NEW

13 NOV 1990

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Emergency Medical Services Chief Communications Operator	CODE: 09392
	MAJOR AGENCIES: Board of County Commissioners	JURISDICTION: County

FUNCTION: Under general supervision from emergency medical services manager or other administrative supervisor, assists in coordinating operations of pre-hospital emergency radio communication system, assists in planning county-wide related programs & developing related policies & procedures & staff training programs, serves as lead worker by providing work direction & training to emergency medical services communications operators who operate UHF medical channels & other emergency radio channels communications system (e.g., CECOMS, Cuyahoga Emergency Communications System), operates radio communications system to facilitate provision of pre-hospital emergency medical services, completes related forms & reports, provides information regarding emergency medical services delivery & communications systems, attends meetings & speaks before groups;

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	22-28	Serves as lead worker by providing work direction & training to emergency medical services communications operators who operate UHF medical channels & other emergency radio channels communications system to facilitate provision of pre-hospital emergency medical services by maintaining communications linkages between hospital & emergency medical services providers (e.g., police, fire, hospital & private paramedical units), assists emergency medical services manager in managing & coordinating operations of pre-hospital emergency radio communications system, assists in planning county-wide programs to improve pre-hospital emergency medical services delivery, assists in developing & coordinating emergency communications policies & procedures with police, fire & other emergency medical service providers in the county & assists in developing & administering staff training programs.	Knowledge of (1) emergency communications systems, (2) public relations, (3) agency policies & procedures for emergency medical services communications, (4) pre-hospital emergency medical services & related safety practices, (5) management*, (6) employee training & development*, (7) supervision*; skill in use of (8) emergency communications systems equipment; ability to (9) understand system of mechanical or other procedures, (10) define problems, collect data & draw valid conclusions, (11) handle sensitive inquiries from & contacts with government officials & general public, (12) establish friendly atmosphere as supervisor.
2	47-53	Operates radio communications system (e.g., CECOMS, Cuyahoga Emergency Communications System) to facilitate provision of pre-hospital emergency medical services by providers (e.g., police, fire, hospital & private paramedical units) for individuals needing emergency services in the county (e.g., clears traffic routes; makes telephone relays of patient reports between emergency medical services providers & hospitals; assists out-of-county emergency medical service providers with	Knowledge of 1, 2, 3, 4; skill in 8; ability to 9, 10, 11.

123:1-F-02 (23)

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(Including license, if any.)*
On call 24 hours/day; may require travel.	Emergency Medical Technician-Ambulance Certificate as issued by Ohio Dept. of Education per Section 4731.92 (A) of Revised Code, or 12 mos. training &/or experience in pre-hospital emergency medical services plus: 1 course or 3 mos. exp. in operation of emergency radio communications systems; 1 course or 3 mos. training &/or exp. in public relations; 4 mos. exp. as Emergency Medical Services Communications

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
		hospital communications; coordinates radio communications between emergency medical service providers, hospitals & appropriate disaster service agencies during emergencies; receives emergency radio, telephone & TTY calls & notifies appropriate agencies); operates tape recording system to record each communication; notifies hospitals, police & fire departments of special conditions (e.g., weather warnings, blood calls, possible crime suspects requiring medical attention), provides information regarding hazardous conditions to hospitals, police & fire departments using county-wide computerized information network & notifies emergency medical services providers of hospital restrictions (e.g., full capacity) so that other facilities are utilized.	
3	17-23	Assists in conducting correspondence regarding county communications systems matters, completes related forms & reports, keeps accurate listings of emergency medical services providers, police & fire department units & hospitals, changes tapes on recording device & insures that equipment is operating properly.	Knowledge of 1, 2, 3, 4, 5*, 6*; skill in use of 8; ability to 9, 10, 11, (13) complete routine forms & maintain accurate records, (14) prepare meaningful, concise & accurate reports.
4	2-8	Attends meetings concerning emergency medical services matters as representative of county commissioners &/or Emergency Medical Services Advisory Board & provides information as designated representative of emergency medical services manager.	Knowledge of 1, 2, 3, 4, 5*, 6*; skill in use of 8; ability to 11, 13, 14, (15) represent emergency medical services communications system program before specialized audiences & general public.

123:1-8-02 (34)

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(Including license, if any.)*	TRAINING & DEVELOPMENT:
	Operator - 09391; or equivalent.	