

Staff Report

Subject: Approval and publication of job description for a new position in EMS.

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Department: Human Resources and Risk Management

Meeting Date: August 1, 2023

Item Description: Approval and publication of job description for a new position in EMS.

Summary Recommendation:

Staff is requesting authorization to approve and publish this job description for a new position in EMS.

Executive Summary/Background

Office Manager-EMS – This classification aims to assist the department head in daily activities, providing clerical support to ensure smooth and efficient administrative operations. Employees in this classification also serve as lead workers to other clerical staff.

This will be a promotion for the current Office Coordinator, who has been with the County since November 2008.

Alternatives for Commission to Consider

1. Approve the job description and authorize publication and distribution.
2. Disapprove the job description and guide staff.

Recommended Alternative: Staff recommends Alternative 1.

Other Alternatives: None.

Department Review: County Manager, EMS, and Human Resources.

Funding Source: Funding through vacancy/turnover savings.

Attachment: Office Manager- EMS Job Description