

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

Date: 4/10/2018

Weekly Agenda Date: 4/17/2018

#15a & b

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: Gary Brown, Director

WORDING FOR AGENDA ITEM:

- A) Approval of the Salary Increase for Emergency Services Operation Officers at AEMT & Paramedic
- B) Approval of the job description for the Emergency Services Operations Officer-Paramedic

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

EXECUTIVE SUMMARY:

A) Emergency Services is requesting the Woodbury County Board of Supervisors approve the salary increases for the specific levels of Advanced Emergency Medical Technician and Paramedic.

B) Emergency Services is requesting the Woodbury County Board of Supervisors approve the job description for the position of the Emergency Services Operations Officers for Paramedics.

BACKGROUND:

After working closely with the Woodbury County Board and Woodbury County leaders, municipalities and area EMS responders a solution was found to provide funding to add two Full-Time Paramedics and one 1/4 Part-time Paramedic to the Emergency Services Department staff. This would at a minimum provide at least one Paramedic to be available to respond to rural EMS emergencies that would benefit having the assistance from a higher certification level AEMT or Paramedic; which was previously provided to the rural EMS agencies by Siouxland Paramedics until January 1st, 2018.

The decision was made to hire effective July 1st, 2018. However, the real concern remained on the availability of experienced Paramedics being available and the current salary being competitive. For this reason Emergency Services did collect information from departments that are similar in job description, scheduling and responsibilities. The EMS agencies we gathered information from were Sioux City Fire EMS, South Sioux City Fire EMS, LeMars Fire & EMS; additional data was retrieved from www.indeed.com from Muscantine Fire Department, Dallas County Paramedic and Mercy Medical Center, Sioux City Iowa.

After the numbers were gathered it appeared that the FY18 Full-time Tenured Operations Officer's salary is \$46,506.00 (at 2760 hours annually) at \$16.85. The research shown majority of the time salaries are significantly less then those with similar tenure, without set increase or step increases. The gap in salary was from \$7,395.00 to \$15,494, that is 15% to 33% less. The need is state wide for example in Dallas County EMS they have begun to hire Paramedic Students at \$32,732.00 to get the needed staff before they actually test and earn their Paramedic Certification.

Emergency Services is requesting the approval to increase the annual salaries for the positions of Operations Officer based on the level of certification they have. Officers at Emergency Medical Technician (EMT) Level will remain the same, Advanced Emergency Medical Technicians (AEMT) level will receive a 3% increase and the Paramedics (P) will receive a 6% increase. This increase is to make the salaries of these positions more competitive with salaries of similar positions in our area and adjust for the additional educational requirements of the specific certifications. Additionally, the previous Job Description for the Operational Officer included all three certifications EMT, AEMT and Paramedics. It has been revised for these positions to have have no less than the minimum education required to practice as a Paramedic in the state of Iowa.

FINANCIAL IMPACT:

The financial impact will be \$10,575.03 after the FY19 increase of the 2.5%. There will be a total of three Full-time Paramedics whom will receive a 6% increase (\$2,867.10 each) and one 1/4 Part-time Paramedic also receiving 6% (\$540.18). There is currently one AEMT who will receive a 3% increase (\$1,433.55).

3 Full-time Paramedics	\$ 8,601.30
1 Part-time 1/4 Paramedic	\$ 540.18
1 Full-time AEMT	\$ 1,433.55
Total Financial Impact:	\$10,575.03

There will be no financial impact for the approval of the job description.

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

Yes No

RECOMMENDATION:

A) Woodbury County Emergency Services recommends the Woodbury County Board of Supervisors motion to approve the salary increases of 3% for the certification level of Advanced Emergency Technicians & 6% for the certification of Paramedic in the Operations Officer positions.

B) Woodbury County Emergency Services recommends the Woodbury County Board of Supervisors motion to approve the revised job description for the position of Operations Officers to reflect the minimum educational requirements as an Iowa Paramedic.

ACTION REQUIRED / PROPOSED MOTION:

A) The Woodbury County Board of Supervisors motions to approve the salary increases of 3% for the certification level of Advanced Emergency Technicians & 6% for the certification of Paramedic in the Operations Officer positions.

B) The Woodbury County Board of Supervisors motions to approve the revised job description for the position of Operations Officers to reflect the minimum educational requirements as an Iowa Paramedic.

Woodbury County
Job Description
Emergency Services, Operations Officer

Department:	Woodbury County Emergency Services	Title:	Operational Officer
Reports To:	Director of Emergency Services	Status:	(2) Full-Time and (1) ¼ Part-Time
Effective Date:	March 2018	FLSA Designation:	207K

Purpose:

The purpose of this position is of a nature requires medical, technical and administrative skills in the operations and oversight of the diverse landscape of emergency planning, emergency training, emergency response, and emergency recovery programs for the county. Organizes, coordinates, and maintains on-site policies, equipment and preparedness duties of Woodbury County Emergency Services systems. Employee exercises independent judgment and discretion in decision making while providing emergency services to the public. Employee must fully understand and navigate through all stages of planning, response, rescue and recovery.

Essential Functions, Responsibilities and Tasks:

The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Responds to emergencies as an emergency responder for both medical and fire emergencies, also emergency incidents or accidents both man-made and natural, as well as environmental disaster events such as; severe weather-related emergencies, flooding and others
- Responsible for maintaining operational Emergency Services facilities readiness 24 hours a day, seven days a week inclusive of equipment, grounds and communications
- Coordinates and performs daily operational services of the Emergency Services facility and systems
- Assist the Director in coordination of all phases of emergency response to major emergencies or disasters
- Plans and provides emergency services education for both the general public and private entities including groups and individuals
- Participates in meetings on emergency services matters by sharing information, job related experiences and responding to job related questions
- Assist in interpretation and implementation of policies and plans among local and state emergency departments and emergency responders
- Assist in the preparation of both long and short-range emergency plans of the County systems
- Assist in the development of volunteer resources in support of emergency services response and all emergency phases. Monitors weather conditions
- Completes all necessary and required paperwork and reports on emergency and or disaster incidents
- Performs routine office equipment of telephone, copier, fax, computer, and the communications systems
- Performs other duties as directed related to the job position or a situation warrants within confines of the position

Non-Essential Functions and Responsibilities:

- Have the ability to exercise good judgment in evaluating situations and making decisions
- Perform related duties as may be requested

Minimum Education and Experience Required Performing Essential Functions:

- Minimum experience of one year of public contact work which involved planning, organizing or controlling human or physical resources, i.e., foreman, store manager, teacher, etc. OR thirty semester hours of college course work.
 - Have and maintain a Paramedic Certification valid within Iowa;
At a minimum level of skills, no less than;
 - Paramedic (P)

- Have and maintain all other required certifications and trainings that are required by the Emergency Services Department, the medical director and the Iowa Department of Public Health (IDPH) and continuously monitor these requirements and guidelines as they are subject to change.
- Have and maintain all other required certifications of Iowa Firefighters Association and/or Emergency Services Department
- Graduation from high school or GED equivalent
- Must have knowledge of the communication systems, frequency and equipment capabilities
- Ability to exercise tact, discretion, and confidentiality
- Ability to coordinate and work with multiple issues
- Must be able to work on a 24 hour 7 day a week work schedule
- Ability to express oneself clearly and concisely, both orally and in writing
- Ability to establish and maintain an effective working relationship with other employees, public officials, and the general public
- Ability to prepare accurate reports
- Ability to follow directions and assist in writing plans and direct the use of resources
- Assist in coordinating emergency services response under extraordinary circumstances
- Ability to exercise good judgment in evaluating situations and making decisions
- Ability to instruct and train other Emergency Services staff, volunteers and general public is helpful

Mental and Physical Competencies Required To Perform Essential Functions:

Language Ability

- Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals and/or Iowa or County Emergency Services systems
- Ability to write routine reports and correspondence
- Ability to speak effectively before groups of customers or employees of the County
- Ability to read and understand policies, and procedures
- Able by voice communications to express or exchange ideas by means of the spoken word in clearly spoken English
- Ability to interpret Woodbury County policies in writing

Mathematical Skills

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute rate, ratio, and percent and to draw or interpret
- Knowledge of basic bookkeeping and inventory principles

Behavior Skills

- Ability to begin work at the starting time without tardiness, absenteeism, or leaving work early without authorization
- Conduct an appearance in good keeping with a professional image and/or position of the County
- Ability to read and understand the work place rules as written within the County policies such as:
 - Bullying will not be tolerated
 - Theft and dishonesty will not be tolerated
 - Disobedience, insubordination, or refusal to comply with
 - reasonable instructions or authorized supervision will not be tolerated

Cognitive Demands

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to communicate and report any issues or concerns involving several variables in standardized situations
- Ability to establish and maintain effective working relationships with associates, co-workers and general public

Equipment Used

- Possess knowledge of any equipment relating to County systems such as:
 - Computer, typewriter, printers, calculator (10 key), copier, mail process machine
- Possess knowledge of common emergency response tools and equipment
- Possess the ability to instruct and train staff on all emergency tools and equipment

Physical Demands

- Typical environment involving sitting, walking, occasional bending, lifting and carrying objects
- Utilize a negligible amount of force frequently or consistently to move objects
- Horizontal and vertical reaching motion is required
- Aptitude requiring are those typically associated with operations related to County Emergency Services systems
 - Numerical and forms perceptions
 - Clarity of vision 20" or less to view computer screens and for preparing and analyzing written data
 - to determine the accuracy and thoroughness of work and observing general surroundings and activities
 - Eye, hand and foot coordination
 - Hand and finger dexterity
 - Motor coordination
 - Grasping and repetitive motions
 - Hearing to perceive information at normal spoken word levels and conversation skills for expressing or exchanging ideas by means of the spoken word

Environmental Adaptability

- Work is performed in all environments and has exposure to all environmental issues
- Employee is subject to adverse environmental conditions

Special Requirements

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks
 - Possession and maintain a driver's license valid in the state of Iowa
 - Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks
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