



**BOARD OF SUPERVISORS  
AGENDA LETTER**

**Agenda Number:**

**Clerk of the Board of Supervisors**  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** Human Resources  
**Department No.:** 064  
**For Agenda Of:**  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

**TO:** Board of Supervisors

**FROM:** Department Kristine Schmidt, Human Resources Director, 568-2800  
Director(s) Mark Hartwig, Fire Chief/Fire Warden  
Contact Info: Erin Jeffery, Fiscal & Workforce Planning Division Chief,  
568-2808

**SUBJECT: Establish Job Classification of EMS Operational Supervisor**

**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: N/A

**Recommended Actions:**

That the Board of Supervisors:

- a) Adopt the resolution in Attachment A to establish the job classification of EMS Operational Supervisor (Class #8033, Range #8033, \$41.779 to \$60.793 per hour); and
- b) Determine that the above actions are exempt from California Environmental Quality Act (CEQA) review per CEQA Guidelines Section 15378(b)(4) since the recommended actions are government funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

**Summary Text:**

The recommended action would establish the classification of Emergency Medical Services (EMS) Operational Supervisor. This classification would be used by the Fire Department to carry out management responsibilities over EMS Transport if the Fire Department were to assume those services at some point in the future.

It should be noted that there are no plans to fill this position at this time. Rather, the establishment of this position will make it available should the County assume such services in the future.

The corresponding salary range is consistent with other, non-safety Team/Project Leader assignments across the County.

**Background:**

This classification is being established in preparation for the possibility of the Fire Department providing EMS Transport services at some time in the future. This classification would be responsible for day-to-day operational program oversight and leadership of a geographic area of the EMS Transport System. This would include supervision, staffing and scheduling of EMS crews, maintenance of equipment and supplies, and recordkeeping. This classification would also be responsible for acting as a Paramedic and covering ambulance operator shifts should circumstances necessitate.

This classification would report to an Ambulance Manager, and responsibilities would include but not be limited to:

- Operational Efficiency: overseeing and optimizing ambulance operations in real-time, ensuring smooth coordination of resources, timely responses, and efficient deployment of ambulances.
- Resource Management: effectively managing resources such as staff, equipment, and vehicles.
- Emergency Response Coordination: in times of crisis or mass casualty incidents, this position will play a critical role in coordinating response efforts, liaising with other services, and ensuring a swift and effective response.
- Quality Assurance: providing the ability to maintain high-quality standards in patient care, compliance with protocols, and adherence to safety standards.
- Customer Satisfaction: addressing issues promptly, building trust, and ensuring a positive experience for the patient and their families.
- Employee training, supervision, and development by providing guidance, feedback, training, and discipline to field staff, enhancing skills, boosting morale, and fostering a culture of continuous improvement.

This classification will be a field-level manager and will provide a span of control within the EMS Transport Division. This classification will participate with internal county partners as well as external partners, and may conduct forced blood draws for other county partner agencies should circumstances necessitate.

**Fiscal Analysis:**

Narrative: There is no fiscal impact associated with establishing the job classification.

**Staffing Impacts:**

There is no staffing impact associated with establishing the classification by itself.

**Special Instructions:**

Please email one (1) copy of the minute order and one (1) copy of the fully executed Salary Resolution to Tracy Rogers, Workforce Planning Analyst, Human Resources Department at [trogers@countyofsb.org](mailto:trogers@countyofsb.org).

**Attachments:**

Attachment A: Salary Resolution

Attachment B: Proposed Class Specification for EMS Operational Supervisor

**Authored by:**

Stefan Brewer, Workforce Planning Manager, County Human Resources

**cc:**

Mona Miyasato, County Executive Officer

Nancy Anderson, Chief Assistant County Executive Officer

Wade Horton, Assistant County Executive Officer