



## **Job Class: State Program Administrator, Principal**

### **Working Title: EMS Specialist**

Job ID 30622

**Who May Apply:** Open to all qualified job seekers

**Date Posted:** 02/22/2019

**Closing Date:** 03/18/2019

**Hiring Agency/Seniority Unit:** Minnesota Emergency Medical Services Regulatory Board/MAPE

**Work Shift:** Days

**Work Hours:** 8:00 a.m. to 4:30 p.m.

**Days of Work:** Monday - Friday

**Travel Required:** Yes, up to 30 percent

**Salary Range:** \$26.30 to \$38.75 hourly/\$54,914 to \$80,910 annually

**Classified Status:** Classified

**Connect 700 Program Eligible:** Yes

**This posting will be used to fill two (2) positions.**

### **Job Summary**

The Emergency Medical Services (EMS) Specialist serves as a key and collaborative member of a team that protects the public's health and safety with regard to EMS in Minnesota. The Minnesota Emergency Medical Services Regulatory Board is located in Minneapolis, Minnesota, and the position will be based at the Minneapolis office. This position will have assigned EMS agencies and regions throughout the state; intra-state travel is required, and a state vehicle is provided. Sporadic out-of-state travel may be required but on a very limited basis. Approximately 30 percent of the position is spent traveling.

The purpose of this position is to ensure that a comprehensive emergency medical service (EMS) delivery system exists in Minnesota. The person in this position will:

- Engage EMS agencies and EMS regions throughout the State to determine capabilities and gaps associated with prehospital care and delivery;
- Work in collaboration with system stakeholders to develop and coordinate system improvement based upon data-driven initiatives;
- Provide technical assistance to licensed ambulance services, medical response units, EMS education programs, EMS personnel, and public safety and public health agencies throughout the state;
- Conduct EMS standards regulatory, compliance, and professional activities including ambulance inspections and audits, EMS data analysis, education program audits, and National Registry examination audits;
- Work closely with local, regional, and state government agencies with the planning, executing, and evaluating, local disaster exercises and responses;
- Execute the agency's responsibilities relating to state and regional EMS activities as part of the State Emergency Management Plan in conjunction with the Department of Public Safety Division of Homeland Security and Emergency Management;

- Assists the EMSRB Investigator with EMS subject matter expertise and background; and
- Conduct basic qualitative and quantitative EMS research as assigned.

Responsibilities for this position include, but are not limited to:

- Provide prehospital care technical assistance to EMS agencies in urban, suburban, and rural parts of Minnesota to ensure a sustainable and functioning EMS system and to ensure that qualified and properly-equipped EMS personnel are available to respond to the emergency medical needs of the public.
- Perform EMS-related problem-solving duties that impact and enhance EMS system improvement.
- Engage in compliance and technical assistance activities regarding EMS education programs.
- Provide resource coordination and implementation of emergency management planning and disaster exercises at local, regional and statewide levels. Work collaboratively to coordinate statewide EMS resources in response to nuclear power plant emergencies and other human-caused or natural disasters.
- Manage ambulance license and medical response unit application process to assure compliance with internal procedures and with applicable statutes and rules.

## Minimum Qualifications

**\*\* To facilitate proper crediting, please ensure that your resume clearly describes your experience and education as described in the minimum and preferred qualifications.**

- Seven (7) or more years of dedicated experience in Emergency Medical Services such as an ambulance EMT or paramedic, hospital EMT or paramedic, military EMT or paramedic, firefighter, peace officer, or rescue squad/medical response unit member. A Bachelor's degree or higher in a field related to the work of this position may substitute for up to two (2) years of this experience.
- Current Emergency Medical Technician (or higher) certification at the Minnesota or National Registry level.
- Knowledge of Emergency Medical Services operations and pre-hospital care service delivery models.

## Preferred Qualifications

- Bachelor's degree or higher in a health-related field, science, technology, communications, business, administration, public safety, or a field related to the work of this position.
- Paramedic certification at the Minnesota or National Registry level.
- EMS or public safety leadership or management experience (e.g., ambulance service director, manager, or supervisor; fire department supervisory role; law enforcement supervisory role).
- Certification as an Emergency Manager.
- Experience with rural EMS.
- Ability to work effectively both independently and as part of an interdisciplinary team with colleagues of diverse backgrounds.
- Proficient customer service skills to provide prompt, courteous and accurate information to customers in person, on the phone, through e-mail, and other written correspondence.
- Oral and written communication skills sufficient to compose clear, concise, error-free, and understandable documents and narratives, spreadsheets, and presentations for a variety of audiences.
- Skill in word processing, spreadsheet, and presentation software sufficient to create professional and error-free correspondence and other documents.
- Proficiency in Microsoft applications
- Knowledge of the structure and organization of local and state government.
- Ability to establish and maintain positive working relationships with a variety of organizations and individuals.

## Physical Requirements

Requires occasionally lifting such articles as files or emergency medical equipment. Even though the weights being lifted may only be a negligible amount, this job may require walking or standing to a significant degree or may involve sitting most of the time, with a degree of lifting or pushing items.

## Additional Requirements

**To facilitate proper crediting, please ensure that your resume clearly describes your experience in the areas listed and indicates the beginning and ending month and year for each job held.**

It is our policy that candidates submit to a background investigation prior to employment. The background check may consist of the following components: criminal history check (a criminal conviction will not automatically remove a candidate from consideration); employment reference check; education verification check; SEMA4 records check, and a driver's license records check.

## Why Work For Us

This is a rare opportunity for an exceptional professional to protect the public's health and safety. The work will be interesting, challenging, and rewarding.

**GREAT BENEFITS PACKAGE!** The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

## How to Apply

Click "Apply" at the bottom of this page. If you are unable to apply online, please contact the job information line at 651.259.3637.

For additional information about the application process, go to <http://www.mn.gov/careers>  
For additional information about the position, **including the position description**, go to <https://mn.gov/emsrb/about/jobpostings/>

## Contact

If you have questions about the position, contact Jodie Segelstrom 651.259.3768 or [jodie.segelstrom@state.mn.us](mailto:jodie.segelstrom@state.mn.us)

If you are a Connect 700 applicant, please email your certificate to Jodie Segelstrom at [Jodie.segelstrom@state.mn.us](mailto:Jodie.segelstrom@state.mn.us) by the position close date.

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### AN EQUAL OPPORTUNITY EMPLOYER

*The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.*

*We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651.259.3637 or email [careers@state.mn.us](mailto:careers@state.mn.us). Please indicate what assistance you need.*