



THE STATE  
of **ALASKA**  
GOVERNOR SEAN PARNELL

**Department of Administration**

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# Memorandum

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Director

Thru: Keith Murry *Keith*  
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From: Pat Morrissey *Pat*  
Human Resource Specialist

Date: June 21, 2013

Subject: **Emergency Medical Technicians**

## Introduction:

On May 31, 2013, Governor Sean Parnell declared a disaster for the flooding event in the following Regional Education Attendance Areas (REAA): Alaska Gateway, Yukon-Koyukuk, and Copper River. This declaration was amended to add the Lower Yukon REAA on June 12, 2013. The Department of Health and Social Services (DHSS) Emergency Operations Center (EOC) was activated to fill any health and medical requests resulting from the disaster and received a request from the EOC to supply two nursing or emergency medical personnel from June 21<sup>st</sup> through July 5<sup>th</sup>, 2013. It was determined that three nursing and two paraprofessional emergency medical personnel were necessary to maintain appropriate two-person shifts through each day of the requested time period.

## Class Analysis:

The certification requisite to the level of care provided by the paraprofessional emergency medical personnel is equivalent to that of a certified Emergency Medical Technician III per AS 18.08.082. Exhaustive review of State job classes revealed no appropriate classes with regards to the type and nature of work performed and requisite competencies and certifications.

Employees performing this body of work serve as first responders to provide paraprofessional care for the sick or injured in emergency and/or remote situations. As a means to providing critical pre-hospital care, incumbents respond to 911 calls for emergency medical assistance, assess patient conditions, apply established guidelines specific to certified level of care and/or physician directions to determine potential courses of immediate treatment, report and document observations and in field treatments to appropriate medical staff, and safely transport patients to medical facilities

capable of providing more advanced emergency medical care. These employees may be responsible to provide necessary ongoing medical care during transportation.

These employees serve as first responders who perform work involving providing for the safety and security of the public and protection from destructive forces. The work requires specialized knowledge and training to enforce laws and respond to situations endangering life or property. This work is most appropriately assigned to Category D with the State's classification plan and outline.

#### Class Title

A class title should be the best descriptive title for the work. It is intended to concisely and accurately convey the kind and level of work performed and should be brief, easily recognized, gender neutral, and understood by potential applicants.

These employees respond to emergency calls, care for sick or injured individuals in emergency, pre-hospital situations, and transport patients to appropriate medical care facilities. Due to the first responder nature of this paraprofessional work, the industry standard title of Emergency Medical Technician is most appropriate.

#### Minimum Qualifications

The minimum qualifications established for a job class must relate to the knowledge, skills, and abilities (KSAs) needed to perform the work and must not create an artificial barrier to employment of individuals in protected classes. Required training should be limited to the basic formal training that customarily prepares individuals for work in the field. Experience requirements are intended to ensure new employees can successfully perform the work after a period of orientation or familiarization. Required experience should be directly related to the actual duties of positions in the class and should not be equivalent to the work to be performed.

Per AS 18.08.082, employees performing this work must be certified as an Emergency Medical Technician III by the State of Alaska.

#### Class Outline

A Class Code is assigned based on the placement of the job class in the classification schematic of Occupational Groups and Job Families. Occupational Groups are made up of related Job Families and encompass relatively broad occupations, professions, or activities. Job Families are groups of job classes and class series that are related as to the nature of the work performed and typically have similar initial preparation for employment and career progression.

Emergency Medical Technicians respond to emergency calls, care for sick or injured individuals in emergency, pre-hospital situations, and transport patients to appropriate medical care facilities.

This work is most appropriate to the Medical, Public Health and Related (PG) occupational group. This group includes families of classes that advise on, administer, supervise or perform research, education, or professional, scientific, technical or sub professional work in the areas of medicine, public health, mental health and patient services.

Within the PG group, Emergency Medical Technicians are further assigned to the Special Health Services (PG06) job family. This family includes classes of positions that advise on, administer,

supervise or perform professional, technical or sub professional work in health service specialties including those related to therapy, nutrition, speech, hearing, education and others. Initial preparation for employment is typically through advanced education in a specialty area with subsequent career progression based on specialized education and responsible experience.

Emergency Medical Technician

Class Code: **PG0625**

AKPAY Code: **K0128**

#### Fair Labor Standards Act

The positions in this study are covered by the minimum wage and maximum hour provisions of the Fair Labor Standards Act of 1938, as Amended (FLSA). While exemption from the provisions of the Act are determined based on the specific circumstances of an individual employee on a work-week basis, there are general aspects of the classes and their influence on the exemptions for employees in bona fide executive, professional, or administrative positions that can be addressed in general.

As first responders, employees of the Emergency Medical Technician job class do not meet the executive, administrative, and professional criteria for exemption and are eligible for overtime.

#### **Internal Alignment:**

##### Alignment Methodology

Under internal alignment, the salary range of a job class is determined based on internal consistency within the State's pay plans with the goal of providing fair and reasonable compensation for services rendered and maintaining the principle of like pay for like work. In evaluating internal consistency, the difficulty, responsibility, knowledge, skills, and other characteristics of a job are compared with job classes of a similar nature, kind, and level first in the same job family; then within other job families within the same occupational group. Comparisons with classes in job families outside the occupational group are made when similarities are sufficient to provide valid relationships, the comparisons within the occupational group are few, and/or when the class has particular characteristics that justify comparisons with another job family. The greater the similarity with the study class the more weight should be given. Comparisons within the job family are typically given greater weight than those outside of the job family.

The Classification Outline is the hierarchy by which various job classes and class series are sorted into occupational groups and job families. Occupational groups consist of job families that encompass relatively broad occupations, professions, or activities. Job families consist of job classes that are related as to the nature of the work performed.

As previously determined, the Emergency Medical Technician job class is assigned to Category D within the PG06 family.

There are currently no Category D classes within the PG06 family; however, there were several Category A and Category B classes, from which valid comparisons could be drawn.

Range	Job Class	Description	Range Characteristics
Range 14	Recreation Therapist I (PPG0681) Category B	Develops and implements a recreational therapy program under the general direction of an interdisciplinary therapeutic team or higher level therapist.	The class aligned to this range provides recreational therapy to individuals under the direction of a higher level therapist.
Range 16	Dental Hygienist (PG0622) Category A	Performs oral prophylaxis, takes X-rays and instructs patients in personal oral hygiene in a State correctional institution.	Classes aligned to this range perform a variety of typical paraprofessional and professional treatments and therapies.
	Industrial Therapist (PG0640) Category B	Provides individual and group industrial rehabilitative therapy programs through directed activities to clients with physical or mental disabilities or disorders.	
	Recreation Therapist II (PPG0682) Category B	Develops and implements a recreational therapy program for an institution. Incumbents may supervise other therapists or function as the sole resource for the institution.	
Range 17	Licensed Practical Nurse (PG0301) Category B	Performs the full range of licensed practical nursing duties in a State institution.	The class aligned to this range performs the full range of practical nursing duties requiring licensure reflecting considerable knowledge of the principles and practices of practical nursing and commonly used medications and their actions and side effects.
Range 18	Physical Therapist (PG0660) Category B	Responsible for providing journey level professional planning, supervision, performance, and day-to-day functioning of a physical therapy program.	The class aligned to this range performs licensed, journey level physical therapist responsibilities requiring knowledge of the specialized theories, methods, and techniques of physical therapy and the equipment and special treatments required.

Alignment Analysis

All comparative analyses for internal alignment are made based upon the characteristics of each comparative job class and conducted irrespective of their salary range assignments.

Although instructions and guidance may be provided by licensed professional medical provides through electronic media, Emergency Medical Technicians serve as first responders to care for sick or injured individuals in emergency, pre-hospital situations that are often remote and inclement. The critical nature and extent of care, latitude of independence, and potentially fatal consequence of error exceeds that typical Recreation Therapists I, which are aligned to salary range 14.

Emergency Medical Technicians shared many similarities with regards to type and complexity of care or treatment, latitude of independence, and requisite licensure or certification with comparable classes aligned to salary range 16; most notably, Dental Hygienists.

The extent and complexity of care and requisite licensures typical of both the Licensed Practical Nurses, aligned to salary range 17, and the Physical Therapists, aligned to salary range 18, exceed that of the Emergency Medical Technicians.

## Conclusions:

This study was conducted to establish a job class (or classes) appropriate to meet the work determined by Governor Parnell's May 31, 2013, declaration of disaster.

This review established the Emergency Medical Technician job class (PG0625/K0128), which is aligned to salary range 16.

The preceding job analysis and review for exemption under the FLSA indicates that employees of the Emergency Medical Technician job class do not meet the criteria for exemption and are eligible for overtime.

The job class and all related study actions are effective June 21, 2013.

Correspondence on the allocation of study positions is being distributed through the OPD system.

## Attachments

Final class specification

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