



Office of the City Manager

CONSENT CALENDAR

January 18, 2022

To: Honorable Mayor and Members of the City Council
From: Dee Williams-Ridley, City Manager
Submitted by: Don Ellison, Interim Director of Human Resources
Subject: Classification and Salary: Establish Limited Term Emergency Medical Technician

RECOMMENDATION

Adopt a Resolution to establish the represented classification of Limited Term EMT with a monthly salary range of \$3,466.67 to \$5,026.67.

FISCAL IMPACTS OF RECOMMENDATION

The total cost for each position is \$119,995 and will be funded by Measure FF.

CURRENT SITUATION AND ITS EFFECTS

The Personnel Board discussed and voted to send this classification to the City Council for approval at its December 20, 2021 meeting (Vote: Ayes: Bartlow, Dixon, Lacey, Wenk Noes: None Abstains: None Absent: Gilbert, Karpinski, Wilson).

Establishing this classification advances our goal to be a customer-focused organization that provides excellent, timely, easily-accessible service and information to the community and attract and retain a talented and diverse City government workforce.

BACKGROUND

With the passage of Measure FF in November of 2020 and some complimentary internal reconfigurations, the Fire Department (Department) will be redesigning the way it provides emergency medical service to the community. This will include providing a higher level of retrospective call audits and employee education, and replacing the firefighter/paramedics that currently staff the City's ambulances with single function EMTs and Paramedics. The Department will also be deploying additional ambulances, some staffed at the basic life support (EMT) level with EMTs, which are more appropriate resource for low acuity calls.

Establishing this new EMS classification, decoupled from the firefighter rank, will allow the organization to provide entry level jobs that are attainable to local youth graduating from the highly successful Berkeley Safety Training & Education Pathway (B-STEP) program at Berkeley Unified School District, other similar vocational programs and other qualified candidates. The Limited Term EMT and Single Function Paramedic

classifications won't just provide a better, more cost-effective service to the community, but will also serve as the missing link to our local recruitment pipeline.

EMT will become the entry level classification for the emergency medical services division within the fire department. The EMT classification is a recruitment pathway for the Department and the fire service more generally and thus, is limited to a three-year contract. This model has been used successfully in Departments within California. Establishing the EMT classification will create opportunities in the Department that are more attainable to diverse workforce that is representative of the community it serves. Operationally, it moves the Department closer to being able to triage calls in the dispatch center and send the most appropriate transport resource to the call based on the patient's acuity.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects or opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

It has been the policy of the City to create the necessary classification and salary schedule to accommodate new duties and responsibilities, reflect programmatic changes, maintain competitive salaries and, when applicable, comply with regulatory requirements.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Donald E. Ellison, Human Resources, (510) 981-6800

Attachments:

- 1: Resolution
- 2: Class Specification – Limited Term EMT
- 3: Fire organizational chart

RESOLUTION NO. ##,###-N.S.

CLASSIFICATION: LIMITED TERM EMERGENCY MEDICAL TECHNICIAN (EMT)

WHEREAS, the Human Resources Department maintains the Classification and Compensation plan for the City of Berkeley; and

WHEREAS, the Fire Department has requested the Human Resources Department establish the classification of Limited Term EMT; and

WHEREAS, the Fire Department and Human Resources Department have completed a classification review; and

WHEREAS, the Personnel Board recommended on December 20, 2021 to establish the classification of Limited Term EMT, represented by IAFF Local 1227, with a monthly salary range of \$3,466.67 to \$5,026.67, funded by Measure FF and effective February 1, 2022.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Resolution No.69,995-N.S., Classification and Salary Resolution for IAFF, is amended to establish the classification of Limited Term EMT with a monthly salary range of \$3,466.67 to \$5,026.67, and a salary step schedule that will be subject to bargaining, effective February 1, 2022.

LIMITED TERM EMERGENCY MEDICAL TECHNICIAN (EMT)

DEFINITION:

Under general supervision, responds to medical emergencies, and other emergency and non-emergency situations, and takes appropriate action; performs various staff support assignments in addition to normal emergency response activities; performs related work as assigned.

CLASS CHARACTERISTICS:

This is a single level class in emergency medical services where incumbents learn and eventually independently perform all duties required to effectively respond to emergency medical situations at the basic life support level. Incumbents may be assigned to an ambulance or other specialized response unit typically in two-person crews. This class is distinguished from Paramedic in that the latter class is fully qualified to provide medical care at the advanced life support level in addition to the basic life support level.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s), and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Provides first responder medical emergency care at the basic life support level as defined by the State of California and Alameda County;
2. Operates ambulances and other department vehicles;
3. Operates within applicable federal, state county and city laws, regulations and guidelines including the Health Insurance Portability and Accountability Act (HIPAA);
4. Completes accurate and thorough documentation of patient care;
5. Cleans, services, and ensures operational readiness of apparatus and equipment;
6. Participates in training and maintains/improves skills;
7. Participates in various staff support assignments including but not limited to: maintenance of stations, apparatus and other facilities and performs scheduled inspections of departmental equipment;
8. Works with the community in a variety of educational, public relations, and service programs;

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9. Present in a professional manner and demonstrates behavior in accordance with state, county and city policies;
10. May serve in higher level classifications on a relief basis;
11. Builds and maintains positive working relationships with co-workers, other employees and the public using principles of good customer service;
12. May be required to provide vaccinations;
13. May function in related medical capacities during public health emergencies;
14. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

Note: The level and scope of the knowledge and abilities listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Basic principles and practices of emergency medical care at the basic life support level;
2. Safety practices and precautions pertaining to the work;
3. Applicable federal, state, county and City regulations, practices and procedures;
4. Medical terminology and documentation.

Ability to:

1. Provide first responder emergency medical response at the basic life support level
2. Safely operate emergency apparatus and equipment;
3. Follow oral and written directions;
4. Establish and maintain effective working relationships with those encountered in the course of the work;
5. Maintain accurate records and prepare clear and concise reports, and other written materials;
6. Remain calm, make sound decisions, and respond appropriately in emergency situations;
7. Maintain physical fitness consistent sufficient to perform the work to established standards;
8. Communicate clearly and concisely, orally and in writing.

MINIMUM QUALIFICATIONS – BY DATE OF APPLICATION

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- Graduation from high school or GED equivalent
- Valid California EMT License
- Valid California Driver's License with a satisfactory driving record
- Current American Heart Association CPR for the Healthcare Provider card
- Proof of vaccination to include: COVID-19, Tdap, TB, MMR, Hepatitis B, Varicella (Chicken Pox), and Influenza. Titers demonstrating immunity may be substituted for the proof of vaccination.

MINIMUM QUALIFICATIONS – BY DATE OF APPOINTMENT

- Successful completion of background investigation including a Livescan;
- Successful completion of physical ability exam according to the specifications of the fire department.

OTHER REQUIREMENTS

Must be able to travel within and outside the City of Berkeley to meet the program needs and to fulfil job responsibilities. The incumbent is required to maintain a valid California Class C or higher driver's license as well as a satisfactory driving record.

Must be willing to maintain facial hair in such a manner as to ensure proper fitting and operation of Cal-OSHA compliant N95 and P100 particulate respirators.

Must be willing to work shifts as structured in the Fire Department. Must successfully complete on-going assessment of health and wellness as required by the City.

Employees in the position are employed on a limited term basis, which allows for a maximum of 36 months of full-time employment. During this time, the EMTs may request to transition to part time/per diem employment for a maximum of 24 months to attend a fire academy, paramedic school or education in a related field and return to a full time schedule to complete the 36 month full time employment contract. The total employment period will not to exceed a period of 60 months.

CLASSIFICATION HISTORY

Title: Limited Term Emergency Medical Technician

Classification Code: TBD

Established: December 20, 2021

FLSA Status:

Admin Leave / Overtime: Overtime

Representation Unit: IAFF Local 1227

Probationary Period: 2 years

Workers' Comp Code:

Berkeley Fire Department, December 2021



