

## Sierra – Sacramento Valley Emergency Medical Services Agency



### Regional Executive Director

John Poland, Paramedic

### Medical Director

Troy M. Falck, MD, FACEP, FAAEM

### JPA Board Chairperson

Sue Hoek, Nevada County Supervisor

### Address & Contact Information

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Serving Butte, Colusa, Glenn, Nevada, Placer, Shasta, Siskiyou, Sutter, Tehama, & Yuba Counties

## JOB POSTING FOR THE POSITION OF:

## CERTIFICATION SPECIALIST

**Salary Range: \$24.65/hr - \$30.86/hr**

The Sierra-Sacramento Valley EMS Agency is accepting applications for the full-time position of Certification Specialist. Please see the attached job and benefit description for additional position information.

**To apply submit a cover letter and resume to the email address below**

- Point of contact and/or questions can be sent to Patrick Comstock, Deputy Director of Operations.
  - [Patrick.Comstock@ssvems.com](mailto:Patrick.Comstock@ssvems.com)
  - 916-625-1701

**Applications will be accepted until Thursday October 16, 2025**

	<b>S-SV EMS Agency Job Description</b> <b>Certification Specialist</b>	
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**POSITION DETAILS**

**Work Schedule:** Monday – Friday, 7:00 am – 4:30 pm (9/80 Schedule).

**Work Location:** S-SV EMS Rocklin Office Monday – Thursday  
Remote Work or 9/80 Day Off on Alternating Friday's

**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**

- 21 years of age or older.
- Current/valid California Class C Driver's License.
- High school diploma or GED.
- EMS knowledge/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 Certification Specialist is responsible for receiving, reviewing, and processing applications for EMS personnel credentials, and for issuing wallet-sized credential cards to qualified individuals who meet established minimum requirements. The Certification Specialist is also responsible for inputting/tracking EMS personnel credentials in applicable EMS personnel registry systems. 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.
- Proficiency in the utilization of Microsoft Office computer programs.
- General clerical skills.

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**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 Certification Specialist is expected to perform in an efficient and competent manner the following duties, including but not limited to:

- Perform copying, scanning and faxing activities and process mail.
- Answer/screen incoming telephone calls and assist the public.
- Process Agency messages left on voice mail and general email in-box.
- Provide clerical support for routine and confidential matters.
- Provide clerical support to Agency staff as needed.
- Assist the Agency Administrative Secretary/Financial Services Assistant as needed.
- Receive, review and process application for EMR, EMT, AEMT, Paramedic and MICN credentials, and issue applicable wallet-sized credential cards to qualified individuals.
- Enter, track and reconcile EMT/AEMT applicants in the California EMS Authority EMS personnel registry.
- Maintain Agency EMS personnel registries.
- Assist in coordinating monthly Agency accreditation/orientation classes.
- Prepare continuing education (CE) training certificates.
- Process Agency invoices as needed.
- Assist other Agency staff as required/directed.
- Perform other duties as assigned.

The Certification Specialist 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.