

CLASSIFICATION: EMERGENCY MEDICAL SERVICES REGIONAL COORDINATOR II

Class Code: 4041-25

Date Established: 04-01-89

Occupational Code: 7-5-3

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To develop and coordinate conduct training programs in advanced life support systems, and to supervise regional preventive and treatment services in the field of emergency medical services.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Develops and coordinates programs through hospitals and health organizations to deliver both basic and advanced life support emergency medical services to the public.
- Enforces statutory and regulatory standards for training and licensing of Emergency Medical Services resources.
- Develops and plans the implementation of advanced life support procedures in conjunction with the state medical directors and the Board of Registration in Medicine.
- Provides direction and support to state and regional staff on advanced life support implementation as approved by the state.
- Implements state emergency medical services policies in cooperation with the Regional Emergency Medical Services Council.
- Develops, plans and writes mass casualty plans.
- Prepares, monitors and adjusts the training budget used for training emergency medical personnel.

DISTINGUISHING FACTORS:

Skill: Requires skill in analyzing and interpreting data, policy and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires direct supervision of other employees doing related or similar work, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

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Communication: Requires reviewing summaries and reports and making management level decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

Complexity: Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

Independent Action: Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Five years' experience in emergency medical services, two years of which must be in the area of regional systems planning and implementation. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Eligibility for New Hampshire driver's license. National Registry of Emergency Medical Technician's Basic Level Certification within one year of employment; Advanced Life Support Provider Certification within two years of employment. Other certifications may be required based on the specialty area of the position. Additional requirements must be listed on the Supplemental Job Description and approved by the Division of Personnel prior to posting the position.

RECOMMENDED WORK TRAITS: Considerable knowledge of the social and health needs of the public. Considerable knowledge of basic and advanced life support emergency medical services systems. Some knowledge of governmental and community organizations at federal, state and local levels. Working knowledge of teaching methods and instructional materials. Knowledge of basic principles and techniques of public relations. Ability to communicate effectively orally and in writing. Ability to coordinate with a variety of professional persons from a variety of fields. Ability to establish and maintain effective working relationships with a variety of medical and ambulance personnel and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.