Health and Human Services Enterprise

Position Description

TO: accessHR Classification Office

I. POSITION DATA:	
Position Number(s):	**00058270**
Functional Job Title:	**Director, Office of EMS/Trauma Systems Coordination**
Class Title:	**Director I**
Class Number:	**1620**
Salary Schedule/Group:	**B17**
FLSA Status:	**Exempt**
Work Location:	**Exchange, N-410**
HHSAS Department Name:	**HCQS/Office of EMS/Trauma Systems Coordination**
HHSAS Department ID Number:	**E34000**
Bureau/Facility/Division:	**Division for Regulatory Services**
Agency:	**Department of State Health Services**

II. IMMEDIATE SUPERVISOR OF POSITION:	
Supervisor's Name:	**Renee Clack**
Supervisor's Employee ID Number:	
Supervisor's Position Number:	**00058130**
Supervisor's Phone Number:	**512-834-6744**

III. GENERAL DESCRIPTION:

Brief Job Description:

Administers and provides daily oversight activities to direct the Office of EMS/Trauma Systems, including the establishment of policies and standards for the regulation of EMS individuals and firms, first responders, and education programs. Facilitates the development, implementation, and evaluation of regional EMS/Trauma Systems in twenty-two Trauma Service Areas, including designation of trauma facilities. Provides technical assistance through on-site visits, educational programs, and written communications. Awards EMS/Trauma Systems grants to Regional Advisory Councils, hospitals, EMS firms, First Responder Organizations, and EMS educational programs. Manages the Governors EMS and Trauma Advisory Council activities. Interprets federal and state laws and regulations and department policy and rules as they apply to service delivery. Develops and implements strategic plans, policies, and programs. Evaluates and monitors performance of twenty staff members. Establishes goals and objectives for the Office of EMS/Trauma Systems. Works under the general direction of the Health Care Quality Section Director. Works under limited supervision with moderate latitude for the use of initiative and independent judgement.

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Approved By:	
Date Approved:	

IV. ESSENTIAL JOB FUNCTIONS (EJF): List in order of importance the essential job functions. Following each EJF, indicate in parentheses ( ) the percentages of time spent. Percentages should be in increments of 5% and not exceed 100%.

Attends work on a regular and predictable schedule in accordance with agency leave policy and performs other duties as assigned.
(25%) Provides overall vision, leadership, and strategic direction for EMS and Trauma Systems development. Directs the overall planning, implementation, coordination, and evaluation of programs and policies to promote effective program administration and service delivery. Manages GETAC activities. (25%) Makes program management decisions impacting EMS regulation and Trauma Systems. Reviews and evaluates impact of proposed federal and state laws on EMS/Trauma in the state. (10%) Directs and assesses the evaluation of EMS/Trauma services and implements or recommends improvements. Implements customer service and organizational improvement principles, develops new approaches to effect change management in response to evolving needs of the department. (10%) Distributes grants to organizations and firms. (10%) Represents the department by making presentations, providing information and testimony, collaborating with advocacy associations/stakeholders, other state agencies, and federal partners. Responds to requests by legislators and other public officials. (5%) Ensures the regulations and standards established by the department are fair, equitable, and consistent with state and federal law. Provides technical assistance to individual licensees, EMS firms and trauma designated hospitals. (5%) Manages and develops staff through review of performance data, consultation, training and performance appraisal. Responsible for hiring and selection, assigning work, completing performance evaluations, recommending personnel disciplinary actions, and scheduling and approving leave. (5%) Designates trauma facilities that meet minimum standards. (5%) Assists in management of the Office of EMS/Trauma Systems Coordination Office budget, including providing input on budget development, staff allocations, and recommendations for effective and efficient use of resources.

	Total Time Spent:	**100%**

V. LICENSURE, CERTIFICATION, OR REGISTRATION REQUIRED:

List the licensure, certification, or registration required to perform this job:
None

VI. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

List the knowledge, skills, and abilities critical to performance in this position:

Skill in strategic planning, budget management, human resource management, contract management, and project management

Knowledge of the rule development process

Skill in communication and public speaking

Ability to think creatively and support creative thinking in others

Ability to establish goals and objectives

Ability to plan, assign, and evaluate the work of others

Ability to effectively motivate staff

Skill in managing multiple and competing priorities

Skill in identifying problems, evaluating alternatives, and implementing solutions

Ability to develop and implement effective customer service delivery systems

Knowledge of local, state, and federal laws relating to EMS\trauma systems programs

Knowledge of EMS/trauma systems principles and management techniques

Knowledge of EMS/trauma systems funding programs and processes

Knowledge of EMS/trauma systems program planning, administration, and implementation

Knowledge of trauma facility verification/designation; and the current standards regarding the appropriate clinical treatment of critical injury and emergency pediatric patients

Knowledge of hospital procedures including documentation

Skill in writing bill analyses and assisting in the development of fiscal notes

Skill in the use of the computer, including Windows, Explorer, Word, Access, Excel, Outlook and PowerPoint

Skill in working collaboratively and cooperatively with colleagues/agencies/providers/elected officials.

Skill in working with advisory committees, professional groups, and associations and coordinate activities amongst various state organizations involved in EMS\trauma systems

Ability to prepare concise reports

Ability to develop and evaluate policies and procedures.

Ability to provide leadership to state EMS advisory groups.

VII. ENVIRONMENTAL/HAZARD DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Place an 'X' after all work site and environmental conditions that apply to this job.

A. Working:

Travel (indicate % of time): **10**	Irregular hours. **X**
Indoors. **X**	Outdoors.
On ladders or scaffolding.	With sharp instruments.
With moving vehicles/objects. **X**	With hands in water.
Around machines with moving parts and objects.	With fire, boilers, or large hot stoves.
Other (specify):	

Place an 'X' after all work site and environmental conditions that apply to this job.

B. Exposure to:

Excessive heat.	Excessive cold.
Excessive humidity.	Excessive dampness.
Dry atmosphere.	Excessive noise.
Constant noise.	Dust/mites.
Fumes, smoke, or gases.	Grease, oils, and combustibles.
Acidic/caustic solutions.	Silica, asbestos, etc.
Cleaning supplies/abrasives and solvents (degreasing agents).	Pesticides.
Human blood, body fluids, tissue or wastes.	Animal blood, body fluids, tissue or wastes.
Biomedical waste.	Biological agents.
Electrical energy.	Radiant energy.
Vibration.	Other (specify):

VIII. PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

A. Enter the maximum number of pounds required in the next four blocks:

Lifting (indicate number of pounds):	Carrying (indicate number of pounds):
Pulling (indicate number of pounds):	Pushing (indicate number of pounds):

B. Place an 'X' after all physical demands required to perform the essential job functions.

Repeated bending.	Reaching above the shoulder.
Simple grasping.	Dual simultaneous grasping.
Finger/manual dexterity.**X**	Sitting.**X**
Standing.**X**	Walking.**X**
Crawling.	Twisting upper body.
Kneeling.	Stooping.
Climbing stairs.**X**	Climbing ladders.
Vision.**X**	Hearing.**X**
Other (specify):	Other (specify):