



Date: November 18, 2020
To: Civil Service Commission
From: Shellie I. Goings, Personnel Analyst
Subject: **REQUEST TO APPROVE REVISED CLASSIFICATION SPECIFICATION –
AMBULANCE OPERATOR**

Correspondence has been received from Fred Verdugo, Acting Director of Human Resources, requesting the Civil Service Commission approval and adoption for the revised classification specification of Ambulance Operator. Staff has reviewed this request and recommends approval in accordance with Article XI, Section 1101(d) of the City Charter.

Facts for Consideration:

- The classification specification of Ambulance Operator was adopted in June 2005.
- The revised classification for Ambulance Operator is currently exclusive to the Fire Department. The Ambulance Operator provides basic medical care and transport of the ill and injured as an Emergency Medical Technician.
- Revisions to the Examples of Duties:
 - Additional verbiage was added to include: Transports patients to hospital or other emergency care facilities; Operates within Federal, State, County, and City laws, regulations, and guidelines including the Health Insurance Portability and Accountability Act (HIPAA).
 - Verbiage was added to the 5th bullet to include the language “and other Fire personnel.”
 - Verbiage was added to the 9th bullet to include the language “electronic patient care.”
- Revisions to Minimum Qualifications:
 - Removal of language that states “Minimum of one-year recent experience as an Emergency Medical Technician -I.”
 - Removal of language that states “Certified Emergency Medical Technician -I with CPR Certification.”
 - Language was updated to include “A valid state of California Emergency Medical Technician Certificate.”
 - Additional language was added to include: “A valid Health Care Provider CPR card or equivalent.”
 - Additional verbiage includes successful completion of Incident Command System 100 and 700 is required within six (6) months of appointment.

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- Knowledge Skills and Abilities heading was added to the classification specification.
- Knowledge Skills and Abilities:
 - Additional verbiage was added to include: Skill to safely and effectively operate an emergency vehicle; ability to handle a high volume of emergency calls with tact and good judgement; ability to lift and carry heavy objects, including moving and transporting patients.
 - Additional verbiage of 12 hour shift was included to the shift assignment.
- Staff has been in communication with the Fire Department, the Human Resources Department, and with the International Association of Machinists & Aerospace Workers (IAM) regarding the proposed Ambulance Operator classification. All parties have been notified that this request is on today's agenda. Both the Department of Human Resources and Civil Service Departments support the approval of the creation of the classification and adoption of the classification specification.
- A representative from the Fire Department will be present to respond to any questions from the Civil Service Commission.

Date: November 3, 2020

To: Civil Service Commission

From: Fred Verdugo, Acting Director of Human Resources



Subject: **CLASSIFICATION SPECIFICATION UPDATE – AMBULANCE OPERATOR**

Attached for your consideration is an update to the Ambulance Operator Classification Specification. The Fire Department identified a need to update the classification specification to maintain consistency with recent Civil Service job bulletins. Minor changes were made throughout the classification specification to modernize language. The requirement for one-year experience as an Emergency Technician I was replaced by a State of California Emergency Medical Technician Certificate. In addition, completion of two Incident Command System courses within the 6 months of appointment was added to the class specification.

Human Resources staff worked with Civil Service and the Fire department to complete the meet and confer process. Having completed the meet and confer obligation with the pertinent association, we are now requesting that the Commission adopt the Ambulance Operator classification specification changes as outlined for your review and approval.

Should you have any questions regarding this item, please contact Khristina Coston, Human Resources Officer at (562) 570-6440.

FV:KC:TH

Attachments

Ambulance Operator Specification.

cc: Dana Anderson, Acting Deputy Human Resources Director
Khristina Coston, Human Resources Officer

TITLE: **AMBULANCE OPERATOR**

DEFINITION: Under general supervision, provides basic medical care and transport of the ill and injured as an Emergency Medical Technician.

EXAMPLES OF DUTIES:

- Transports patients to hospitals or other emergency care facilities;
- Responds to emergency medical calls for service including fires, accidents and other emergencies;
- Operates an emergency vehicle to and from the scene of an emergency;
- Assists paramedics and other emergency medical personnel in providing emergency medical and health care;
- Monitors communications equipment to maintain contact with dispatchers and other fire personnel;
- Provides emergency medical care to the ill and injured within the scope of an Emergency Medical Technician;
- Transports patients to hospitals or other emergency care facilities;
- Assists receiving facility to obtain and record patients vital statistics and circumstances of emergency;
- Prepares electronic patient care reports for billing and other record keeping purposes;
- Operates within Federal, State, County, and City laws, regulations, and guidelines including the Health Insurance Portability and Accountability Act (HIPAA);
- Participates in training, public education, and station/equipment maintenance;
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Must be 18 years of age or older and High School graduate or equivalent
- A valid state of California Emergency Medical Technician Certificate;
- A valid Health Care Provider CPR card or equivalent;
- A valid California Motor Vehicle License;
- A valid California Ambulance Driver DMV Certification;
- Successful completion of Incident Command System 100 and 700 is required within six (6) months of appointment.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to safely and effectively operate an emergency vehicle;
- Ability to handle a high volume of emergency calls with tact and good judgement;
- Ability to lift and carry heavy objects, including moving and transporting patients;



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- Willingness to work any shift assignment including weekends, holidays, overtime, and 12 hour or 24-hour shifts.

HISTORY:

Established:	06/29/2005 ¹
Revised:	09/11/2020