

Staff Report

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

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Department: Human Resource Services

Meeting Date: September 15, 2026

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

Summary Recommendation: Staff request authorization to approve and publish a new job title and job description for EMS.

Executive Summary/Background

Data and Outreach Coordinator: Supports EMS data quality, patient-care documentation review, quality-improvement administration, community outreach, public education, and approved departmental projects. The position maintains Paramedic credentials and may perform temporary field assignments when operationally necessary, but access to health information, correction of records, public communications, mandated reporting, and clinical activity remain limited to approved procedures and delegated authority.

Alternatives for Commission to Consider

1. Approve the job title, job description, and authorize publication and distribution.
2. Disapprove of the job title and job description and provide staff with guidance on how to proceed.

Recommended Alternative: Staff recommend Alternative 1.

Other Alternatives: None.

Department Review: County Manager, EMS, and Human Resource Services.

Funding Source: FY27 Budget

Attachments:

- 1) Data and Outreach Coordinator Job Description