



# Emergency Medical Services Specialist

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
EMERGENCY MEDICAL SERVICES SPECIALIST I	2770	B20	\$48,158 - \$77,477
EMERGENCY MEDICAL SERVICES SPECIALIST II	2771	B22	\$54,614 - \$88,703

## GENERAL DESCRIPTION

Performs emergency medical services (EMS) administrative work, involving the coordination, planning, and evaluation of EMS education, training, and certification activities; inspecting healthcare providers for compliance with licensing and credentialing requirements; investigating complaints; making recommendations to ensure compliance; and providing technical assistance and information to healthcare providers, program staff, governmental agencies, and community organizations.

## DISTINGUISHING CHARACTERISTICS

The Emergency Medical Services Specialist job classification series is intended for employees responsible for ensuring that emergency medical services comply with program requirements, including licensing and credentialing requirements. In contrast, the Public Health and Prevention Specialist job series is intended for employees performing public health education work promoting public health education and disease prevention.

## EXAMPLES OF WORK PERFORMED

Develops EMS education, training, and certification programs, including developing regional program goals, objectives, assessments, and evaluation activities.

Compiles and analyzes data to determine EMS licensure for pre-hospital healthcare entities.

Reviews, evaluates, and approves EMS education programs in accordance with the Emergency Health Care Act and related rules, policies, and regulations.

Performs inspections associated with state licensing survey requirements.

Evaluates and determines compliance of pre-hospital healthcare entities.

Administers and reviews instructional and skills testing activities used in public health settings.

Makes recommendations for correcting violations of the Emergency Health Care Act and related rules, policies, and regulations.

Attends public hearings and public information events related to emergency medical services as an EMS subject matter expert.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at a level II may also perform work listed within the previous levels.*

**Note:** Factors that may distinguish between journey and senior levels include the degree of independence in performing the work, the complexity of the work, and may include the employee's related experience, education, and certifications. Employees at the journey level may independently perform the full range of work listed in the example and may assist others in that work.

**EMERGENCY MEDICAL SERVICES SPECIALIST I:** Performs complex (journey-level) emergency medical services work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees at this level may routinely assist other staff in performing work of greater complexity.

**Note:** Senior-level employees may perform the full range of work listed in the examples above and may coordinate or oversee that work for others.

**EMERGENCY MEDICAL SERVICES SPECIALIST II:** Performs highly advanced (senior-level) emergency medical services work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Oversee and/or perform investigations and inspections of EMS education, training, and certification activities to ensure compliance with public health program objectives and goals.
- Analyze EMS statistics and trends.
- Evaluate the effectiveness of pre-hospital healthcare entities' quality management, mutual aid agreements, and operational protocols.
- Develop and implement techniques for investigating pre-hospital healthcare entities within assigned areas for compliance with the Emergency Health Care Act.
- Formulate policies and standards for the effective and efficient delivery of EMS services and the enforcement of public health laws and regulations.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in emergency medical services or public health work. Graduation from a standard senior high school or equivalent and/or college or university coursework necessary to achieve applicable licensure or certification is generally preferred. Graduation from an accredited EMS education program recognized by a national accrediting organization. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **For all levels**

- Knowledge of pre-hospital care in treating critically injured or ill patients; operations of EMS providers and related programs; and agency administrative rules, regulations, policies, and procedures.
- Skill in providing customer service and in the use of a computer and applicable software.
- Ability to interpret public health laws and regulations, to develop and implement administrative procedures and evaluate their effectiveness, and to communicate effectively.

#### **Additional for Emergency Medical Services Specialist II level**

- Ability to oversee and/or supervise the work of others.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

#### **For all levels**

- Must possess a valid driver's license.

#### **Additional for Emergency Medical Services Specialist I level**

- Must possess a current state certification and/or a National Registry certification for the following: EMT-Paramedic, Advanced EMT, or EMT-Basic.

#### **Additional for Emergency Medical Services Specialist II level**

- Must possess a current state certification and/or a National Registry certification for the following: Licensed Paramedic, EMT-Paramedic, or Advanced EMT.