NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Emergency Medical Services Communications Operator	CODE: 09391
	MAJOR AGENCIES: Board of County Commissioners	JURISDICTION: County

FUNCTION: Under general supervision from emergency medical services manager or other administrative supervisor, operates radio communications system (e.g., Cuyahoga Emergency Communications System) to facilitate provision of pre-hospital emergency medical services by providers (e.g., police, fire, hospitals & private paramedical units) for individuals needing emergency medical services located within county & completes all related forms & reports; acts as lead worker (i.e., provides work direction & training) over new operators;

- PERFORMS RELATED DUTIES AS REQUI

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	62-68	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, hospitals & private paramedical units) for individuals needing emergency medical services located within county (e.g., operates UHF medical channels & other emergency radio channels to assist emergency medical services providers to directly communicate with hospitals; assists to clear traffic routes; makes telephone relays of patient reports between emergency medical services providers & hospitals when direct communications cannot be maintained; assists out-of-county emergency medical services providers with hospital communications; coordinates radio & telephone communications between emergency medical services providers, hospitals & appropriate disaster services agencies during emergencies; receives emergency radio & telephone calls & notifies appropriate agency; receives emergency calls on TTY equipment for hearing impaired & notifies appropriate emergency medical services provider), 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 hazardous materials information to hospitals, police	Knowledge of (1) radio communications systems, (2) public relations, (3) agency policy & procedures for emergency medical services communications*, (4) pre-hospital emergency medical services; skill in use of (5) radio communications systems equipment; ability to (6) understand system of mechanical or other procedure (7) define problems, collect data, establish facts & draw valid conclusion (8) handle sensitive inquiries from & contacts with officials & general public.

123; 1-8-02 (165)

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT:
Works rotating shifts & weekends; may be on call 24 hours/day.	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; 1 course or 3 mos. training &/or experience in operation	

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
		& fire departments using county-wide computerized information network, & notifies emergency services providers of hospital restrictions (e.g., full capacity) so that other facilities are utilized.	
2	32-38	Completes forms & reports (e.g., FCC log, daily statistical sheet tallying each communication, information sheet for each communication recording city, hospital, type of emergency & other pertinent medical notations, hospital restriction forms); keeps accurate listings of emergency services providers, police & fire units & hospitals; changes tapes on 20 channel, 24 hour/day, recording device & ensures equipment operating properly.	Knowledge of 1, 3*, 4; skill in use of 5; ability to 6, 7, 8, (9) complete routine forms & maintain accurate records.

(166)

123; 1-8-08

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MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

of radio communications systems; 1 course or 3 mos. training &/or experience in public relations; or equivalent.