



Job Description

Primary Location United States of America-OHIO-Franklin County

Work Locations

1970 W Broad St 5th Floor
Columbus 43223-1102

Organization Public Safety

Classified Indicator: Classified

Bargaining Unit / Exempt: Exempt

Schedule Full-time

Work Hours: See below

Compensation: \$25.50 per hour

Unposting Date Dec 26, 2018

Job Function Program Management

Program Administrator 2 (180006G9)

Job Duties

Ohio Department of Public Safety - Emergency Medical Services

Report in location: 1970 West Broad Street, Columbus, Ohio 43223

Work hours: 8:00am - 5:00pm May require extended hours or weekends for site evaluations or conferences.

Under the direction of the Chief of Education & Testing act as education coordinator, providing oversight of Ohio's Emergency Medical Services (EMS) & fire training institutions (e.g. oversee the accreditation of EMS training programs & certificate of approval process for EMS continuing education training sites as approved by the State Board of Emergency Medical, Fire, & Transportation Services (EMFTS); Oversee fire training program site visits required for issuing initial charters & renewal of existing chartered fire training programs; Assist with curriculum & course objective development; Conduct fire & EMS continuing educations audits; Assist with fire & EMS rule development & other EMS and fire related activities as deemed necessary & assigned by the Chief of Education & Testing; Formulate & implement program policy & procedures regarding the approval process for EMS & fire training programs (e.g. develop new fire training policies & application procedures regarding fire training charters; review old certification policies & application procedures regarding fire training to verify validity & purpose of operations; ensure compliance with EMS & fire policies & procedures as they pertain to accreditation); Utilize state vehicle to visit EMS & fire training institutions to conduct on-site reviews to oversee & monitor the accreditation & certificate approval process; track & evaluate EMS & fire training institutions for the purpose of overseeing training & related issues; Report to EMFTS on all EMS-related training issues at Board meetings. Review curriculum of out of state applicants for compliance with Ohio minimum training standards; Act as a consultant for the Office of Investigative Services regarding EMS & Fire training programs & individual certifications.

Serve as the liaison with EMS & fire training program directors, authorizing officials, coordinators & instructors; Conduct audits of certificate holders to ensure compliance with continuing education requirements; Assist other staff members with related duties as needed (e.g. reciprocity applications, instructor training, investigations of Ohio Revised Code (ORC) or Ohio Administrative Code (OAC) violations); Provide documentation of findings of site visits & audits to the Chief of Education & Testing or Deputy Director for review & submission to EMFTS for approval, or to the Office of Investigations as indicated.

Perform promotion & public relations duties (e.g. furnish information & explain programs to the public; provide technical assistance to local EMS & fire agencies & service providers); Promote & assist in public information regarding EMS & fire including the development & delivery of presentations pertaining to Division of EMS polices & processes (e.g. prepare print materials (i.e., guidelines for how to become an EMS or fire service provider; role of the Division of EMS); organize materials for displays & partner organization); Oversee the development of other EMS print material (e.g. forms, fact cards, post cards, information sources, etc.); Serve as liaison to the State Emergency Operations Center; Ensure all documents are maintained in accordance with current record retention schedules; Adhere to all laws & policies related to access to & release of, records & information maintained by the Division of EMS.

Review OAC rules related to EMS & fire training institutions & continuing education requirements; Ensure accredited institutions, approved continuing education sites & chartered fire training programs are complying with OAC rules; Recommend rule review & changes as it affects EMS & fire training programs; Serve as Division of EMS liaison with the EMFTS Board, EMFTS Board committees, EMFTS subcommittees &/or the Firefighter & Fire Safety Inspector Training Committee & subcommittee on issues relative to training sites, program coordinators, instructors & curricula; Provide

technical & professional advice to the Chief of Education & Testing to aid in decision making; Prepare reports, issue papers & presentation materials on EMS & fire training & curricula issues; Monitor & apply new techniques to the overall training policies; Create, update & maintain records (hardcopy & electronic) pertaining to audits & training programs.

Perform other related duties as assigned (e.g., develop new programs, participate in various working groups). May require working evenings or weekends; may work flexible hours.

Qualifications

Completion of undergraduate core program in business administration, management science or public administration; 2 yrs. trg. or 2 yrs. exp. in supervisory, administrative &/or managerial position.

-Or completion of undergraduate core program in academic field commensurate with program area to be assigned per approved Position Description on file; 2 yrs. trg. or 2 yrs. exp. in supervisory, administrative &/or managerial position or staff position involving planning, research &/or policy/procedure development.

-Or 4 yrs. trg. or 4 yrs. exp. in business administration management science or public administration.

-Or 1 yr. exp. as Program Administrator 1, 63122.

-Or equivalent of Minimum Class Qualifications For Employment noted above

MAJOR WORKER CHARACTERISTICS

Knowledge of: Public Relations; *Agency Policies & Procedures (ODPS & EMS); Government Structure & Process (EMS & Fire Certification); Business (Business Administration, EMS, Fire).

Skill in: Word Processing (Microsoft Office applications); Equipment Operations (general office equipment).

Ability to: Define problems, collect data, establish facts & draw valid conclusions; READ & RECORD FIGURES ACCURATELY; calculate fractions, decimals & percentages; maintain accurate records; originate routine business letters reflecting standard procedures; prepare meaningful, concise & accurate reports; prepare & deliver speeches before specialized audiences & general public; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with officials & general public.

(*) Developed after employment

SUPPLEMENTAL INFORMATION

- This position may be filled by lay-off or certification eligibility list if applicable
- Requires valid driver's license to operate a state owned vehicle

Background Check Information

- A background check, tax check, BCI fingerprint check may be required on all selected applicants
- A comparative analysis and/or drug test may be a requirement of the hiring process