

NORTH COUNTY FIRE PROTECTION DISTRICT

www.ncfire.org

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MEDICAL SERVICES OFFICER OPEN RECRUITMENT

| | |
|------------------------|---|
| DATE OPENED | July 3, 2019 |
| FILING DEADLINE | Friday, July 19, 2019 by 4:00 pm |
| BASE SALARY | \$100,359.00 - \$113,479.00 |
| EMPLOYMENT TYPE | Full-Time |
| WORK LOCATION | North County Fire Administrative Offices – Fallbrook |
| TEST DATE: | Tentative – Week of July 29th 2019 |

POSITION:

The North County Fire Protection District is accepting applications from qualified candidates for the position of Medical Services Officer (MSO). This assignment is a full-time work classification and will work under the direct supervision of a Division Chief. The position is hourly, non-exempt as defined by applicable labor law and is classified as a "Miscellaneous Employee" as it pertains to CalPERS retirement benefits. The MSO will provide administrative assistance to the organization in the ongoing development of the district's delivery of emergency medical services. Typical duties may include; conduct training of fire and community personnel in emergency services and emergency medical techniques, evaluate paramedic and EMT medical care through direct observation and review of medical reports and recordings, conduct research and prepare administrative reports, evaluate public health needs, exercise functional supervision over the work of emergency services personnel, understand AED and CPR programs, operate computers and appropriate software in the preparation of reports, spreadsheets, presentations and to access databases, understand and carry out written and oral instructions, keep accurate and detailed records, establish and maintain effective relationships with other officials, employees, community organizations, EMS providers and the public in the course of work.

HOURS OF WORK:

The Medical Services Officer works either a standard 40-workweek or alternative workweek schedule (as outlined in the Non-Safety MOU) based on District needs and as approved by the Fire Chief.



PROUDLY SERVING THE COMMUNITIES OF FALLBROOK, BONSALE AND RAINBOW

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Rest break periods are provided in accordance with California law.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Understands and follows District Policy and Procedures;
- Assists in the implementation of operational policies and procedures for EMS and other emergency programs
- Assists department staff in interpreting and ensuring compliance with EMS policies, procedures and protocols.
- Handles related administrative issues; and develops criteria on which to evaluate personnel needs and operational effectiveness.
- Monitors EMS program operations and personnel for compliance with legal requirements; determines training requirements for emergency programs and; provides and coordinates training to all District employees on emergency medical services related topics.
- Responds to emergency incidents in fire apparatus, paramedic ambulances, and/or in Department staff vehicle in order to evaluate emergency medical service delivery by EMT and Paramedic personnel.
- Conducts special studies, analysis and investigations of emergency medical performance quality improvement and emergency medical dispatch issues; prepares reports; and gathers a variety of statistical data, prepares and submits required reports to appropriate agencies.
- Functions as the continuous quality improvement (CQI) manager and reviews and assists in the resolution of emergency medical performance issues.
- Assists in the development and implementation of short and long-term goals for the EMS and other programs; maintains other records for the Emergency Management Program.
- May represent the District regarding emergency medical services and emergency management issues with local, state and federal agencies.
- Functions as the Department's "designated officer" in matters pertaining to infectious disease exposure reporting as well as administration of the Department's infection control plan.
- The position will be the designated HIPAA Compliance Officer.
- Works in collaboration with other health related community stakeholders in the development and monitoring of community-based programs.

See the job description for this position for a complete listing of all duties, skills and essential job functions.

MINIMUM REQUIREMENTS:

1. EXPERIENCE

- 1.1. A minimum five (5) years of experience performed as a Registered Nurse, Mobile Intensive Care Nurse, or Emergency Medical Technician-Paramedic (EMT-P) with a minimum of 3 years of experience in pre-hospital care within the last 5 years.
- 1.2. Have instructed EMS and fire personnel at the college and community outreach level, participated in instruction and implementation of paramedic preceptor and intern programs, developed and maintained medical skills evaluation components of an ALS delivery system is highly desirable.
- 1.3. Knowledge of: This position requires an individual who can operate within the allied health care field and work within local, State and Federal laws and regulations to apply the knowledge of principles, practices and procedures of an Emergency Medical Services program, including an Advanced Life Support program, pre-hospital care system, emergency, allied health care, EMS Continuous Quality Improvement (CQI), patient health information relating to HIPAA, adult

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teaching principles and group training methods, disaster preparedness practices and programs as well as principles and practices of effective customer service.

2. EDUCATIONAL REQUIREMENTS

- 2.1. An Associate's Degree in Fire Science, Emergency Medicine, Nursing, Business, Management, or other major course of study directly applicable to the roles and responsibilities is required
- 2.2. A Bachelor's Degree or Master's Degree or other advanced course of study such as graduation from the Executive Fire Officer Program at the National Fire Academy or the Harvard Fellowship in Local Government Leadership is desirable

3. REQUIRED LICENSES AND CERTIFICATIONS

- 3.1. Must have and maintain a valid Class "C" California Driver's License. Must be insurable and maintain this status with the District's all-risk insurance carrier
- 3.2. Be currently licensed as a Physician, Registered Nurse or EMT-Paramedic or Physician Assistant in the State of California
- 3.3. Must possess ACLS certification and CPR Healthcare provider certification and must be able to obtain and maintain ACLS and CPR Healthcare provider Instructor certification.
- 3.4. Must be eligible to obtain and maintain status as an approved provider of ALS and BLS Continuing Education in San Diego County (S-306). Must have successfully completed either of the following courses of study (in order to be recognized as a CE provider):

3.4.1: Baccalaureate degree in Nursing, Education or other health sciences field; or

3.4.2: The California State Fire Marshal's Master Instructor Program; or

3.4.3: "Techniques of Teaching" (California State University system or equivalent-60 hours), plus four semester units of upper division elective credit in educational materials, methods and curriculum development (or equivalent).

GENERAL KNOWLEDGE AND EXPERIENCE:

THIS POSITION REQUIRES GENERAL KNOWLEDGE AND EXPERIENCE WITH:

- Principles and practices of effective employee supervision, training, work evaluation and discipline;
- Administrative practices including planning and budget needs;
- Time management and leadership principles;
- Monitoring relevant expenditures and compliance with purchase and requisition processes;

THE POSITION REQUIRES THE ABILITY TO:

- Comprehend and follow specific instructions, policies and procedures;
- Perform simple and repetitive tasks, or short cycle work;
- Maintain a work pace appropriate to a given work load;
- Relate to other people beyond giving and receiving instructions;
- Influence people;
- Perform complex or varied tasks;
- Make generalizations, evaluations or decisions without immediate supervision;
- Accept and carry out responsibility for direction, control and planning.

PHYSICAL REQUIREMENTS:

Maintain physical condition, endurance and agility appropriate to the performance of assigned duties and responsibilities. See Medical Services Officer job description for a complete list of requirements.

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SPECIAL REQUIREMENTS:

- Candidates may be subject to a background check.
- Candidates must have the ability to pass a medical examination.
- District employees are required to remain a non-smoker throughout employment and are required to sign an agreement to that effect.
- Employees are required to successfully complete a one-year probationary period.

BENEFITS OF EMPLOYMENT:

RETIREMENT: Full-time employees will be added to the CalPERS system upon assignment. Employees are responsible for paying the full "employee rate" for their membership class.

Retirement benefits provided by the Public Employees' Retirement System (PERS) for either "CLASSIC" employees or "NEW" employees, as defined by the California Pension Act of 2013.

- CLASSIC employees with 2.7% at age 55 formula for Miscellaneous employees. Employees with this classification are responsible for their 8% contribution.
- A "NEW" employee is defined as: A new hire who becomes a CalPERS member for the first time on or after January 1, 2013, and who has no prior membership in any other California Public retirement system, or who is not reciprocal with another California public retirement system; A new hire who is brought into the CalPERS membership for the first time on or after January 1, 2013, and who is not eligible for reciprocity with another California public retirement system; or An established member prior to January 1, 2013, who is hired by a different CalPERS employer after January 1, 2013, after a break in service greater than six months. The District provides retirement benefits described in California Government Code, Section 7522.25, known commonly as 2.0% at 62. Final compensation will be based on the highest annual average compensation earnable during the three consecutive years of employment immediately preceding the effective date of his/her retirement.
- A "NEW" employee shall pay the higher of six and a half percent (6.5%) or one-half the total normal cost [up to a maximum of twelve percent (12%)] as determined by CalPERS, as their employee retirement contribution.

HEALTH INSURANCE: Cafeteria-style benefit plan including dental insurance, vision care, life insurance and health insurance. The District pays an amount equal to 90% of the current Blue Shield HMO premium for the EMPLOYEE'S designated coverage. Employees may waive District sponsored healthcare and receive an incentive of 50% of the of the current premium for the employee's applicable benefit tier if they can provide evidence of healthcare coverage. All monies will be contributed on the employee's behalf to the Post-Retirement Medical Benefit Trust.

SICK LEAVE: 144 hours per year, accrual in excess of 540 hours after 5 years of service is paid into an individual account in the post-retirement medical benefit trust June 30th each year.

ANNUAL LEAVE: Starts at 84 hours per year, increases based on years of service to a maximum of 168 hours per year. Accrual in excess of 600 hours is paid July 15th, each year into the employee's Post-Retirement Medical Benefit Trust.

UNIFORMS: The District provides all required uniforms, required safety clothing and gear.

TUITION REIMBURSEMENT: The District will reimburse tuition and book costs for courses approved by the Fire Chief, consistent with the parameters outlined in the Non-Safety Memorandum of Understanding.

DEFERRED COMPENSATION PROGRAM: District employees may elect to contribute by payroll deduction into Deferred Compensation Programs.

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LONG TERM DISABILITY: The District offers an LTD plan to each employee; District employees are responsible for plan contributions.

POST RETIREMENT HEALTH BENEFIT: Participation in the employee held Post-Retirement Medical Trust is mandatory.

ABOUT THE DEPARTMENT:

The North County Fire Protection District is located in the northern part of San Diego County bordered by Oceanside, Vista, Camp Pendleton and Riverside County. Formed in 1986 as a result of a merger between the Fallbrook and Rainbow Fire Protection Districts, it serves a mostly residential population of approximately 50,500, covering approximately 92 square miles. The communities it serves are rural in character, comprised primarily of single-family residences intermixed with avocado and citrus groves, some light to medium commercial/industrial occupancies and several large multi-unit apartment and condominium projects.

The District maintains five full-time fire stations and one volunteer fire station. It currently operates five Medic-Engine Companies, three ALS Ambulances and three Wildland Engines that responded to 5,000 calls for service in 2015. Stephen Abbott is the District's Fire Chief/CEO and the District is comprised of: one Deputy Chief, two Division Chiefs, three Battalion Chiefs, three Fire Prevention Specialists, fifteen Fire Captains, fifteen Engineers, twenty Firefighter/Paramedics, one Executive Assistant/Board Secretary, one Administrative Specialist, two Finance Specialists, two Mechanics and approximately twelve Reserve Firefighters.

HOW TO APPLY:

Interested applicants must submit a complete application packet to Human Resources no later than 4:00 p.m. on Friday, July 19, 2019. Incomplete applications will not be considered.

The NCFPD application is accessible here: [NCFPD Employment Application](#) or 330 South Main Ave. Fallbrook CA 92028-2938 in Human Resources. Completed application packets must be submitted to: North County Fire Protection District, Human Resources – 330 S. Main Avenue, Fallbrook, CA 92028-2938.

The following documents must be included in the application packet:

- NCFPD Application for Employment
- Resume
- Current Driver's License
- ACLS/CPR Provider Cards
- Current Medical Certification (EMT-P, RN License, etc.)

TEST PROCESS:

COMPONENTS:

- Review of credentials/application materials. Candidates determined as best qualified will move on to the next stage in the selection procedure.
- The testing process may consist of a written pre-assignment, structured oral interview panel and a Fire Chief/CEO interview.

Test Dates: Tentatively scheduled for week of July 29th, 2019.

In order to successfully pass the evaluation process, a candidate must successfully pass **each** component of the exam; a combined total score that comprises a passing grade is unacceptable if **any** portion of the exam was not successfully passed. Regardless of the classification/category of the employee, there will be no retesting of any portion of the examination for which a passing grade is not received. Candidates who successfully pass will be put on an eligibility list for one year, with the option of a one-year extension as determined by the Fire Chief.

SELECTION PROCEDURE:

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This job announcement is to fill one vacancy.

Should there be an insufficient number of qualified applicants, the District reserves the right to extend the final filing deadline and/or modify application requirements. The provisions of this announcement do not constitute, express or imply a contract. Any of the provisions contained in this announcement may be modified or revoked without notice.

**All material received in this application and testing process
will remain confidential until a conditional offer of employment is
made to the successful candidate.**

The North County Fire Protection District is an Equal Opportunity Employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, political or religious affiliation, veteran's status, sexual orientation, gender identity or gender expression, or other functional limitation as defined in the Americans with Disabilities Act except where a bona fide occupational qualification(s) so dictates.

DISCLAIMER: The provisions of this job announcement do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. Tests may consist of any combination of written, oral or other exercises or assessment procedures that test content. The District may, without notice, change or eliminate any particular assessment component or combination of components as needs dictate.

NORTH COUNTY FIRE PROTECTION DISTRICT IS
AN EQUAL OPPORTUNITY EMPLOYER.
Women and minorities are encouraged to apply.