



Office of the City Manager

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CONSENT CALENDAR
January 18, 2022

To: Honorable Mayor and Members of the City Council
From: Dee Williams-Ridley, City Manager
Submitted by: Don Ellison, Interim Director of Human Resources
Subject: Revise Classification and Salary: Emergency Medical Services Quality Improvement & Education Coordinator

RECOMMENDATION

Adopt a Resolution to revise the represented classification of Emergency Medical Services Quality Improvement & Education Coordinator with a monthly salary range of \$12,273.73 to \$14,000.13.

FISCAL IMPACTS OF RECOMMENDATION

The total cost for each position is \$284,676 and will be funded by Measure FF.

CURRENT SITUATION AND ITS EFFECTS

The Personnel Board discussed and voted to send this classification to the City Council for approval at its December 20, 2021 meeting (Vote: Ayes: Bartlow, Dixon, Lacey, Wenk Noes: None Abstains: None Absent: Gilbert, Karpinski, Wilson).

Establishing this classification advances our goal to be a customer-focused organization that provides excellent, timely, easily-accessible service and information to the community and attract and retain a talented and diverse City government workforce.

BACKGROUND

With the passage of Measure FF in November of 2020 and some complimentary internal reconfigurations, the Fire Department (Department) will be redesigning the way it provides emergency medical service to the community. This will include providing a higher level of retrospective call audits and employee education, and replacing the firefighter/paramedics that currently staff the City's ambulances with single function EMTs and Paramedics. The Department will also be deploying additional ambulances, some staffed at the basic life support (EMT) level with EMTs, which are more appropriate resource for low acuity calls.

This classification will manage the Departments Continuous Quality Improvement (CQI) program to include providing a higher level of retrospective call audits, data analysis and employee education. To recruit the right person for this critical job, the Department formed a labor management committee to research effective CQI programs throughout

the State. The proposed modifications to this Classification include re-naming to Fire Department EMS Coordinator and modifications to the characteristics, duties, knowledge, abilities, minimum qualifications and pay that align it with comparable classifications in other jurisdictions.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects or opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

It has been the policy of the City to create the necessary classification and salary schedule to accommodate new duties and responsibilities, reflect programmatic changes, maintain competitive salaries and, when applicable, comply with regulatory requirements.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Donald E. Ellison, Human Resources, (510) 981-6800

Attachments:

- 1: Resolution
- 2: Class Specification – Emergency Medical Services Quality Improvement & Education Coordinator
- 3: Fire organizational chart

RESOLUTION NO. ##,###-N.S.

CLASSIFICATION: EMERGENCY MEDICAL SERVICES QUALITY IMPROVEMENT & EDUCATION COORDINATOR (EMT)

WHEREAS, the Human Resources Department maintains the Classification and Compensation plan for the City of Berkeley; and

WHEREAS, the Fire Department has requested the Human Resources Department revise the classification of Emergency Medical Services Quality Improvement & Education Coordinator; and

WHEREAS, the Fire Department and Human Resources Department have completed a classification review; and

WHEREAS, the Personnel Board recommended on December 20, 2021 to revise the classification of Emergency Medical Services Quality Improvement & Education Coordinator, represented by IAFF Local 1227, with a monthly salary range of \$12,273.73 to \$14,000.13.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Resolution No. 69,995-N.S., Classification and Salary Resolution for IAFF, is amended to revise the classification of Emergency Medical Services Quality Improvement & Education Coordinator with a monthly salary range of \$12,273.73 to \$14,000.13, and a salary step schedule that will be subject to bargaining, effective January 18, 2022.

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Attachment 2

**EMERGENCY MEDICAL SERVICES QUALITY IMPROVEMENT & EDUCATION
COORDINATOR**

DEFINITION

Under supervision of an Assistant Fire Chief in charge of Emergency Medical Services (EMS), advises fire department personnel on training and pre-hospital medical services, and participates in the emergency medical response pre-hospital care program; performs related work as assigned.

CLASS CHARACTERISTICS

This non-sworn classification is responsible for overseeing the fire departments and fire/ems dispatch quality assurance (QA) and quality improvement program. This classification works to ensure the department meets the requirements set forth by federal law, state law and the Alameda County Emergency Medical Services District for response to medical emergencies. This classification will coordinate services with relevant stakeholders to; provide case review and training to the department's personnel; analyze statistics and related data, oversees adherence of federal, state, local and city regulations for the department's narcotic program, and works closely with the department's personnel to provide a system of total quality management.

EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Plans, organizes and administers a training program for personnel to maintain paramedic, Emergency Medical Technician including Cardiopulmonary Resuscitation (CPR) training in accordance with the Alameda County Emergency Medical Services District and the State of California Emergency Medical statues; and ongoing and current issues with prehospital medicine;
2. Routes specific issues to appropriate supervisors, tracks broad issues to inform department training;
3. Represents the fire department while following up on significant EMS incidents and evaluates EMS complaints and concerns;

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4. Coordinates continuing education, which includes curriculum development, written and practical examinations, and development and maintenance of course completion and certification records;
5. Develops and coordinates training and system delivery programs to improve individual and departmental response capabilities;
6. Coordinates and evaluates retrospective data in order to provide statistical information required to identify and accomplish the goals of the fire department as they relate to EMS;
7. Coordinates activities with the Alameda County Emergency Medical Services District, its related committees and commissions, as well as other area medical services and the State Fire Service;
8. Participates in peer QI process;
9. May be required to provide vaccinations;
10. Develop reports, policies and procedures consistent with local, state and federal regulations;
11. Function as the departments Designated Infection Control Officer and oversees the infection control program under the supervision of a chief officer;
12. Coordinates related pilot programs the department undertakes; and
13. Performs related duties as assigned.

Knowledge and Abilities:

Note: The level and scope of the knowledge, skills and abilities listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Working knowledge of the fire department's roles and responsibilities as they relate to pre-hospital Basic Life Support and Advanced Life Support;
2. The legal environment that surrounds emergency medical services;
3. Emergency medical program management, training methodology and techniques;
4. Practices and techniques of case review, quality assurance systems review and data collection and analysis; and
5. Role that EMS plays in the fire service to include what the fire service role has been in the past, what it is now, and where it is going.

Skill in and ability to:

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1. Plan, organize and conduct an EMS training and quality assurance plan;
2. Develop and maintain a cooperative working relationship with a variety of agencies, boards and commissions; and
3. Develop and implement program policies and procedures and to oversee, coordinate and teach continuing education and certification classes
4. Word processing, database, project management and spreadsheet software such as accounting, calendaring, referral and project management systems, and the use of personal computing equipment; and
5. Basic business controls, budget methods, business ethics, basic arithmetic and data review and reconciliation techniques.
6. Understanding of ICS and ability to fill ICS positions

MINIMUM QUALIFICATIONS:

AT TIME OF APPLICATION:

- A Bachelors degree,
- Four (4) years of clinical experience within the emergency medical field;
- Must have a paramedic certification or higher level of medical license;
- Must have a Basic Life Support (BLS - C) Instructor Certificate;
- Must maintain date certifications for Advanced Cardiac Life Support (ACLS); Pediatric Advanced Life Support (PALS) or Pediatric Education for Pre-hospital Professionals (PEPP); Pre-Hospital Trauma Life Support (PHTLS) or Basic Trauma Life Support (BTLS) or their equivalents as determined by the Alameda County Emergency Medical Services District;

OTHER REQUIREMENTS

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, maintenance of a valid California driver's license and satisfactory driving record is required.

It is highly desirable that candidates have experience in, or substantial knowledge of 911 dispatch quality assurance programing, experience in providing EMS continuing education and training to adult learners, and have management experience of a pre-hospital care Quality Assurance Program.

CLASSIFICATION HISTORY

January 18, 2022

Title: Emergency Medical Services Quality Improvement & Education Coordinator
Classification Code: 2094
Revised: December 20, 2021
Established: October 9, 2008
FLSA Status: Non-Exempt
Admin Leave / Overtime: Overtime
Representation Unit: Public Employees Union, Local One
Probationary Period: 1 Year
Workers' Comp Code: TBD

Attachment 3

Berkeley Fire Department, December 2021

