

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**

**EMERGENCY MEDICAL TECHNICIAN PARAMEDIC**

**JOB DESCRIPTION**

Employees in this job provide life support services to patients in state hospitals and correctional facilities under the direction of a licensed medical provider.

**Position Code Title - Emergency Medical Technician-E**

Emergency Medical Technician E9

This is the experienced level. The employee performs a full range of Emergency Medical Technician assignments and uses independent judgement to make decisions in specific work situations.

**Position Code Title - Emergency Med Tech Paramedic-A**

Emergency Medical Technician Paramedic 10

This is the advanced level. The employee functions as a senior worker performing the most complex Paramedic assignments. The employee may oversee the work of lower-level Emergency Medical Technicians.

**JOB DUTIES**

**NOTE:** Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Provides health care services within the emergency medical technician scope of practice while adhering to established protocols, patient safety procedures, and department policies.

Maintains IV lines, and performs wound care, EKGs, and life saving measures.

Assists in providing medical health care and general psychiatric care to patients/prisoners, including measurement of vital signs and observation for abnormalities; reports observations to medical provider and documents observations.

Coordinates transport and operates the ambulance.

Follows housekeeping and sanitary standards.

Ensures necessary supplies and equipment are maintained at appropriate levels and are utilized in accordance with safe practices.

Coordinates, directs, and monitors the methods and techniques for processing materials and supplies required by medical, nursing, and paramedical personnel.

Enters data in the Electronic Health Record ensuring confidentiality of the patient/prisoner.

Performs related work and other duties as assigned.

**Additional Job Duties**

Emergency Medical Technician Paramedic 10

Performs IV insertions, blood draws, venipuncture, intradermal TB tests, and Advanced Cardiovascular Life Support (ACLS) life saving measures.

Reviews emergency room documentation and functions as a resource person for staff.

Liaises with internal departments and community-based health care facilities.

Assigns work to lower-level Emergency Medical Technicians.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Knowledge of first aid and routine health care procedures.

Knowledge of triage techniques for medical emergencies.

Knowledge of equipment and procedures used in the work.

Knowledge of life support practices and patient care.

Knowledge of departmental rules, regulations, policies, and procedures.

Knowledge of medication indications, dosages, precautions, administration, contraindications, and side effects.

Ability to maintain IV lines, and perform wound care, EKGs, and life saving measures.

Ability to treat patients/prisoners in a professional, nonjudgmental manner.

Ability to operate an ambulance.

Ability to apply current methods in the development and implementation of treatment plans.

Ability to maintain records and prepare reports.

Ability to maintain composure under stressful situations.

Ability to communicate effectively.

### **Additional Knowledge, Skills, and Abilities**

#### **Emergency Medical Technician Paramedic 10**

Ability to perform IV insertions, blood draws, venipuncture, intradermal TB tests, and ACLS life saving measures.

Ability to oversee the work of Emergency Medical Technicians.

### **Working Conditions**

The job requires an employee to work in a correctional facility or state hospital and to have direct contact with patients/prisoners.

The job requires an employee to work in an environment that involves exposure to disease and illness.

The employee may be assigned to work any day of the week or on any shift.

### **Physical Requirements**

The job duties require an employee to be absent of any physical limitation which would impair effective performance.

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

The job duties require an employee to work under stressful conditions.

### **Education**

Education typically acquired through completion of high school.

## **Experience**

### **Emergency Medical Technician E9**

No specific type or amount is required.

### **Emergency Medical Technician Paramedic 10**

One year of experience in emergency medical services or closely related field.

**NOTE:** Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

## **Special Requirements, Licenses, and Certifications**

Emergency Medical Technician or Paramedic licenses that are recognized nationally or by other states will meet the licensure requirement; however, employees have 6 months from the date of employment to obtain the appropriate MDHHS licensure.

Must possess a valid driver's license and the ability to obtain a valid Michigan driver's license.

Positions in this class are test-designated and subject to pre-appointment and random-selection drug and alcohol testing.

See individual position descriptions for other requirements.

### **Emergency Medical Technician-E:**

Positions require possession of a Michigan Department of Health and Human Services (MDHHS) Emergency Medical Technician license and American Heart Association Basic Life Support (BLS) certification.

### **Emergency Medical Technician Paramedic-A:**

Positions require possession of a MDHHS Paramedic license, American Heart Association BLS certification, and American Heart Association ACLS certification.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

### **Job Code**

### **Job Code Description**

EMTMEDTCH

EMERGENCY MEDICAL TECHNICIAN PARAMEDIC

### **Position Title**

### **Position Code**

### **Pay Schedule**

Emergency Medical Technician-E

EMTECHE

U11-014

Emergency Med Tech  
Paramedic-A

EMTPARA

U11-030

RS

02/02/2025