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SERVING BUTTE, COLUSA, GLENN, NEVADA, PLACER, SHASTA, SISKIYOU, SUTTER, TEHAMA & YUBA COUNTIES

## Sierra – Sacramento Valley EMS Agency Job Posting

<b>Position</b>	EMS Specialist – Investigator
<b>Salary Range</b>	\$34.96 - \$42.49/hour (\$72,717 - \$88,388/year)
<b>FLSA Status</b>	Non-Exempt
<b>Job Status</b>	Regular Full-Time (40 hours/week)
<b>Job Description</b>	See Attached Job Description
<b>Final Filing Date</b>	Until Filled
<b>To Apply</b>	Submit a current resume to: Sierra – Sacramento Valley EMS Agency 535 Menlo Drive, Suite A Rocklin, CA 95765 Or by email to: <a href="mailto:Patrick.Comstock@ssvems.com">Patrick.Comstock@ssvems.com</a>
<b>Additional Information</b>	<p>S-SV EMS is a regional multi-county regulatory government agency that serves as the local EMS agency (LEMSA) for the Northern California counties of Butte, Colusa, Glenn, Nevada, Placer, Shasta, Siskiyou, Sutter, Tehama, and Yuba. The ten (10) county S-SV EMS jurisdictional region encompasses approx. 22,000 square miles with a static population of approx. 1,300,000. The region ranges from remote rural areas to large urban centers.</p> <p>Resumes will be evaluated to determine applicant's best meeting the Agency's needs. Successful candidates will be scheduled to complete an oral interview.</p> <p>For more information, contact <b>(916) 625-1702</b>.</p>



# S-SV EMS Agency Job Description



## EMS Specialist – Investigator

### POSITION DETAILS

**Work Schedule:** Monday – Friday, 7:00 am – 4:30 pm (Normally).

**FLSA Status:** Non-Exempt

**Job Status:** Regular Full-Time

**Compensation Type:** Hourly Rate

**Travel:** Minimal

**Reports To:** Deputy Director – Operations

**Positions Supervised:** None

### Minimum Qualifications

- Current/valid California Class C Driver’s License.
- Associate degree or equivalent education/experience in EMS or related field.
- Current EMS license/certificate, with a minimum five (5) years EMS experience.
- Investigation training/experience preferred.

### Other Requirements & Notices

- May require occasional travel, with mileage reimbursed.
- May require occasional overtime hours, calculated at 1½ hours CTO for every hour accrued.
- Requires some lifting of up to 20 lbs., bending, stooping and computer work.
- S-SV EMS is a CalPERS employer, participation in CalPERS retirement is mandatory.
- Fringe benefits include health, dental, vision, two (2) weeks’ vacation the first three (3) years (then increasing), and 14 days/year of sick leave. All major holidays observed.

### POSITION SUMMARY

The EMS Specialist – Investigator is responsible for overseeing and assisting with S-SV EMS Agency investigation/enforcement related matters, including but not limited to processing/managing California DOJ and/or FBI CORI background and subsequent arrest/disposition records, conducting EMS personnel investigations, and working with the Regional Executive Director, Deputy Director – Operations, EMS Specialist – Operations, and Medical Director on EMS personnel enforcement actions. This job requires a competent individual with the following skills:

- Strong interpersonal, verbal, and written communication skills.
- Ability to work independently, make decisions/recommendations to promote problem solving.
- Understanding of EMS systems and the functions/responsibilities of EMS system participants.
- Understanding of EMS personnel investigation/enforcement related statutes/regulations.
- Understanding and training related to investigation requirements, processes and techniques.
- Proficiency in the utilization of Microsoft Office computer programs.



## S-SV EMS Agency Job Description



### EMS Specialist – Investigator

#### ESSENTIAL POSITION FUNCTIONS

##### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

##### Essential Functions

The EMS Specialist – Investigator is expected to perform in an efficient and competent manner the following duties, including but not limited to:

- Receive, review, process and manage California DOJ and/or FBI CORI background records for EMR, EMT and AEMT certification applicants.
- Receive, review, process and manage California DOJ subsequent arrest and subsequent disposition records related to certified EMR, EMT, or AEMT personnel.
- Oversee/manage EMS personnel investigation related activities.
- Oversee/manage EMS personnel enforcement related activities.
- Act as a liaison to EMS system participants and attend EMS system meetings as needed.
- Provide assistance to other Agency staff, as required/directed.
- Perform other duties as assigned

The EMS Specialist – Investigator is expected to have excellent written and verbal communication skills, be a problem solver, work independently and foster positive relations between the Agency, external organizations, and the public.