



**NEW YORK CITY FIRE DEPARTMENT
CITYWIDE JOB VACANCY NOTICE**

CIVIL SERVICE TITLE Administrative Staff Analyst (Non-Managerial)	TITLE CODE NO. 1002A
OFFICE TITLE EMS Operations Compliance Coordinator	SALARY \$56,937 - Minimum salary for full-time employees
BUREAU/DIVISION/UNIT EMS Operations	LOCATION 9 MetroTech Center Brooklyn, New York

JOB DESCRIPTION:

The EMS Operations Compliance Coordinator will serve as the Bureau's representative in management and oversight of day to day mobile electronic patient care (EPCR) reporting documentation issues. The Coordinator will work with the Medical Compliance Bureau, Bureau of Internal Audit and Revenue Management to ensure all appropriate documentation is provided on the EPCR and follow up with the EMS stations where necessary. Responsible for supporting the management of any programs for the improvement of the EPCR and work with aforementioned units to create strategies for risk mitigation. Gather statistics from FDNY databases, analyze and distribute the data to EMS end-users. Prepare EMS Station Monthly Report Cards, PSA write-ups for all participants, and attend PSA conferences. Work with the EMS Operations Voluntary Hospital group to analyze hospital reports. Interact with MIRS database staff, the FDNY analytics group, and EMS Field supervision. Assist in the procurement, expense accountability, and tracking of FDNY Department of Homeland Security (DHS) grants within the Bureau of EMS and in the coordination of any training programs and other assignments/projects as directed by the Chief of EMS.

QUALIFICATION REQUIREMENTS:

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

PREFERRED SKILLS:

Knowledge of Microsoft Office (Word, Excel, Access, and PowerPoint).

NOTE: New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

TO SUBMIT RESUME FOR CONSIDERATION, CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE (ESS).

PLEASE REFER TO JOB ID # 139230

No phone calls please.

*PLEASE NOTE THAT ALL RESUMES MUST BE RECEIVED BY CLOSE OF BUSINESS JULY 26, 2014. ONLY THOSE CANDIDATES CONSIDERED FOR AN INTERVIEW WILL BE CONTACTED.

DATED: July 12, 2014

***POST UNTIL*:** July 26, 2014

The Fire Department is an Equal Opportunity Employer.