

**CLASS SPECIFICATION**  
**EMERGENCY MEDICAL SERVICES ADMINISTRATOR**

**PAY GRADE: 58**  
**CLASS CODE: 30003045**  
**EFFECTIVE: December 13, 2018**

**CLASSIFICATION SUMMARY**

Reports to a Fire Division Chief. Under general supervision, manages, develops, and implements policies and procedures related to the Infectious Disease, Occupational Health & Wellness, and Emergency Medical Services Continuous Quality Improvement programs.

Responsibilities include: managing diverse occupational health programs; conducting research and providing education; conducting analyses of clinical performance by Emergency Medical Technicians (EMTs) and Paramedics; coordinating occupational exposure healthcare; developing and evaluating programs for efficiency and effectiveness; providing other occupational health services referrals and information.

**DISTINGUISHING CHARACTERISTICS**

Emergency Medical Services (EMS) Administrator is a single-incumbent classification in the Portland Fire & Rescue Bureau.

EMS Administrator is distinguished from other classifications by the specific focus on control and management of occupational health and infectious disease protocols, policies, and procedures.

**ESSENTIAL FUNCTIONS**

The incumbent may perform a combination of some or all of the following duties, and performs related duties as assigned.

General Duties:

1. Develop, implement, and administer the Occupational Health and Wellness Program; maintain confidential records in accordance with Health Insurance Portability and Accountability Act (HIPAA) guidelines; develop and administer annual fitness assessments, physical agility testing, medical protocols, data collection, immunizations, and blood draws; coordinate hearing exams and mask fit testing; develop individualized fitness and strength programs.
2. Develop, implement, and administer the EMS Continuous Quality Improvement Program; conduct clinical research, develop benchmarks, evaluate outcomes and recommend procedure and protocol modifications.
3. Develop, implement, and administer the Infectious Disease Program; review, update, maintain, and ensure compliance of the Exposure Control Plan; establish and maintain policies and procedures in accordance with regulations.
4. Develop, implement, and deliver, or assist in delivery of, occupational health and wellness, emergency medical services and infectious disease program training and educational programs.
5. Provide management of exposures to communicable disease and hazardous materials; provide treatment, medication, lab draws, counseling, and/or refer employees for post-exposure care to healthcare institutions and providers.

6. Manage, implement, and oversee the Respirator Medical Exam Program and Mask Fit Program in accordance with federal and state health and safety regulations.
7. Serve as an expert program resource and develop, implement, and recommend EMS associated programs, policies, and procedures.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general direction and oversight by a Fire Division Chief.

This classification has no supervisory responsibilities, but leads and oversees volunteers and casual/seasonal employees.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Knowledge of federal standards, mandates, and regulations applicable to bloodborne and airborne pathogens, infectious diseases, employee respirator use, provision of emergency medical services, and occupational exposure testing, immunization, education, and management.
2. Knowledge of methods, policies, and procedures of post-exposure case management.
3. Knowledge of medical research analysis techniques.
4. Knowledge of principles, practices, methods, tools, and techniques of program, administrative, and organizational analysis and program, project, and budget planning, development, and management.
5. Proficiency in advanced cardiac life support, basic life support, first aid training, pulmonary function testing, audiometric testing, fitness testing, phlebotomy, and performing electrocardiograms (EKGs).
6. Ability to plan, coordinate and evaluate training programs for adult learners in an employment setting.
7. Ability to exercise independent judgment, problem-solve, and take initiative within established procedures and guidelines.
8. Ability to utilize City-specific technology and general office software.
9. Ability to communicate clearly, logically, and persuasively, both verbally and in writing; prepare clear, concise, and comprehensive reports, correspondence, and documents.
10. Ability to establish and maintain effective working relationships with Bureau/Office management and staff, representatives of other governmental agencies, the public, and others encountered in the course of work.
11. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.

### **MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** Bachelor of Science degree in Nursing from an accredited college or university;

AND

**Experience:** Five (5) years of progressively responsible experience in occupational health and/or infectious disease nursing, including experience in program administration.

### **Special Requirements and/or Qualifications:**

Oregon Registered Nurse License.

A valid state driver's license.

**Preferred Qualifications:**

Master's Degree in Nursing from an accredited college or university.

Public agency experience.

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: