



Code: 8734
Family: Public Safety
Service: Public Safety
Group: Fire Service
Series: Firefighting

CLASS TITLE: ASSISTANT DEPUTY CHIEF PARAMEDIC

CHARACTERISTICS OF THE CLASS

Under general supervision, assists in directing responses to Emergency Medical Services (EMS) incidents and related administrative function of an assigned shift within a district/division; and performs related duties as required

ESSENTIAL DUTIES

- Assists the Deputy Chief Paramedic in managing EMS staff engaged in responding to emergency medical calls and providing direct patient care and treatment
- Reviews and evaluates records, including daily incident journals, Fire/EMS reports, and Patient Care Records and ensures compliance with general orders on EMS policy, procedures, and protocols
- Participates in the department's quality assurance program through post-incident analysis and reporting
- Assists in developing and implementing improvements identified by the quality assurance program
- Participates in educational and public relations activities in areas of health and fire safety
- Prepares manpower, operational and status reports

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Fire Science, Business Administration or a related degree
- Career Service status as a Paramedic Field Officer or Ambulance Commander; or an equivalent combination of training, education, and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois Driver's License is required

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Two-way radio
- Computers and peripheral equipment
- Cardiac Monitor & Defibrillator
- Patient Conveyance Devices
- Airway Management Supplies
- Patient Immobilization Devices

- Trauma Supplies
- IV (intravenous) supplies
- Medication and Administration supplies
- Personal Protective Equipment

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Comprehensive knowledge of:

- *Departmental orders and other written policies and procedures (e.g., General Orders and addenda, Special Directives, Memoranda, SOPs, Rules and Regulations, Policies and Procedures, Code of Professional Conduct, and Labor agreements of the Chicago Fire Department)
- *Department training materials and drill and evolution procedures
- *Department disciplinary procedures and personnel administration and management principles, policies, practices, and techniques
- *CFD medical policies, procedures, and methods for safeguarding employee health and safety policies and procedures
- EMS procedures and protocols
- Region XI Chicago Emergency Medical Services (EMS) Policies and Procedures
- Region XI Chicago Paramedic Standing Medical Orders
- Illinois EMS Act Rules and Regulations and applicable portions of Illinois Department of Public Health (IDPH) regulations
- *policies and procedures related to manpower planning/staffing and related staffing requirements
- *radio communication, procedures, and protocols
- *Department response levels, chain of command, and incident command procedures at emergency incidents
- *State and local laws, rules and regulations relating to the operation of emergency vehicles
- fire, incident, and emergency management response planning, notification procedures, and protocols

Some knowledge of:

- *management and supervisory methods, practices, and procedures
- geographical locations in the City
- public safety principles and practices

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making

- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *INSTRUCTING - Teach others how to do something
- *SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do
- *JUDGMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- COME UP WITH IDEAS - Come up with a number of ideas about a topic
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

CODE: 8734

CLASS TITLE: ASSISTANT DEPUTY CHIEF PARAMEDIC

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
November, 2021