

**HARDIN COUNTY FISCAL COURT
RESOLUTION NO. 2016-143**

BE IT RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee to approve the following job description revisions including name change within the EMS Department:

1. EMS Clerk to Account Manager II/EMS Clerk

BE IT FURTHER RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee to approve the following job description within the EMS Department:

1. Emergency Medical Technician-Advanced

BE IT FURTHER RESOLVED, upon recommendation of Judge/Executive Harry L. Berry, with the concurrence of the Resources and Community Support Committee to approve submittal for hazardous duty retirement status for the following positions within the EMS Department:

1. Emergency Medical Technician-Advanced
2. Paramedic/IT Specialist
3. EMT/IT Specialist

ADOPTED, by Hardin County Fiscal Court in its regular meeting on 27 September 2016.


Harry L. Berry
Hardin County Judge/Executive

ATTEST:


Debbie Donnelly
Hardin County Clerk

**Hardin County Fiscal Court
Job Description**

Emergency Medical Technician-Advanced

September 27, 2016

EMS

Pay Grade 6 (56 Hour)

Pay Grade 10 (40 Hour)

Job Summary

Under limited supervision, performs highly responsible duties of rendering emergency care and transportation to ill and injured persons. The nature of the work requires extensive decision-making abilities under pressure, and also requires a calm professional demeanor

Major Essential Duties

- Responsible for the overall evaluation and care provided to ill or injured persons when assigned to an EMT-A staffed ambulance.
- Assists in the evaluation and care provided to ill or injured persons when assigned to an ALS staffed ambulance.
- Ensures that assigned ambulance and facilities are properly maintained, stocked and fully functional.
- Responds to emergency incidents within Hardin County on a daily basis.
- Completes all reports properly.
- Develops and maintains working knowledge of the roadways, businesses and industry within Hardin County, Kentucky.

Minor Essential Duties

- Conducts educational and training programs for area public safety agencies.
- Assists in public education projects.
- Assists in data collection activities.
- Performs other duties as may be required.

Supervisory Responsibility

- None

Relationships

The Emergency Medical Technician-Advanced performs duties with the EMS department, under the direct supervision of the EMS Shift Supervisor.

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent.

Language Skills

- Ability to read, analyze and interpret policies, procedures, professional publications, and governmental regulations.
- Possess strong oral, written and listening skills.
- Ability to make to handle sensitive issues.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

Reasoning Ability

- Solves practical problems.
- Interprets some technical and instructional material.
- Makes reasonable and logical conclusions from information which may be conflicting or disjointed.
- Makes decisions in the best interests of the patient.
- Makes decisions which serve the County's best interest.

Certificates, Licenses, Registrations

- Must possess and maintain licensure as an EMT-A by the Kentucky Board of EMS
- Must possess and maintain a valid Kentucky Driver's License
- Must obtain and maintain other certifications and credentials as required by the EMS Department
- Must maintain training and certifications as required by KY OSHA
- Must maintain training and certifications as required by the Federal Emergency Management Agency (FEMA)
- Must obtain and maintain certification in Hazardous Materials (Awareness Level) within one (1) year of employment or promotion

Other Knowledge and/or Skills

- Display mature judgment, courtesy, and tact in dealing with the public, elected officials and government employees
- Possess the following necessary knowledge, skills, and abilities to:
 - Operate basic and advanced life support equipment
 - Operate complex communications equipment
 - Operate computers

Physical Demands

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must maintain physical ability to perform the job as required or determined by a periodic physical exam. This policy will not infringe on rights provided by the American Disabilities Act (ADA).

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3 of regular work day)

- Sit
- Talk or hear
- Use hands to type, handle paper, etc.
- Reach with hands and arms
- Lift and carry a minimum of 50 lbs.
- Squat and bend

Occasionally (under 1/3 of regular work day)

- Stand or walk
- See hazardous list on page 3
- Lift and carry a minimum of 125 lbs.
- Walk over rugged, uneven terrain

Vision requirements include close, distance, color, and peripheral vision, depth perception and the ability to adjust focus. This allows the individual the ability to differentiate skin colors and tones and the color of liquids and smoke.

Work Environment

Considerable health and physical strength requirements are necessary. Though safety and risk management measures are implemented wherever possible, there remain numerous unavoidable aspects of this position, which may place the individual at risk of personal harm or illness resulting from performance of his/her duties. Situations which may result in such personal harm or illness included but are not limited to:

- Driving an emergency vehicle using lights and sirens
- Exposure to hostile or combative patients and other individuals
- Response to violent crime scenes
- Response to accidents involving hazardous chemical spills
- Exposure to communicable diseases
- Danger from moving traffic at highway/roadway accidents
- Response to environments including those involving chemical, radiological, biological or explosive hazards
- Exposure to dirty needle sticks and medical waste
- Performance of certain high-risk procedures in the delivery of advanced life support
- Noise level is low to moderate
- Temperature level will vary from extreme cold to extreme heat
- Moisture level will vary from extreme dry to rain, snow, and ice conditions and may require immersion in water

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the county's best interests

- Must adhere to the applicable provisions of the Department Rules, Regulations, Protocols and Standard Operating Guidelines, the personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, the Kentucky Administrative Regulations, and any other procedures, rules, regulations, and policies set forth by appropriate authorities
- Must maintain confidentiality
- Must have personal integrity and remain free of felony convictions
- Must be neat in appearance
- Must be 21 years or older

Date Approved: September 27, 2016



Harry L. Berry
Hardin County Judge/Executive

**Hardin County Fiscal Court
Job Description**

Account Manager II/EMS Clerk

September 27, 2016

EMS

Pay Grade 5

Job Summary

The Account Manager II/EMS Clerk position is responsible for providing general accounting, clerical, and administrative support to Hardin County EMS. The responsibilities of the position include: assisting with processing of patient care and other related reports for billing, receiving payments for services, assisting patients with payment scheduling, and operating office machines. Work is performed under general supervisory guidelines and requires the use of independent judgment in the completion of assigned duties. Duties require thorough knowledge of the various operations of the EMS Department. This position reports directly to the EMS Account Manager I.

Major Essential Duties

- Works with the Account Manager I within the billing office.
- Works with the Account Manager I in maintaining a working relationship with area healthcare providers as it relates to fiscal activity.
- Works with the Account Manager I in coordinating billing activity with the contracted billing service.
- Receives and responds to legal requests for federally protected health information.
- Receives payments to EMS and prepares check register for review and confirmation by the EMS Account Manager I.
- Assists patients in setting up payment schedules and explains breakdown of insurance co-payments, deductibles, or reason for non-payment on account.
- Receives visitors to the Emergency Services Center.
- Answers incoming calls and directs them to the appropriate department or records messages for return calls.
- Composes correspondence and reports; proofread and edit correspondence, reports, or other written communications.
- Establishes and maintains files for the EMS Director and other EMS Command staff.
- Gathers information and materials for reports or other special projects and assignments.
- Occasionally assists Administrative Support Assistant in preparing invoices, packing slips or purchase orders in preparing them for submittal to Finance Department.
- Occasionally assists Administrative Support Assistant in maintaining records related to all EMS purchases.

- Performs second level review to account for the completion of EMS Patient Care Reports.
- Monitor and maintain inventory of office supplies; ensure availability of adequate materials to conduct work activities.
- Purchases or arrange the purchase of office supplies either online, by telephone, or in person.
- Prepares, maintain and update confidential department and KBEMS required personnel information.

Minor Essential Duties

- Accepts payments on accounts from patients.
- Checks office supplies.
- Accepts deliveries.
- Performs general office duties.
- Prepares mail.
- Other duties as required by EMS Account Manager or EMS Director

Supervisory Responsibility

- None

Relationships

The Account Manager II/EMS Clerk performs duties within the EMS under the direct supervision of the EMS Account Manager I.

Qualifications

Education and/or Experience

- Graduate of an accredited high school or equivalent.
- One or more years' experience in the area of accounting is preferred.
- Prior experience in office and administrative procedures and practices or willingness to learn said practices.
- Experience in emergency service operations is preferred.

Language Skills

- Ability to read, analyze and interpret policies, procedures, and governmental regulations.
- Ability to write reports and business correspondence.
- Possess strong oral, written and listening communication skills.
- Respond to sensitive inquiries.
- Possess strong oral, written and listening skills.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute ratio and percent.

Reasoning Ability

- Define problems, collect data, establish facts, and draws valid conclusions.
- Interpret a variety of technical and instructional information.
- Make decisions which serve Hardin County's best interest and follows the missions and objectives of the department.

Certificates, Licenses, Registrations

- None.

Other Knowledge and/or Skills

- Knowledge of office practices and administration, proper business English, punctuation, grammar and spelling.
- Ability to use mature judgment, courtesy, and tact in dealing with the public, elected officials, and government employees.
- Ability to effectively use computers and standard office machines.
- Ability to manage and accomplish multiple priorities and responsibilities with a high level of accuracy.
- Maintain a calm professional demeanor under both stressful and undesirable circumstances.

Pre-Employment Requirements

- Must submit to and pass a pre-employment drug screen and background check.
- Must not have been convicted of a felony offense or other crimes involving moral turpitude
- Must be eligible and willing to become a Notary Public within one year.

Physical Demands

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing job duties, the employee could reasonably be expected to:

<u>Regularly (over 2/3 of regular work day)</u>	<u>Occasionally (under 1/3 of regular work day)</u>
<ul style="list-style-type: none">• Sit• Talk or hear• Use hands to type, handle paper, etc. focus on computer screens	<ul style="list-style-type: none">• Stand or walk• Reach with hands and arms• Lift and/or move up to 25 pounds

Vision requirements include close, distance, color and peripheral vision, depth perception and the ability to adjust focus.

Work Environment

The work environment described in preceding paragraphs represents those encountered while performing the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level is usually low.

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the county's best interests
- Must adhere to the applicable provisions of the Department Rules and Regulations, the Personnel Policy Manual, the Hardin County Administrative Code, the Hardin County Administrative Operational Guidelines, the Kentucky Revised Statutes, and any other procedures, rules, regulations, and policies set forth by appropriate authorities.
- Must be neat in appearance.
- Must maintain confidentiality when required.
- Must have personal integrity and remain free of felony convictions.
- Must be neat in appearance.
- Must be 18 years or older
- Must be able and willing to work varied hours and be available for overtime and emergency call-in.

Date approved: September 27, 2016



Harry L. Berry
Hardin County Judge/Executive

Hourly

Hardin County Fiscal Court Job Description

EMT/IT Specialist

May 10, 2016

EMS

Pay Grade 8 (40 Hour)

Job Summary

Under limited supervision, performs highly responsible duties of rendering emergency care and transportation to ill and injured persons. The nature of the work requires extensive decision-making abilities under pressure, and also requires a calm professional demeanor. This position also assist, when needed, approximately sixteen (16) hours per week, the Hardin County Network Analyst with the IT and networking needs of Hardin County Government.

Major Essential Duties

- Responsible for the overall evaluation and care provided to ill or injured persons when assigned to a BLS staffed ambulance;
- Assists in the evaluation and care provided to ill or injured persons when assigned to an ALS staffed ambulance.
- Ensures that assigned ambulance and facilities are properly maintained, stocked and fully functional.
- Responds to emergency incidents within Hardin County on a daily basis.
- Completes all reports properly.
- Develops and maintains working knowledge of the roadways, businesses and industry within Hardin County, KY.

Minor Essential Duties

- Conducts educational and training programs for area public safety agencies.
- Assists in public education projects.
- Assists in data collection activities.
- Possesses advanced computer system knowledge
- Performs other duties as may be required.

Supervisory Responsibility

None

Relationships

The Emergency Medical Technician performs duties with the EMS department, under the direct supervision of the EMS Shift Supervisor. However, the Hardin County Engineer has technical oversight of the IT work

Qualifications

Education and/or Experience

Graduate of an accredited high school or equivalent.

Language Skills

- Ability to read, analyze and interpret policies, procedures, professional publications, and governmental regulations.
- Possess strong oral, written and listening skills.
- Ability to make to handle sensitive issues.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

Reasoning Ability

- Solves practical problems.
- Interprets some technical and instructional material.
- Makes reasonable and logical conclusions from information which may be conflicting or disjointed.
- Makes decisions in the best interests of the patient.
- Makes decisions which serve the County's best interest.

Certificates, Licenses, Registrations

- Must possess and maintain licensure as an EMT by the Kentucky Board of EMS
- Must possess and maintain a valid Kentucky Driver's License
- Must obtain and maintain other certifications and credentials as required by the EMS Department
- Must maintain training and certifications as required by KY OSHA
- Must maintain training and certifications as required by the Federal Emergency Management Agency (FEMA)
- Must obtain and maintain certification in Hazardous Materials (Awareness Level) within one (1) year of employment or promotion

Other Knowledge and/or Skills

- Display mature judgment, courtesy, and tact in dealing with the public, elected officials and government employees
- Possess the following necessary knowledge, skills, and abilities to:
 - Operate basic and advanced life support equipment
 - Operate complex communications equipment
 - Operate computers

Physical Demands

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must maintain physical ability to perform the job as required or determined by a periodic physical exam. This policy will not infringe on rights provided by the American disabilities Act (ADA).

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3 of regular work day)

Sit
Talk or hear
Use hands to type, handle paper, etc.
Reach with hands and arms
Lift and carry a minimum of 50 pounds
Squat and bend

Occasionally (under 1/3 of regular work day)

Stand or walk
See hazardous list on page 3
Lift and carry a minimum of 125 pounds
Walk over rugged, uneven terrain

Vision requirements include close, distance, color, and peripheral vision, depth perception and the ability to adjust focus. This allows the individual the ability to differentiate skin colors and tones and the color of liquids and smoke.

Work Environment

Considerable health and physical strength requirements are necessary. Though safety and risk management measures are implemented wherever possible, there remain numerous unavoidable aspects of this position, which may place the individual at risk of personal harm or illness resulting from performance of his/her duties. Situations which may result in such personal harm or illness included but are not limited to:

- Driving an emergency vehicle using lights and sirens
- Exposure to hostile or combative patients and other individuals
- Response to violent crime scenes
- Response to accidents involving hazardous chemical spills
- Exposure to communicable diseases
- Danger from moving traffic at highway/roadway accidents
- Response to environments including those involving chemical, radiological, biological or explosive hazards
- Exposure to dirty needle sticks and medical waste
- Performance of certain high-risk procedures in the delivery of advanced life support
- Noise level is low to moderate.
- Temperature level will vary from extreme cold to extreme heat

- Moisture level will vary from extreme dry to rain, snow, and ice conditions and may require immersion in water

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the county's best interests
- Must adhere to the applicable provisions of the Department Rules, Regulations, Protocols and Standard Operating Guidelines, the personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, the Kentucky Administrative Regulations, and any other procedures, rules, regulations, and policies set forth by appropriate authorities.
- Must maintain confidentiality
- Must have personal integrity and remain free of felony convictions.
- Must be neat in appearance
- Must be 21 years or older

Date Approved:

May 10, 2016



Harry L. Berry
Hardin County Judge/Executive

Hourly

**Hardin County Fiscal Court
Job Description**

Paramedic/IT Specialist

May 10, 2016

EMS

Pay Grade 12 (40 Hour)

Job Summary

Under limited supervision, performs highly responsible duties of rendering emergency care and transportation to ill and injured persons. The nature of the work requires extensive decision-making abilities under pressure, and also requires a calm professional demeanor. This position also assist, when needed, approximately sixteen (16) hours per week, the Hardin County Network Analyst with the IT and networking needs of Hardin County Government.

Major Essential Duties

- Responsible for the overall evaluation and care provided to ill or injured persons
- Ensures that assigned ambulance and facilities are properly maintained, stocked and fully functional
- Responds to emergency incidents within Hardin County on a daily basis
- Completes all reports properly
- Develops and maintains a working knowledge of the roadways, businesses and industry within Hardin County, KY

Minor Essential Duties

- Conducts educational and training programs for area public safety agencies.
- Assists in public education projects.
- Assists in data collection activities.
- Possesses advanced computer system knowledge
- Performs other duties as may be required.

Supervisory Responsibility

None

Relationships

The Paramedic performs duties with the EMS department, under the direct supervision of the EMS Shift Supervisor. However, the Hardin County Engineer has technical oversight of the IT work

Qualifications

Education and/or Experience

Graduate of an accredited high school or equivalent.

Graduate of a nationally or state approved Paramedic Education Institution

Language Skills

- Ability to read, analyze and interpret policies, procedures, professional publications, and governmental regulations.
- Ability to write reports, business correspondence, and policy and procedure manuals.
- Ability to make presentations on related topics to members of the management team, other team members, and public groups.
- Possess strong oral, written and listening skills.
- Ability to handle sensitive issues.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.

Reasoning Ability

- Solves practical problems while dealing with several abstract and concrete variables.
- Interprets an extensive variety of complex technical and instructional material.
- Makes reasonable and logical conclusions from information which may be conflicting or disjointed.
- Makes decisions in the best interests of the patient.
- Makes decisions which serve the County's best interest and impact the areas over which authority is exerted.

Certificates, Licenses, Registrations

- Must possess and maintain licensure as a Paramedic by the Kentucky Board of EMS
- Must possess and maintain a valid Kentucky Driver's License
- Must obtain and maintain other certifications and credentials as required by the EMS Department
- Must maintain training and certifications as required by KY OSHA
- Must maintain training and certifications as required by the Federal Emergency Management Agency (FEMA)
- Must obtain and maintain certification in Hazardous Materials (Awareness Level) within one (1) year of employment or promotion

Other Knowledge and/or Skills

- Display mature judgment, courtesy, and tact in dealing with the public, elected officials and government employees
- Possess the following necessary knowledge, skills, and abilities to:
 - Operate basic and advanced life support equipment

- Operate complex communications equipment
- Operate computers

Physical Demands

The physical demands described represents those required to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must maintain physical ability to perform the job as required or determined by a periodic physical exam. This policy will not infringe on rights provided by the American disabilities Act (ADA).

While performing job duties, the employee could reasonably be expected to:

Regularly (over 2/3 of regular work day)

Sit
Talk or hear
Use hands to type, handle paper, etc.
Reach with hands and arms
Lift and carry a minimum of 50 pounds
Squat and bend

Occasionally (under 1/3 of regular work day)

Stand or walk
See hazardous list on page 3
Lift and carry a minimum of 125 pounds
Walk over rugged, uneven terrain

Vision requirements include close, distance, color, and peripheral vision, depth perception and the ability to adjust focus. This allows the individual the ability to differentiate skin colors and tones and the color of liquids and smoke.

Work Environment

Considerable health and physical strength requirements are necessary. Though safety and risk management measures are implemented wherever possible, there remain numerous unavoidable aspects of this position, which may place the individual at risk of personal harm or illness resulting from performance of his/her duties. Situations which may result in such personal harm or illness included but are not limited to:

- Driving an emergency vehicle using lights and sirens
- Exposure to hostile or combative patients and other individuals
- Response to violent crime scenes
- Response to accidents involving hazardous chemical spills
- Exposure to communicable diseases
- Danger from moving traffic at highway/roadway accidents
- Response to environments including those involving chemical, radiological, biological or explosive hazards

- Exposure to dirty needle sticks and medical waste
- Performance of certain high-risk procedures in the delivery of advanced life support
- Noise level is low to moderate
- Temperature level will vary from extreme cold to extreme heat
- Moisture level will vary from extreme dry to rain, snow, and ice conditions and may require immersion in water

Comments

- Must display the following:
 - Positive communication
 - Objectivity
 - Willingness to solve problems
 - Commitment to serve the county's best interests
- Must adhere to the applicable provisions of the Department Rules, Regulations, Protocols and Standard Operating Guidelines, the personnel Policy Manual, the Hardin County Administrative Code, the Kentucky Revised Statutes, the Kentucky Administrative Regulations, and any other procedures, rules, regulations, and policies set forth by appropriate authorities.
- Must maintain confidentiality
- Must have personal integrity and remain free of felony convictions.
- Must be neat in appearance
- Must be 21 years or older

Date Approved:

May 10, 2016



Harry L. Berry
Hardin County Judge/Executive