per week to respond to mutual aid requests, coordinate disaster medical operations, and assist hospitals and providers operating in the EMS system.

SJCEMSA funding is provided through the collection of contract revenue, fees, grants, General Fund allocation, accumulated reserves from ambulance performance penalties, and Maddy EMS Funds.

Recruitment Announcement  
0620-RH0250-01

Equal Opportunity Employer

Human Resources  
44 N. San Joaquin Street  
Third Floor, Suite 330  
Stockton, California 95202  
Phone: (209) 468-3370

**SAN JOAQUIN**  
—COUNTY—  
*Greatness grows here.*

# Make San Joaquin County your new home!

A land of beauty, recreation and natural riches-from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

## Arts, Culture, and Recreation

The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Micke Grove Park offers a zoo, rides and a historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.



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## Education

From preschool to higher education, the County has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus-Stockton Center, Humphreys College and Law School, National University, and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The County's 17 school districts provide families with a wide choice for children's educational development.



## Agriculture

The county is one of the most agriculturally rich regions in California. Almonds are the leading commodity, with 87,300 bearing acres.

Grapes, walnuts, milk and eggs round out the top crops, with an abundance of other produce. Weekly farmers markets throughout the county offer a cornucopia of fresh fruit and vegetables. Fruit stands and pick-your-own produce farms dot the countryside.

## Housing

Housing is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi. San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.

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# EMERGENCY MEDICAL SERVICES COORDINATOR

## Typical Duties

- Assist the EMS Administrator in the development, implementation, operation, administration and evaluation of the EMS agency programs, policies, procedures, and activities.
- Assist in coordinating various EMS programs; facilitate and monitor programs objectives; evaluate staffing and service delivery for effectiveness and efficiency; make recommendations regarding staffing issues; participates in performance evaluation, discipline matters, and workload management.
- Monitor State and federal laws and regulations and make policy recommendations to ensure program compliance.
- Participates in the development and implementation of policies, procedures, and/or directives relevant to establish and maintain operating policies and procedures for the county EMS system participants; oversees and monitors the training and certification programs.
- Prepares requests for proposal, negotiates contracts and monitors contract compliance of service providers; provides technical, training and procedural assistance to contractors.
- Initiate, develop and write grants; implement and ensure compliance with grant requirements; monitors and expenditures and control procedures.
- Assist in planning and administration of EMS activities that includes providing assistance and resources to other county agencies during disaster or multi-casualty incidents; critiques incidents as needed.
- Represent the agency at meetings of State and local committees; makes presentations; may participate as a member on agency-related committees and boards.

## Typical Duties Continued...

- Gathers information and data necessary for the study of policies, procedures, organization, operations, services, finances and other related matters; assists in tabulating and charting data; assists in analyzing data gathered by statistical and other techniques.

## Minimum Qualifications

**Education:** Possession of a bachelor's degree from an accredited college or university with a major in health services administration, public administration, business administration, or a closely related field.

**Experience:** Three years progressively responsible experience in a supervisory, managerial or administrative capacity in an emergency medical services setting.

**Substitution:** A master's degree in health services administration; public administration or business administration may be substituted for one year of the required experience.

**License:** Possession of a valid California Driver's License.

## Supplemental Questionnaire

In addition to the standard application package, please submit responses to the following supplemental questions:

**Education:** If you have graduated with a four-year degree from a college/university accredited in health services administration, public administration, business administration, or a closely related field, please provide the name of the college/university and the major you earned your degree.

**Experience:** Provide information regarding three years progressively responsible experience in a supervisory, managerial or administrative capacity in an emergency medical services setting. Include the name of your employer, job title, dates of employment, and a detailed description of the specific duties you performed.

# EMERGENCY MEDICAL SERVICES COORDINATOR

## Compensation and Benefits

Approximate Annual Base Salary:

**\$88,941 - \$108,118**

In addition to the base salary, the County offers an excellent benefits plan which includes a county contribution to health insurance, dental and vision insurance plans. Other benefits also offered by the County include:

- ♦ A 1% employer contribution to the County's 457 Deferred Compensation Plan (valued from \$889 to \$1081 annually)
- ♦ 1937 Retirement Act - reciprocity with CALPERS
- ♦ 125 Flex Spending Benefits Plan
- ♦ 12 days sick leave annually - unlimited accumulation
- ♦ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years, and 23 days after 20 years)
- ♦ 14 paid holidays per year
- ♦ 10 days of administrative leave per fiscal year

For more benefit information, please access the county's benefits website at:

[sjgov.org/departments/hr/benefits](http://sjgov.org/departments/hr/benefits)

## Wellness

San Joaquin County is dedicated to providing its employees with a great benefit package and is interested in their overall well-being. Through our SJC Engage wellness program, San Joaquin County employees and eligible dependents are offered support in the way of various workshops, courses, and programs in areas such as Physical and Mental Wellness, Professional Wellness, and Financial Wellness. Employees also enjoy special employee pricing through Perks at Work.

For additional information regarding the wellness program, please click to visit the SJC Engage website:



## Application and Selection

The competitive process includes submittal of a completed San Joaquin County Employment application and Supplemental Questionnaire. Resumes will not be accepted in lieu of a complete application package. If a formal exam process is utilized, qualified applicants will be invited to participate in an oral examination interview which may include a practical exercise. The top-scoring candidates will be referred to the department for a hiring interview. To apply, submit a completed application and supplemental questionnaire on or before the final filing date.

To apply, visit our [webpage](#) or scan this QR code with your smartphone's camera.

Final Filing Date: **July 3, 2020**



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