

CITY OF EL PASO, TEXAS
DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)

DEPARTMENT: Human Resources

AGENDA DATE: 05/19/09

CONTACT PERSON/PHONE: Human Resources, Linda Ball Thomas, (915) 541-4509

DISTRICT(S) AFFECTED: City Wide

SUBJECT:

APPROVE: Resolution for the creation of the proposed Job Specifications for **Certified Fire-Paramedic Trainee**

BACKGROUND / DISCUSSION:

The creation of the proposed job class for **Certified Fire-Paramedic Trainee** was requested by the Fire Chief to implement strategic and operational efficiencies. No current specification adequately describes the nature, scope and level of the assignments and requirements for this position.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

Budgeted for FY2010

BOARD / COMMISSION ACTION:

Per Civil Service Commission approval on 5/14/09

*******REQUIRED AUTHORIZATION*******

LEGAL: (if required) _____

FINANCE: (if required) _____

OTHER: _____

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

RESOLUTION

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That the Classification and Compensation Plan shall be amended, as recommended by the Civil Service Commission. The class of **CERTIFIED FIRE-PARAMEDIC TRAINEE** is hereby created as specified in the duties and responsibilities attached hereto. The Code is **19070**. The Grade is **GS 52**.

PASSED AND APPROVED this _____ day of _____ 2009

THE CITY OF EL PASO

John F. Cook
Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:

APPROVED AS TO CONTENT:

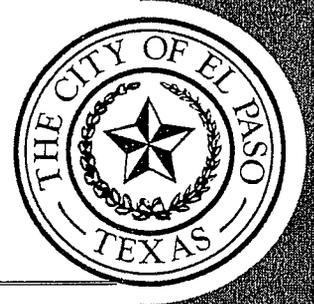
John R. Batoon
Assistant City Attorney

Linda Ball Thomas
Human Resources Director

APPROVED BY THE CIVIL
SERVICE COMMISSION:

Date: May 14, 2009

By: _____
Secretary



HUMAN RESOURCES DEPARTMENT

TO: Civil Service Commission
FROM: Linda Ball Thomas, Human Resources Director *[Signature]*
DATE: May 8, 2009
SUBJECT: Proposed Changes to the Classification and Compensation Plan: New Job Specifications

The Human Resources Department requests that the Civil Service Commission recommend the following change to the City Council for acceptance and approval. See attached proposed job specification.

<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>
PROPOSED Certified Fire-Paramedic Trainee	19070	GS 52

The creation of the proposed job class was requested by the Fire Chief to implement strategic and operational efficiencies. No current specifications adequately describe the nature, scope and level of the assignments and requirements for this position.

The proposed job specification was written in the standard style and format and was reviewed by the Fire Chief and the Human Resources Director. The City's current methodology for evaluating jobs was then applied. The recommended grade shown above establishes an externally competitive as well as equitable relationship with respect to other City job classes.

This recommendation is being made pursuant to:

Civil Service Rule 4, Section 2a. & b. Classification of New Positions:

"a. The creation of a new position is subject to approval through the budgeting process based on needs demonstrated by the Department Head concerned. The Human Resources Director shall update as necessary the classification and compensation plans of the City for the classified services. The Director shall present such plans, and the recommendation of the Civil Service Commission, to the City Council for acceptance and approval."

"b. Whenever a new position is proposed, the Department Head shall forward to the Human Resources Director a description of the proposed duties and responsibilities of the position. The Human Resources Director shall, after a study of the Department Head's proposal, make changes, if necessary, recommend the appropriate class and grade in the classification plan to which the position should be allocated, and submit for recommendation and approval in accordance with Section 2a."

Attachment (Proposed Job Specification)

HUMAN RESOURCES DEPARTMENT
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John F. Cook

City Council

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District 3
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District 4
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District 5
Rachel Quintana

District 6
Eddie Holguin Jr

District 7
Steve Ortega

District 8
Beto O'Rourke

City Manager
Joyce A. Wilson



JOB SPECIFICATION
CERTIFIED FIRE-PARAMEDIC TRAINEE

Code 19070
Grade GS 52

General Purpose

Under immediate supervision, participate in assigned classroom instruction and field training designed to acquire certification as a firefighter and perform advanced training to develop knowledge, skills and abilities up to Paramedic level.

Typical Duties:

Participate in classroom lectures, response simulations, live field exercises and other orientation activities, including rigorous physical preparation, written testing and performance evaluations. Involves: Study and practice, as qualified, job related structural firefighting and EMT Paramedic care methods according to established department rules, regulations, protocols and standards including, but not limited to, fire and rescue tactics, ladder operations and hose deployment, hazardous materials awareness, property salvage and security guidelines, safety and survival techniques, self contained breathing apparatus use, patient care, engine and ambulance operation and maintenance.

Receive training on related duties, as assigned. Involves: Accurately prepare incident reports, maintain administrative recordkeeping. Become familiar with stations and department organization. Care and safe operation of computer and communications systems. Respond to emergency incidents as instructed by the Training Chief. Attend specialized and periodic training to enhance skills, and maintain certification.

Knowledge, Skills, and Abilities

- Application of comprehensive knowledge of emergency medical service procedures and protocols such as advanced life support, CPR and other patient care techniques, and occupational hazards and safety precautions.
- Read, understand and interpret oral, written or complex technical information to evaluate patient medical condition and provide emergency medical treatment.
- Application of some knowledge of customer service/public relations practices and procedures.
- Comprehend, learn and apply training materials and field or classroom training instructions.
- Meet academy dress, appearance and discipline standards.
- Establish and maintain effective working relationships with instructors and other trainees.
- Clear, concise oral and written communication skills.

Other Job Characteristics

- Frequently withstand vigorous physical demands which includes moving agilely in classroom or field training environments.
- Successful completion of written, physical, and skills testing during the Academy session.



JOB SPECIFICATION

Code 19070

Grade GS 52

CERTIFIED FIRE-PARAMEDIC TRAINEE

Minimum Qualifications

Education and Experience: A High School diploma or GED and certification as an Emergency Medical Technician (EMT) – Paramedic and eligible to receive certification through the Texas Department of State Health Services within six (6) months of graduation from Academy.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state. Texas Class "B" Driver's License Permit by time of entry into academy. Must obtain certification as a Basic Structural Firefighter through Texas Commission on Fire Protection by time of graduation from the Academy. Licenses and Certificates must be maintained throughout the course of employment.

Special Requirements: Must be a minimum of eighteen (18) years of age. Meet El Paso Fire Department pre-appointment standards including a rigid background investigation and a pre-offer medical examination and drug screening. Successful completion of local credentialing at the EMT Paramedic Level within one year of graduation from the academy.

Approved by: _____
Human Resources Director

Fire Chief