

CLASSIFICATION: EMERGENCY MEDICAL SERVICES REGIONAL COORDINATOR I

Class Code: 4039-22

Date Established: 07-31-87

Occupational Code: 7-5-3

Date of Last Revision: 7-17-15

Exempt Status: Non-Exempt

BASIC PURPOSE: To plan, organize and coordinate regional preventive and treatment services in the field of emergency medical services.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Coordinates the state emergency medical services policies with the Regional EMS Council.
- Participates in planning and writing mass casualty plans.
- Enforces statutory and regulatory standards for training and licensing of EMS resources and conducts ambulance inspections.
- Contacts hospital administrators, physicians and nurses to assure the development and evaluation of hospital-directed basic and advanced life support systems in accordance with state and federal guidelines.
- Prepares, monitors and adjusts the training budget used for training the several levels of emergency medical personnel.
- Provides staff support for Council committees by gathering data to evaluate emergency medical services.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

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 partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

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.

Communication: Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

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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 objective assessment in analyzing and developing new work methods and procedures subject to periodic review and in making decisions according to established technical, professional or administrative standards.

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: Three 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: Knowledge of the social and health needs of the public. Knowledge of emergency medical services systems. Knowledge of governmental and community organizations at federal, state and local levels. Knowledge of teaching methods and instructional materials. Knowledge of basic principles and techniques of public relations. Ability to communicate effectively. 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.