

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: AMBULANCE SERVICES PERSONNEL DIRECTOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to plan and carry out policies and direct and coordinate personnel related activities, such as employment, compensation, benefits, training, infection control, immunization, legal representation and employee services. Duties and responsibilities include maintaining and updating employment records, completing and filing various forms/documentation, coordinating worker's compensation issues, coordinating insurance and retirement benefits, providing information and assistance, and performing other tasks as assigned. Reports to Ambulance Services Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs and evaluates assigned staff, to include assigning work, handling employee concerns and problems, counseling, disciplining, and completing employee performance appraisals.

Explains, applies, and ensures departmental compliance with all applicable federal, state, and local laws, rules, regulations, policies, procedures, and standards; initiates any actions necessary to correct deviations or violations.

Processes a variety of documentation associated with department operations, within designated timeframes and per established procedures.

Provides information and assistance to employees, supervisors, managers, directors, or other individuals regarding employment documentation, personnel issues, insurance/retirement benefits, rules/regulations, policy interpretations, procedures, timeframes, forms, or other issues; responds to routine questions or complaints; initiates problem resolution.

Oversees the administration of the Tactical Operations Paramedic Support Team (TOPS).

Recruits, advertises job openings, conducts initial interviews, performs background checks, and selects applicants for final interviews; prepares employee separation notices and conducts exit interviews.

Plans and conducts new employee orientations.

Maintains employment records of full-time employees; maintains files for new employees, current employees, and terminated employees; maintains medical personnel files on all employees; maintains training and evaluation files on all employees.

Sets up personnel files for new employees; ensures completion of documentation such as insurance forms, I-9 verification, retirement forms, department identification badges, psychological evaluation forms, and other required documents; forwards copies of pertinent documentation to payroll or other departments as appropriate.

Rutherford County, Tennessee • Personnel Director

Updates information in employee files, such as current addresses, telephone numbers, emergency contact names or numbers, or medical information; works with departmental supervisors to ensure accuracy of employment records.

Maintains files for terminated employees; reviews resignations by deletion from payroll; ensures completion of separation notices.

Maintains files of worker's compensation records and documentation; calculates time lost due to injury; maintains records of sick/compensatory hours for each employee; works with and assists OSHA representative for the county in conducting investigations related to claims; keeps employees informed of worker's compensation updates.

Develops, implements, and administers compliance to OSHA regulations, employee health programs, and employee immunization program to include, but not limited to vaccinations for Hepatitis B, Influenza, Measles, Mumps, Rubella, and Varicella-zoster; oversees employee health, exposure control, employee immunobiologics, and TB testing.

Instructs EMS personnel in universal and specific infection control procedures; investigates infection control problems and arranges for follow-up care.

Compiles various statistical, demographic, or administrative data for use in developing strategic plans or in planning departmental activities or future needs; makes applicable calculations; analyzes data and identifies trends; prepares/generates reports and charts; maintains records.

Prepares department's budget for human resources and employee health operations. Assists in the preparation of the department's overall budget.

Directs preparation and distribution of written and verbal information to inform employees of benefit programs such as insurance plans, optional benefit plans, retirement plans, paid leave, and special employer sponsored activities; establishes appointment times, dates, and locations for provision of services.

Contracts with outside suppliers to provide employee services.

Oversees the analysis, maintenance and communication of records required by law, Rutherford County governing bodies, or other departments in the County.

Writes and delivers presentations to the Director or other county officials regarding RCEMS human resources and employee health policies and practices.

Develops, maintains, and updates RCEMS employee handbook, disaster plan, exposure control plan, and hazardous material plan.

Acts as liaison between the service and the medical community, health agencies, other county departments, county officials, media, general public and other individuals/organizations.

Coordinates retirement plan benefits with State of Tennessee and independent retirement programs offered by Rutherford County; informs employees of retirement issues.

Represents organization at personnel hearings and investigations.

Consults with County Attorney regarding legal matters concerning Ambulances; accepts subpoenas and sets up interviews with the County Attorney and Human Resources Director on behalf of the Ambulance Services employees; may testify in court.

Prepares or completes various forms, reports, correspondence, personnel forms, or other documents.

Rutherford County, Tennessee • Personnel Director

Receives various forms, reports, correspondence, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, accounting, payroll, inventory, or other software programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

Maintains file system of departmental records and logs; prepares departmental files; sorts/organizes documents to be filed; files documents in designated order; retrieves/replaces files.

Answers incoming telephone calls; provides information, guidance and assistance; records/relays messages or directs calls to appropriate personnel; returns calls as necessary; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, county officials, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains a current knowledge of applicable laws/regulations; reads professional literature; attends workshops and training sessions as appropriate.

Demonstrates flexibility in scheduling and readiness to assist in dangerous and extreme situations such as a natural disaster or epidemic.

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include typing documents, making copies, sending/receiving faxes, or processing incoming/outgoing mail.

Performs duties of Coroner as directed; coordinates death investigations with the medical examiner, law enforcement agencies, and the state medical examiner's office.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in human resources administration, office administration, and personal computer operations; supplemented by four (4) years previous experience and/or training involving human resources administration, office administration, file/record management, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a current Tennessee Paramedic license, Tennessee Drivers license with F endorsement, and CPR certification.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: Patient care

Surface: Tile, carpet, asphalt, gravel, dirt, mud, snow, etc

Estimated Total Hours: varies **Maximum Continuous Time:** 12-14

2. SITTING

Tasks: Driving/riding to calls, sitting in ambulance during patient care

Estimated Total Hours: varies **Maximum Continuous Time:** 1-2

3. LIFTING/CARRYING

Objects: Stretcher with patient loaded and unloaded. Cardiac monitor, equipment and gear

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs		X			
11-25 lbs		X			
26-50 lbs		X			
51-75 lbs		X			
76-100 lbs	X	X			
>100 lbs	X	X			

4. PUSHING/PULLING

Objects: stretcher and other equipment

Height of hands above floor during push: Waist or mid-chest level

5. CLIMBING

Tasks: Patient care up/down stairs, up/down embankments

Device: Stretcher, long spine board, splinting device, equipment, and gear

Height: Varies

Frequency: Dependant on number of calls

6. BENDING/SQUATTING/KNEELING

Tasks: Various patient-care scenarios

Frequency: Dependent on number of calls

7. REACHING

Tasks: Placing patients on stretcher and assisting in mobility impaired patients.

Hands Used: RIGHT LEFT **BOTH X**

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	Daily	varies	150-200 lbs
21-36"	All	Daily	Varies	150-200 lbs

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	30 % of time
Outside	70 % of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling	X	
Jumping	X	
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

10. LIST TOOLS, EQUIPMENT, AND MATERIALS USED

Splinting, oxygenation, IV's, laptop computer, IV pumps, stretcher, stair chair, medical supplies, radios, etc.

11. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		
Grasp	X		
Fine Motor i.e.: writing, twisting hands or wrist, etc	X		

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date