

Navy Region Mid-Atlantic Fire & Emergency Services
1776 Gilbert Street, 2nd Floor, Naval Station Norfolk, VA 23511

EMPLOYMENT OPPORTUNITY

Fire-EMS Data Specialist GS-0343 series, grade GS-11

Salary Range: \$ 61,218 to \$79,586 per annum

Commander Navy Region Mid-Atlantic currently has Direct Hire Authority. This position will NOT be advertised via USA Jobs, but applicants are highly encouraged to use USA Jobs to format and prepare resumes. In the Federal government, your resume IS your application; using the resume builder tool at www.usajobs.gov will ensure you include the necessary elements for a solid evaluation of your experience and credentials both for position qualification purposes, and pay setting.

POSITION OVERVIEW

This is a non-uniformed position. This specialist primarily works with the department's Accreditation Manager, Emergency Medical Services Chief, and other senior management to provide a variety of analytical, administrative and technical work. The incumbent serves as a Program Specialist in data systems and informatics specific to fire and emergency services response metrics, performance improvement, and quality assurance/improvement. Develops and implements comprehensive plans and strategies for the internal and external integration of various fire- and emergency services-specific data systems to compile and analyze data used to improve fire / emergency services system performance, improve organizational outcomes, and support fire department accreditation.

ABOUT THE DEPARTMENT

The department's 651 personnel provide fire protection/prevention services for nine fire districts encompassing 24 naval installations, support activities and annexes from Maine to Virginia, Illinois, and Indiana. The Department provides structural fire protection, shipboard firefighting, aircraft firefighting, emergency medical services, hazardous material response, technical rescue, hazardous condition standbys, disaster response support, fire risk management, courtesy support, special event standbys and public education services. The department operates 23 engine companies, 10 aircraft rescue firefighting units, 8 ladder companies, 6 quintuplet apparatus, and 23 ambulances.

MAJOR DUTIES

Create and use complex spreadsheets, databases, and data analysis tools. Cleans and manipulates large datasets for analysis; develops and manages data standards and reporting tools; supports data integration from other agencies. Extracts and analyzes data from dispatch and fire department records management systems; interprets and prepares data for studies, reports, and recommendations for the department and other public safety programs.

Performs statistical analysis of fire department performance metrics and clinical procedures/patient outcomes to support performance improvement efforts, clinical research, special studies, and fire department accreditation. Research and studies supported include clinical (e.g. hospital or EMS system field research studies), accident and incident investigation, and the like. Evaluates data input mechanisms and procedures, and develops instructions, plans, and policy to support accurate data input to agency reporting systems.

Supports agency accreditation requirements including: Standard of Cover, Fire and Emergency Services Self-Assessment (FESSAM), risk assessment and various response performance and deployment analyses. Analyzes organizational efficiency and effectiveness.

Administers fire department data systems for event and patient reporting; maintains user lists, grants user permissions, and facilitates error correction and technical support with software vendors.

Administers internal fire department intranet (Navy G2) and shared drives managing user permissions, organizing postings, and posting announcements of interest to personnel.

Performs a variety of support and administrative functions to include preparation and tracking of travel orders, file management, correspondence, property accountability, and reports.

GENERAL ELIGIBILITY REQUIREMENTS:

To qualify, candidates must demonstrate a minimum of 52 weeks of similar data management and analytical experience at the GS-10 level. A bachelor's degree or equivalent combination of education, training, and experience is required. Also required:

- Typing at a rate of 45 words per minute or greater is required.
- Valid state driver's license
- Must obtain and maintain eligibility for Secret Security Clearance
- Must have financial and credit history adequate to be assigned a contracting warrant, and to serve as a Contracting Officer Representative (COR). The incumbent will file an annual financial disclosure statement.

BENEFITS:

Federal Employee's Health Benefits (FEHB) Program, Long Term Care Insurance, Federal Employees' Group Life Insurance (FELI).

Federal Employees' Retirement System (FERS), a three tiered retirement plan consisting of a basic FERS pension benefit plan, social security benefits and the Thrift Saving Plan (TSP).

Paid annual leave (vacation) of 2-1/2 weeks per year (less than 3 years of service), 4 weeks per year (3 to 15 years of service), and 5 weeks per year (greater than 15 years of service).

Paid sick leave with no carryover/ "use or lose" requirements. Full time employees accrue sick leave at the rate of 4 hours for each full biweekly pay period.

Flexible and compressed work schedules are available for this position.

NOTES:

Candidates' appointment eligibility will be verified prior to job offer.

Phone numbers and email addresses on submitted resumes will be used to contact candidates for further information and to schedule interviews and promotional assessments. Please ensure your contact information is accurate and complete.

HOW TO APPLY

Interested candidates should forward their resume via email to Sara Campbell, sara.j.campbell@navy.mil, or FAX to 757-444-1222 (faxed documents should be confirmed via phone call or email). General application /resume questions should be directed to Ms. Campbell via email or (757)322-2403.

For additional information about the department and specific questions about duties of the position, contact Chief of Operations Harold M. "Monty" Willaford at (757)322-2392 or harold.willaford@navy.mil.

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

THIS SOLICITATION MAY BE USED TO FILL ADDITIONAL VACANCIES