



EMERGENCY MEDICAL SERVICES SPECIALIST

SCOPE OF WORK:

Work involves administering a variety of emergency medical services (EMS) programs serving a regional or statewide area.

DUTIES PERFORMED AT ALL LEVELS:

- Plan, develop, coordinate, promote, and evaluate programs designed to inform and/or instruct in the use of pre-hospital emergency medical services.
- Conduct testing of a variety of medical and non-medical pre-hospital emergency treatment equipment.
- Inspect services of EMS providers to ensure compliance with state and national standards.
- Provide and evaluate continuing education programs for EMS personnel to ensure continued eligibility as required for certification and/or licensure.
- Provide information to the general public regarding a variety of emergency techniques and preventive actions.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

EMERGENCY MEDICAL SERVICES SPECIALIST I

3425

GRADE H

LEVEL DEFINITION:

Positions at this level provide non-mandatory training programs or enhancement courses such as extrication procedures, CPR, and air flight crew emergency procedures.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Assist in administering a variety of programs by providing expertise in one or more types of equipment or procedures.
- Recommend changes to certification and recertification requirements.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED, certification as an Emergency Medical Technician (EMT) Basic by the National Registry of Emergency Medical Technicians, and one year of EMS work experience.

EMERGENCY MEDICAL SERVICES SPECIALIST II

3426

GRADE K

LEVEL DEFINITION:

Positions at this level provide oversight for all primary academic training programs for EMS providers such as EMT Basic, Intermediate, and Paramedic; and First Responder.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Develop and implement procedures for certification, recertification, and/or licensure of EMS personnel in accordance with state and national requirements; review and approve license applications; issue certification, recertification, and/or licensure.
- Serve as a resource to the Division Director who determines the need and methodology for providing pre-hospital emergency medical services within the state.
- Evaluate and approve training programs, curricula, and continuing education to ensure compliance with state and national standards/requirements; develop and conduct courses of instruction and testing in all phases of pre-hospital emergency techniques and related equipment usage; coordinate National Registry testing throughout the state.
- Investigate complaints against EMS personnel and agencies; report findings and provide recommendations to Division Director.
- Assist in the overall administration of the Emergency Medical Services Division; provide input to the strategic planning, budgeting, and resource management functions; serve in the absence of the Director.

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED, certification as a Paramedic by the National Registry of Emergency Medical Technicians, and three years of EMS work experience that included two years of EMS training experience.

Eff. Date: 7/75

Rev: 8/80 - Changed minimum qualifications

Rev: 1/91 - Changed minimum qualifications and grade

Reviewed: 3/97 - Rewritten in current format

ND Class Description
Emergency Medical Services Specialist

CLASS CODES: 3425
3426

Rev: 12/04 – Revised title, scope, duties, and minimum qualifications; added level definitions

Rev: 7/12 – Conversion to Hay System