



# CONTRA COSTA COUNTY

## HEALTH SERVICES DEPARTMENT

Personnel Services • 1320 Arnold Drive • Martinez, CA 94553-6537  
(925) 957 - 5240 • TTY or TDD (800) 735 - 2929  
24-hour Job Hotline (925) 335 - 1700  
[www.cchealth.org/jobs](http://www.cchealth.org/jobs)

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**FINAL FILING DATE: 9/2/2016**

**ORAL INTERVIEW: To Be Announced**

### EMERGENCY MEDICAL SERVICES PROGRAM COORDINATOR

**Monthly Salary Range: \$7,045 - \$8,563**

**Bargaining Unit: Local 21 - Non-Supervisory Management**

#### THE POSITION

The Contra Costa County Emergency Medical Services is recruiting for qualified individuals interested in the Emergency Medical Services Program Coordinator position to be assigned in Martinez, CA. The successful candidate will assist in the administration of the Emergency Medical Services (EMS) Program for the County, assure contract compliance by EMS providers and provide direction to staff members. The incumbent will also assist in coordinating the development of the County-wide emergency medical services plan, policies and procedures. Knowledge in the major components of the EMS system including public education, communications, response and transportation, data collection, EMS disaster planning, and emergency department/specialty center facilities, is essential.

Please visit this link <http://cchealth.org/ems> to learn more about the services in EMS.

***The Eligible List established from this recruitment will remain in effect for six months.***

#### MINIMUM QUALIFICATIONS

**License:** Possession of a valid California Motor Vehicle Operator's License. Out of State valid Motor Vehicle Operator's Licenses will be accepted during the application process.

**Education:** Possession of a Bachelor's degree from an accredited college or university with a major in business or public administration, health care administration, nursing or a closely related field.

**Experience:** Three (3) years of full-time experience, or its equivalent, in an administrative capacity in a health care agency or program, one year of which was in an emergency medical services system.

**Substitution:** Either (1) possession of a Master's degree from an accredited college or university with a major in one of the aforementioned fields may be substituted for one year of the required administrative experience; or (2) one additional year of qualifying general experience may be substituted for the required academic major. Additional qualifying experience in an administrative capacity in an emergency medical services system may be substituted for the required baccalaureate degree on a year-for-year basis up to a maximum of four (4) years.

**OTHER REQUIREMENTS:** A background investigation/fingerprint and/or physical exam may be required prior to the start of employment.

#### SELECTION PROCESS

- 1. Application Filing:** All applicants, including County employees, are to apply on-line at [www.cccounty.us/hr](http://www.cccounty.us/hr), and submit the required information as indicated on the job announcement by the final filing date listed above. All applicants must clearly demonstrate that they meet the minimum qualifications provided on the job announcement. Resumes may not be substituted for the official County application. **Paper, faxed, or late applications WILL NOT be accepted.** To view the typical tasks, knowledge, skills, and abilities associated with this position, please visit our website to see the detailed job description. Please see additional locations to apply on the reverse side of this announcement.
- 2. Application Evaluation:** Depending on the number of applications received, an Application Evaluation Board may be convened to evaluate and select the best-qualified candidates for invitation to the next phase of the examination.
- 3. Oral Interview:** An oral interview will be conducted by a Qualifications Appraisal Board in Martinez, CA. The Board will evaluate candidates in job-related areas. Candidates must receive a rating of at least 70 from a majority of the Board members to be ranked on the employment list. **(Weighted 100%)**

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

**OPEN: 8/22/2016 - AJL**

**Exam Number: VBHB-2016A**

### EMERGENCY MEDICAL SERVICES PROGRAM COORDINATOR

#### AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion (including religious dress and grooming practices), sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), national origin (including language restrictions), ethnicity, age (over 40), disability (including physical or mental disabilities, HIV, and AIDS), sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (including genetic characteristics, cancer, and a record or history of cancer), genetic information, military or veteran status.

# BENEFITS & APPLICANT INFO

## CONTRA COSTA COUNTY

Contra Costa County was incorporated in 1850 as one of the original 27 counties of the State of California. It is one of nine counties in the San Francisco-Oakland Bay Area and covers approximately 733 square miles. The County has one of the State's most heterogeneous populations, rich in ethnic, cultural and socioeconomic diversity. With a current population slightly in excess of 1,000,000, Contra Costa County is the ninth most populous county in California. The City of Martinez is the County seat of Contra Costa County and the location of the County's administrative offices.

Contra Costa County includes varied urban, suburban, industrial, agricultural and port areas and contains 19 incorporated cities. A large part of the County is served by the San Francisco Bay Area Rapid Transit District (BART) which has helped to enable significant residential and commercial development. Prestigious public and private academic institutions, including Stanford University, University of California at Berkeley, University of San Francisco, University of the Pacific, and various California State University campuses, are within driving distance from the County seat of Martinez.

Contra Costa County employs more than 9,000 individuals and provides a full range of services through 25 County Departments divided into service areas such as: Public Protection, General Government, Health and Human Services, Growth Management, Special Districts and Authorities. Our employees are what make Contra Costa County a great place to work and we invite your interest in joining our team!

## EMPLOYMENT INFORMATION

**WHO MAY APPLY:** Applicants must clearly demonstrate that they meet the minimum requirements provided on the front of the job announcement by submitting a complete employment application by the final filing date. The job announcement may require that a supplemental questionnaire be filed along with the employment application. The job announcement may also require the presentation of an official college transcript or copy of a license. United States citizenship is not required unless specifically listed under the minimum qualifications. Individuals offered employment by Contra Costa County will be required to show documentation as proof of identity and eligibility to work in the United States as a condition of employment.

**HOW TO APPLY:** All applicants, including County employees, are to apply on-line at [www.cccounty.us/hr](http://www.cccounty.us/hr) and submit the required information as indicated on the job announcement. Resumes are encouraged but may not be substituted for the official application. It is the applicant's responsibility to meet final filing deadlines noted on the job announcement and late applications will be disqualified. If you do not have access to a personal computer, you can apply on-line at any of the 26 community libraries located throughout Contra Costa County. To access community library locations and hours of operation, or to reserve a computer with a library card, please contact the Contra Costa County Library at 1(800) 984-4636 or <http://libonline.ccclib.org/mainpageNew.htm>, or the Richmond Public Library at 1(510) 620-6561.

**REASONABLE ACCOMMODATIONS:** Contra Costa County is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). Contra Costa County requires applicants to provide supporting documentation to substantiate a request for reasonable accommodation. In order to qualify for a reasonable accommodation, applicants must have a disability/medical condition pursuant to the ADA, FEHA or other applicable statute. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process may contact the Human Resources Department prior to the final filing date. The California Relay Service (CRS) is available for individuals with hearing and/or speech impairments. To relay a message from a Text Telephone (TTY) or Telecommunications Device for the Deaf (TDD), please call 711 or 1(800)735-2929.

**VETERANS' PREFERENCE CREDITS:** Veterans participating in open examinations who have received an honorable discharge and/or are disabled may be allowed an additional 5% of their total earned score (provided the exam is otherwise successfully completed). To obtain this credit, veterans must provide a DD214, which indicates honorable discharge, and if applicable, proof of disability, with each application before the final filing date.

**SENIORITY CREDITS:** Employees participating in promotional examinations for represented classifications may be allowed up to an additional 5% of their total earned score (provided the exam is otherwise successfully completed).

**HIRING PROCEDURES:** Appointment to positions in the Merit System shall be by competitive examination. The Human Resources Department is responsible for administering and coordinating recruitment, developing examinations, administering and scoring examinations, and generating eligible lists for use by hiring departments throughout the County.

**PRE-EMPLOYMENT PROCESS:** Candidates under final consideration for employment with the County may be required to undergo an employment background / reference check that may include, but is not limited to: employment history, confirmation of educational credentials and degrees, licenses including driver's license, registrations, certificates, and other credentials as part of the appointment process. Some positions, depending on the nature of the work, may require a criminal background investigation, including fingerprinting, a credit check, and a pre-employment physical exam, including a drug/alcohol test.

## EMPLOYEE BENEFITS

**BENEFITS:** Contra Costa County offers a wide range of competitive benefit options to meet the needs of our diverse workforce and their families. These benefits include but are not limited to:

### For your Health & Welfare Benefits:

- Medical – HMO & PPO Insurance
- Dental – PPO & DHMO Insurance
- Basic Life Insurance
- Supplemental Life Insurance (with optional dependent coverage)
- Health Care Spending Account
- Dependent Care Assistance Program
- Long Term Care Insurance
- Employee Assistance Program

### For your Financial Future:

- Short-term Disability Insurance
- Long-Term Disability Insurance
- Retirement Plan – (Defined Benefit Pension Plan and Social Security)
- Deferred Compensation Plan
- Contra Costa Federal Credit Union

### For your Work/Life Balance:

- Paid Holidays
- Vacation Accrual
- Sick Leave Accrual
- Management Paid Leave
- Employee Assistance Program
- Drug/Smoke Free Workplace

This information is intended to provide a general summary of benefits available to employees, is subject to change, and is not legally binding. Eligibility is determined by Contra Costa County and offerings may vary by Memoranda of Understanding (MOU) between the County and the employee organization/union representing the employee's job classification or Management Resolutions.

CONTRA COSTA COUNTY  
HUMAN RESOURCES DEPARTMENT  
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