STATE OF CALIFORNIA
Budget Change Proposal - Cover Sheet
DF-46 (REV 03/25)

Fiscal Year	Business Unit Number	Department
2026-27	4120	Emergency Medical Services Authority

Hyperion Budget Request Name	Relevant Program or Subprogram
4120-003-BCP-2026-GB	3820 – Emergency Medical Services Authority

Budget Request Title
Human Resources, Enforcement and Legal Workload

Budget Request Summary
The Emergency Medical Services Authority (EMSA) requests four positions and $1,368,000 in 2026-27 and $1,319,000 in 2027-28 and ongoing from the General Fund to support workload in the Human Resources Branch of the Administration Division, the Enforcement Branch of the Professional Standards Division, and the Legal Division.

Requires Legislation (submit required legislation with the BCP)	Code Section(s) to be Added/Amended/Repealed
☐ Trailer Bill Language ☐ Budget Bill Language ☒N/A	

Does this BCP contain information technology (IT) components? ☐ Yes ☒ No *If yes, departmental Chief Information Officer must sign.*	Department CIO	Date

For IT requests, specify the project number, the most recent project approval document (FSR, SPR, S1BA, S2AA, S3SD, S4PRA), the approval date, and the total project cost.

Project No. N/A

Approval Date: N/A

Project Approval Document: N/A

Total Project Cost: N/A

If proposal affects another department, does other department concur with proposal? ☐Yes ☐No
Attach comments of affected department, signed and dated by the department director or designee.

Prepared By	Date	Reviewed By	Date
Erin Brennan	1/10/2026	Gabrielle Santoro	1/10/2026
Department Director	**Date**	**Agency Secretary**	**Date**
Elizabeth Basnett	1/10/2026	Julie Souliere	1/10/2026

Department of Finance Use Only

Additional Review: ☐ Capital Outlay ☐ ITCU ☐ FSCU ☐ OSAE ☐ Dept. of Technology

Principal Program Budget Analyst	Date submitted to the Legislature
Nina Hoang	1/10/2026

A. Problem Statement

EMSA requests four positions and $1,368,000 in 2026-27 and $1,319,000 in 2027-28 and ongoing from the General Fund to support workload in the Human Resources Branch of the Administration Division, the Enforcement Branch of the Professional Standards Division, and the Legal Division.

Human Resources Branch

Historically, EMSA has relied on external Human Resources (HR) support due to inadequate staffing to meet HR requirements. HR services were initially provided through an interagency agreement (IAA) with the Department of General Services. Beginning July 1, 2022, the IAA changed to the California Department of Public Health (CDPH). Through the IAA, CDPH provides the following on-going critical HR services to EMSA:

- Classification and Pay – Provides consultative services and guidance on hiring requests per the State Civil Service Classification Plan. Works with control agencies on matters pertaining to personnel management, organizational structure, classification allocations, and employee compensation.
- Labor Relations – Provides collective bargaining contract interpretation, consultation to EMSA HR and management, and representation during collective bargaining. Process notices, labor grievances, and unfair labor practices responses.
- Examinations and Certifications – Examination development and administration and prepares exam bulletins. Plans and processes online examinations and provides Examination Certification Online System (ECOS) access. Reviews and determines minimum qualifications.
- Transactions – Keys appointments, separations, and miscellaneous transactions affecting employee status in the State Controller's Office (SCO) database. Processes employee benefits and provides payroll related services.
- Disability Management/Return-to-Work – Works with the State Compensation Insurance Fund (SCIF) regarding worker's compensation claims. Supports employee requests for Family Medical Leave Act (FMLA) and Reasonable Accommodation.
- Recruitment – Develops recruitment strategies for positions that are difficult to fill through the traditional civil service process. Attend job fairs and recruitment events as needed.

In 2022, EMSA established a small internal HR structure to coordinate with CDPH, monitor the HR workload, and manage the HR services not included in the IAA with CDPH. This internal team currently consists of six permanent positions: one Staff Services Manager (SSM) II, two SSM Is, and three Associate Governmental Program Analysts (AGPA). The 2021 Budget Act included ongoing funding for the SSM II and SSM I positions and three-year limited term funding for the three AGPA positions through 2024-25. EMSA continues to rely on these three AGPA positions to support classification and pay, recruitment, labor relations, performance management, personnel policies, employee wellness, health and safety, worker's compensation, training, and workforce and succession planning efforts for EMSA. However, EMSA lacks permanent funding to support these positions, as the funding provided in the "Human Resources Workload Support BCP" has expired, and EMSA has since funded the positions with salary savings that dwindle as EMSA fills its vacant positions.

Currently, the EMSA HR Branch oversees the following HR services:

- Performance Management – Provides consultative services and guidance to managers on progressive discipline and performance expectations.

- Equal Employment Opportunity – Establishes compliance with employment laws. Conducts investigations into allegations of discrimination within the workplace. Collaborates to develop the department's Workforce and Succession Management Plans, Upward Mobility program, and the annual Workforce Analysis.
- Training – Tracks and monitors training for all EMSA employees. Maintains training records through EMSA's Learning Management System. Coordinates training enrollments.
- HR Workload Tracking and Monitoring – Tracks and monitors the HR workload sent to CDPH for the following HR services: Classification and Pay, Labor Relations, Examinations and Certifications, Transactions, Disability Management/Return-to-Work, and Recruitment.

Resource History

(Dollars in Thousands)

Program Budget	**2021-22**	**2022-23**	**2023-24**	**2024-25**	**2025-26**
Authorized Expenditures	$75	$176	$1,132	$1,350	$1,421
Actual Expenditures	$54	$457	$1,091	$1,305	N/A
Authorized Positions	3.0	6.0	7.0	7.0	7.0
Filled Positions	0.0	5.0	3.0	7.0	7.0[1]
Vacancies	0.0	41.0	4.0	0.0	0.0[1]

Workload History

Workload Measure	**2021-22**	**2022-23**	**2023-24**	**2024-25**	**2025-26**
Independently oversee and manage all aspects of recruitment, hiring, examinations and certifications, and onboarding to provide timely hiring aligned with state civil service laws and EMSA's growing operational needs.	0-EMSA 0-CDPH	0-EMSA 1,780-CDPH	0-EMSA 1,780-CDPH	0-EMSA 1,780-CDPH	0-EMSA 1,780-CDPH
Works with CDPH as a liaison for all aspects of recruitment, hiring, examinations and certifications, and onboarding to provide timely hiring aligned with state civil service laws and EMSA's growing operational needs.	0-EMSA 0-CDPH	1,780-EMSA 0-CDPH	1,780-EMSA 0-CDPH	1,780-EMSA 0-CDPH	1,780-EMSA 0-CDPH

[1] EMSA assumes all authorized positions will continue to be filled in 2025-26.

Initiate and audits documentation for Requests for Personnel Action (RPAs) to begin the recruitment process. Facilitates the interview process by working with panel members, and scheduling interviews.	0-EMSA 0-CDPH	1,780-EMSA 0-CDPH	1,780-EMSA 0-CDPH	1,780-EMSA 0-CDPH	1,780-EMSA 0-CDPH
Provide consultation on classification and pay, develop duty statements, determine appropriate allocations, and advise on compensation-related matters in collaboration with control agencies.	0-EMSA 0-CDPH	0-EMSA 1,780-CDPH	0-EMSA 1,780-CDPH	0-EMSA 1,780-CDPH	0-EMSA 1,780-CDPH
Perform complex transactions, key personnel actions, process benefits and payroll documentation, and provide accuracy and compliance with SCO, California Department of Human Resources (CalHR), and Public Employee's Retirement System (CalPERS) regulations.	0-EMSA 1,780-CDPH	0-EMSA 1,780-CDPH	0-EMSA 1,780-CDPH	0-EMSA 1,780-CDPH	890-EMSA 890- CDPH
Serve as a resource for interpreting bargaining unit contracts, processing labor grievances.	0-EMSA 0-CDPH	0-EMSA 445-CDPH	0-EMSA 445-CDPH	0-EMSA 445-CDPH	0-EMSA 445-CDPH
Advise on and process employee discipline, probationary rejections and adverse actions, as well as other performance management functions.	0-EMSA 0-CDPH	890-EMSA 0-CDPH	890-EMSA 0-CDPH	890-EMSA 0-CDPH	890-EMSA 0-CDPH
Interpret civil service rules and labor laws, develop policies, procedures, and tools to provide consistent application, and compliance with HR-related requirements and statewide standards.	0-EMSA 0-CDPH	0-EMSA 445-CDPH	0-EMSA 445-CDPH	0-EMSA 445-CDPH	0-EMSA 445-CDPH
Coordinate with SCIF and other entities on worker's compensation, FMLA, State Disability Insurance (SDI)/Non-Industrial Disability Insurance (NDI), and reasonable accommodation requests for FMLA.	0-EMSA 0-CDPH	0-EMSA 890-CDPH	0-EMSA 890-CDPH	0-EMSA 890-CDPH	0-EMSA 890-CDPH
Certify compliance with equal employment opportunity requirements, support strategic HR planning, and conduct long-range workforce and succession planning.	0-EMSA 0-CDPH	890-EMSA 0-CDPH	890-EMSA 0-CDPH	890-EMSA 0-CDPH	890-EMSA 0-CDPH

Lead and document training. Oversee the department's Learning Management System. Develop and maintain department's training policies and procedures.	0-EMSA 0-CDPH	1,780-EMSA 0-CDPH	1,780-EMSA 0-CDPH	1,780-EMSA 0-CDPH	1,780-EMSA 0-CDPH
Maintain organizational charts, position control data, and staffing records. Reconcile with control agency systems to provide accurate position control data.	0-EMSA 0-CDPH	890-EMSA 890-CDPH	890-EMSA 890-CDPH	890-EMSA 890-CDPH	890-EMSA 890-CDPH

ENFORCEMENT BRANCH

The Enforcement Branch investigates alleged violations of Health and Safety Code section 1797.200 by paramedic applicants and license holders. EMSA has the statutory authority to deny, suspend, or revoke paramedic licenses based on specified acts or omissions. The Enforcement Branch also investigates requests for the immediate suspension of paramedic licenses due to imminent threats to public health and safety, impersonation of Emergency Medical Technicians (EMT) or paramedics, and unauthorized provision of advanced life support outside a local emergency medical services (EMS) system. The Enforcement Branch currently consists of one Supervising Special Investigator I, five Special Investigators, and one Associate Governmental Program Analyst (AGPA)–Probation Monitor, as well as four retired annuitants (RA). The AGPA serves dual roles as a probation monitor and intake staff member. EMSA requests one additional AGPA and Special Investigator to support the existing workload.

California currently has 24,000 active paramedics, 64,000 EMTs, and 111 Advanced EMTs (AEMT), resulting in EMSA handling an average of 325 licensure cases per year. Complaints originate from various sources such as patients, employers, Local EMS Agencies (LEMSA), the Department of Justice (DOJ), and the public. Cases require thorough analysis and additional documentation before investigations can commence. Without a dedicated intake analyst, EMSA Investigators spend approximately 50 percent of their time on requisitions, which delays investigations. An intake analyst would allow investigators to receive complete case files and begin investigations immediately, leading to faster case closures and enhanced public health and safety.

The Firefighter Bill of Rights (FFBOR) requires that EMSA completes investigations of paramedics who are firefighters within 12 months. Non-FFBOR quality of care investigations often take longer due to the prioritization of FFBOR cases. This may lead to prolonged periods when a case cannot be investigated in a timely manner. With a dedicated intake analyst, EMSA aims to apply the same 180-day standard to all cases. This would allow EMSA to address issues involving paramedics who pose a public health risk, including those who are negligent to protect vulnerable populations.

The Enforcement Branch has one AGPA who acts as both probation monitor and intake staff member. This AGPA monitors approximately 220 paramedics on probation, including over 70 who must undergo biological fluid testing. The AGPA certifies compliance with probation terms through regular communication with probationers. Additionally, the AGPA assists with intake processing, including case review, preparation, data input, and distribution of an average of 325 cases per year, along with administrative duties such as supply requests and file room maintenance. The AGPA is unable to manage both intake duties and probation monitoring effectively. The growing number of probationers, combined with more complex terms, requires more diligent monitoring and follow-up.

EMSA's Probation Program has rapidly expanded over the last decade, with more probationers

being added each year than completing their terms. More than half of the individuals on probation are required to comply with random biological fluid testing. Additionally, individuals on probation may have terms such as medical evaluations or Alcoholics Anonymous/Narcotics Anonymous meeting attendance. All stipulated terms require thorough analysis and meticulous follow-up to certify compliance by the Enforcement Branch.

Currently, the Enforcement Branch has 214 open investigation cases with an average caseload of 26 cases per investigator, compared to 126 open cases and 21 cases per investigator in 2019. The Enforcement Branch has attempted to absorb this additional workload with four RA staff. The lack of sufficient resources for the Enforcement Branch has contributed to six cases, all in July 2025, that the branch could not complete an investigation under the FFBOR's statute of limitations.

In order to meet the statute of limitations noted above, there is a risk that the Enforcement Branch will have to administratively terminate probationers. Administrative terminations occur when probation cases are closed without completing the required disciplinary process, allowing potentially unsafe or unfit personnel to return to service without proper evaluation or oversight.

Resource History

(Dollars in thousands)

Program Budget	**2021-22**	**2022-23**	**2023-24**	**2024-25**	**2025-26**
Authorized Expenditures	$917	$917	$1,311	$1,050	$1,219
Actual Expenditures	$765	$881	$832	$810	N/A
Revenues[2]	$3,063	$3,324	$3,132	$3,137	N/A
Authorized Positions	7	7	7	7	7
Filled Positions	6	7	7	7	7[1]
Vacancies	1	0	4	0	0[1]

Workload History

Investigation Cases

Workload Measure	**2021-22**	**2022-23**	**2023-24**	**2024-25**	**2025-26**
New Investigation Cases	323	365	300	283	N/A
Closed Investigation Cases	119	81	93	109	N/A
Average Days to Close	182	129	168	183	N/A

[1] EMSA assumes all authorized positions will continue to be filled in 2025-26.

[2] Revenues reported are used to support workload across EMSA, and only partially support workload in the Enforcement Branch and the Legal Division.

Workload History
Probation Cases

Workload Measure	2021-22	2022-23	2023-24	2024-25	2025-26
Active Probation Cases at Start of Fiscal Year	237	234	175	175	269
New Probation Cases During Fiscal Year	28	28	20	28	N/A
Closed Probation Cases	31	34	20	34	N/A
System Error Reconciliation[3]	11	53	2	2	N/A

LEGAL DIVISION

In addition to its work with the Enforcement Branch, the Legal Division provides general legal support services to all divisions within the department. In recent years, EMSA's workload has significantly increased, limiting existing staff and operations capacity within the Legal Division related to paramedic licensure and discipline, as well as departmental support functions. EMSA requests one additional Attorney Supervisor and one Attorney I to support the workload growth. This workload growth is primarily due to:

1. **Resource Limitations in the Legal Division** – The Legal Division currently operates with two full-time attorney positions (Chief Counsel and an Attorney III) and two full-time support positions (AGPA and a SSA). One RA Attorney III temporarily assists with workload management. These resources are insufficient to meet expanding demands, including administrative functions relating to its employees and business operations, such as personnel matters, employment disputes, contract review, coordinating civil litigation with the DOJ, and responding to public records requests. It has been difficult to recruit and retain RAs who are sufficiently able to address ongoing workload, in part because RA positions are designed to assist with temporary workload.
2. **Expanded Departmental Workload Since 2020** – The Legal Division provides legal advice and support to each of EMSA's highly specialized divisions and the directorate – all of which have taken on significantly more responsibilities since 2020. Key drivers include:
    - Emergency Response Expansion. The Disaster Medical Services Division (DMS) manages the recruitment, onboarding, and deployment of approximately 1,000 eligible emergency hire employees, up from approximately 200 individuals pre-2020 and the COVID-19 pandemic. These expanding capabilities have increased DMS's utilization of the Legal Division, particularly with respect to personnel issues and contract review.
    - New Program Administration. EMSA has an expanded role in the Health Information Exchange, now directly administering the California Emergency Medical Services Information System (CEMSIS) and the Electronic Physician Order on Life Sustaining Treatment (ePOLST) program, along

[3] This reflects cases reconciled in My License Office (MLO) due to errors in the system, not from removing probationers from probation. During routine audits, it was found that MLO associated probation cases with other case numbers and may also have added duplicates.

with an expanding privacy program, adding complex legal review and compliance needs.

- Board Formation. The establishment of the Paramedic Disciplinary Review Board (PDRB) in 2021 has led to a more complex internal administrative process and an additional demand on the Legal Division, particularly by increasing the complexity and process timelines in paramedic license disciplinary cases, which in turn creates more complex and lengthy disciplinary processes for paramedics and additional workload.

3. **EMS Plan Volume and Novel, Complex Legal Issues** – EMSA's EMS Plans Unit receives 34 local EMS plans, typically several hundred pages in length, and approximately 6 to 10 competitive processes per year. All submissions require legal review, advice, and representation in legal disputes. The Legal Division also provides legal advice to the EMS Plans Unit in its provision of technical assistance to local EMS agencies, and inquiries from the public and external stakeholders. The legal issues presented in local EMS plan and competitive process submissions are often complex and novel and, in the absence of clear regulatory guidance, require significant legal resources to identify, assess, and—where appropriate—facilitate a resolution that is compliant with statute and existing regulation. EMSA is working to address the lack of regulatory guidance through regulation development.
4. **Paramedic Case Backlog and Increased Volume** – While the Legal Division has faced an increased workload due to expanding requirements and the complexity of legal issues department-wide, it also experienced staffing shortages between 2022 and 2024, resulting in a backlog. To address this, EMSA outsourced administrative prosecutions in paramedic disciplinary cases to the DOJ at a considerable expense. The current hourly rates are $220 for attorney services and $205 for paralegal services; EMSA paid DOJ a total of $457,000 in 2024-25. As of July 1, 2025, EMSA has referred 77 cases to the DOJ and is projected to lack capacity to internally process an additional 30 to 50 cases in 2026-27. These 107 to 127 cases equate to approximately 5,190 to 6,160 additional hours needed for EMSA legal support. EMSA has previously been able to cover DOJ costs by utilizing savings associated with vacant positions across the department. However, as EMSA successfully fills its vacant positions, there no longer will be savings to refer cases to the DOJ.
5. **Elevated Legal Risk and Operational Impact** – The Legal Division plays a crucial role in ensuring legal compliance, safeguarding EMSA's interests, and providing essential legal counsel. Delays in legal review due to insufficient staffing not only slow program operations and licensing timelines but also expose EMSA to heightened legal and financial risk. Time-sensitive matters, including personnel disputes, procurement errors, and privacy compliance require prompt legal attention. When legal response times are delayed, the department risks noncompliance, procedural errors, and preventable litigation.

Resource History

(Dollars in thousands)

Program Budget	2021-22	2022-23	2023-24	2024-25	2025-26
Authorized Expenditures	$295	$399	$268	$468	$499
Actual Expenditures	$413	$476	$115	$491	N/A
Revenues[1]	$3,063	$3,324	$3,132	$3,137	N/A
Authorized Positions	3	4	2.5	3	3.25
Filled Positions	3	4	2.5	3	3.25[1]
Vacancies	0	0	0	0	0[1]

Workload History

Workload Measure	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
Active/Open Cases	36	34	38	65	93	126
New Cases	138	150	119	102	116	51
Cases Closed	140	146	92	74	83	33
Cases with Stipulations	75	67	44	34	49	27
Cases with Administrative Hearings	9	2	4	3	9	20
Cases with Petitions	31	30	18	5	3	3
Cases with Administrative Fines	12	20	11	1	3	0
Cases Sent to PDRB	N/A	N/A	3	6	4	6

B. Justification

HUMAN RESOURCES BRANCH

The requested resources will provide the dedicated positions and funding necessary to support emergency medical response personnel and conduct core functions noted in the Problem Statement section.

ENFORCEMENT BRANCH

Investing in the requested positions is a cost-effective solution to the Enforcement Branch's current staffing challenges. Without these additions, EMSA will continue to incur higher expenses by outsourcing administrative prosecutions in paramedic disciplinary cases to the DOJ or with the use of RAs. By performing this work in-house with permanent, full-time staff, the department can achieve better outcomes at a significantly lower cost, thereby promoting efficient use of resources.

EMSA may have to administratively terminate probationers due to a lack of resources for the Enforcement Branch. With an additional AGPA for intake and analysis, EMSA could focus on ensuring full compliance with probation terms, expedite investigations of violations, and avoid administratively terminating probationary periods.

EMSA's need for a Special Investigator has become critical. The increased complexity of cases, especially those involving substance abuse and gross negligence, require specialized investigative skills. A Special Investigator would focus on high-priority and complex cases, ensuring thorough and timely investigations. This role is essential for managing the intricate aspects of cases that go beyond routine enforcement activities.

LEGAL DIVISION

As outlined above, delays in legal review due to staffing limitations increase EMSA's exposure to legal, financial, and operational risk. Providing the Legal Division with adequate staffing is critical to reducing legal exposure and ensuring timely legal counsel. A fully resourced legal team will allow EMSA to proactively manage risk, certify the protection of the public, improve internal compliance, and operate more efficiently across all divisions.

Adding an Attorney Supervisor will not only provide additional legal support but also create a supervisory role to which some of the Chief Counsel's duties can be delegated. This will allow the Chief Counsel to focus on higher-level general counsel responsibilities. Additionally, by adding an Attorney I position, EMSA can attract new legal talent and provide the necessary training to develop their expertise within the division. This will create a structure that maximizes resources, efficiently distributes responsibilities, and enhances the development of institutional knowledge, legal expertise, and talent retention.

C. Departmentwide and Statewide Considerations

EMSA is responsible for leading the development and implementation of the California EMS system, setting standards for the training and scope of practice for various EMS personnel classifications statewide. This includes (1) the certification, licensing, and discipline of all active paramedics, ensuring public protection from EMS personnel with serious criminal histories, and (2) supporting internal infrastructure to effectively manage emergency medical response personnel and associated core functions.

D. Outcomes and Accountability

The requested resources will allow the Enforcement Branch and the Legal Division to properly address ongoing workload at lower costs to the state, and significantly reduce the need to (1) administratively terminate cases at a risk to public safety or (2) create a backlog that poses significant financial and legal risk to the state.

Projected Outcomes
Enforcement and Legal Workload

Workload Measure	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31
Probation Cases Investigated by Enforcement Branch	N/A	200-300	200-300	200-300	200-300	200-300
Cases Administratively Prosecuted by the Legal Division	N/A	150	150	150	150	150

With the requested resources for the HR Branch, EMSA will have the necessary dedicated funding to maintain critical positions to support emergency medical response personnel and core functions.

E. Implementation Plan

EMSA will initiate hiring for the requested positions in 2026-27, and use the funding requested for the HR Branch to maintain the associated existing positions upon appropriation.

F. Supplemental Information (If Applicable)

Attachment I: BCP Fiscal Detail Sheet
ATTACHMENT II: Current and Proposed Organizational Charts
ATTACHMENT III: Workload Analysis

BCP Fiscal Detail Sheet

(Dollars in Thousands)

BCP Title: Human Resources, Enforcement and Legal Workload

BR Name: 4120-003-BCP-2026-GB

Budget Request Summary

Personal Services

Personal Services	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
Positions - Permanent	0.0	4.0	4.0	4.0	4.0	4.0
Total Positions	**0.0**	**4.0**	**4.0**	**4.0**	**4.0**	**4.0**
Earnings - Permanent	0	689	689	689	689	689
Total Salaries and Wages	**$0**	**$689**	**$689**	**$689**	**$689**	**$689**
Total Staff Benefits	0	302	302	302	302	302
Total Personal Services	**$0**	**$991**	**$991**	**$991**	**$991**	**$991**

Operating Expenses and Equipment

Operating Expenses and Equipment	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
5301 - General Expense	0	53	46	46	46	46
5302 - Printing	0	2	2	2	2	2
5304 - Communications	0	16	14	14	14	14
5306 - Postage	0	2	2	2	2	2
5320 - Travel: In-State	0	14	12	12	12	12
5322 - Training	0	19	16	16	16	16
5324 - Facilities Operation	0	56	49	49	49	49
5340 - Consulting and Professional Services - Interdepartmental	0	57	50	50	50	50
5342 - Departmental Services	0	148	129	129	129	129

5344 - Consolidated Data Centers	0	10	8	8	8	8
Total Operating Expenses and Equipment	**$0**	**$377**	**$328**	**$328**	**$328**	**$328**

Total Budget Request

Total Budget Request	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
Total Budget Request	**$0**	**$1,368**	**$1,319**	**$1,319**	**$1,319**	**$1,319**

Fund Summary

Fund Source

Fund Source	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
State Operations - 0001 - General Fund	0	1,368	1,319	1,319	1,319	1,319
Total State Operations Expenditures	**$0**	**$1,368**	**$1,319**	**$1,319**	**$1,319**	**$1,319**
Total All Funds	**$0**	**$1,368**	**$1,319**	**$1,319**	**$1,319**	**$1,319**

Program Summary

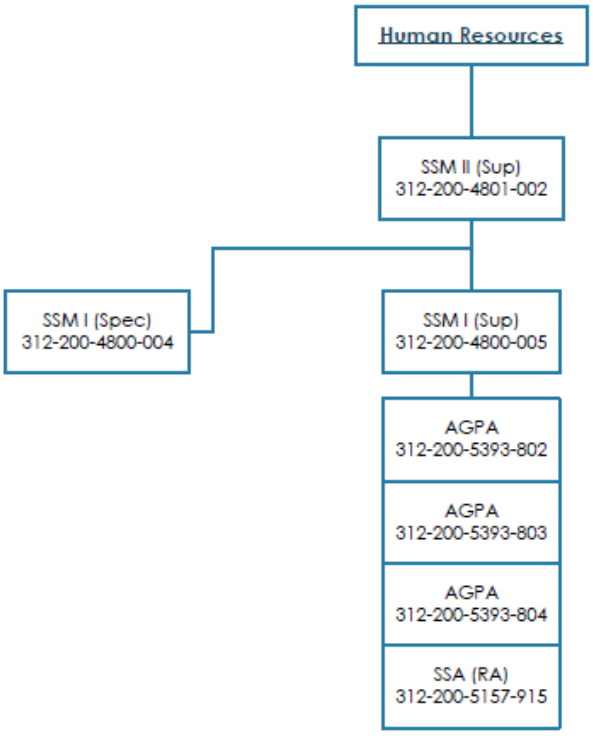
Program Funding

Program Funding	FY26 Current Year	FY26 Budget Year	FY26 BY+1	FY26 BY+2	FY26 BY+3	FY26 BY+4
3820 - Emergency Medical Services Authority	0	1,368	1,319	1,319	1,319	1,319
Total All Programs	**$0**	**$1,368**	**$1,319**	**$1,319**	**$1,319**	**$1,319**

ATTACHMENT II: Current and Proposed Organizational Chart

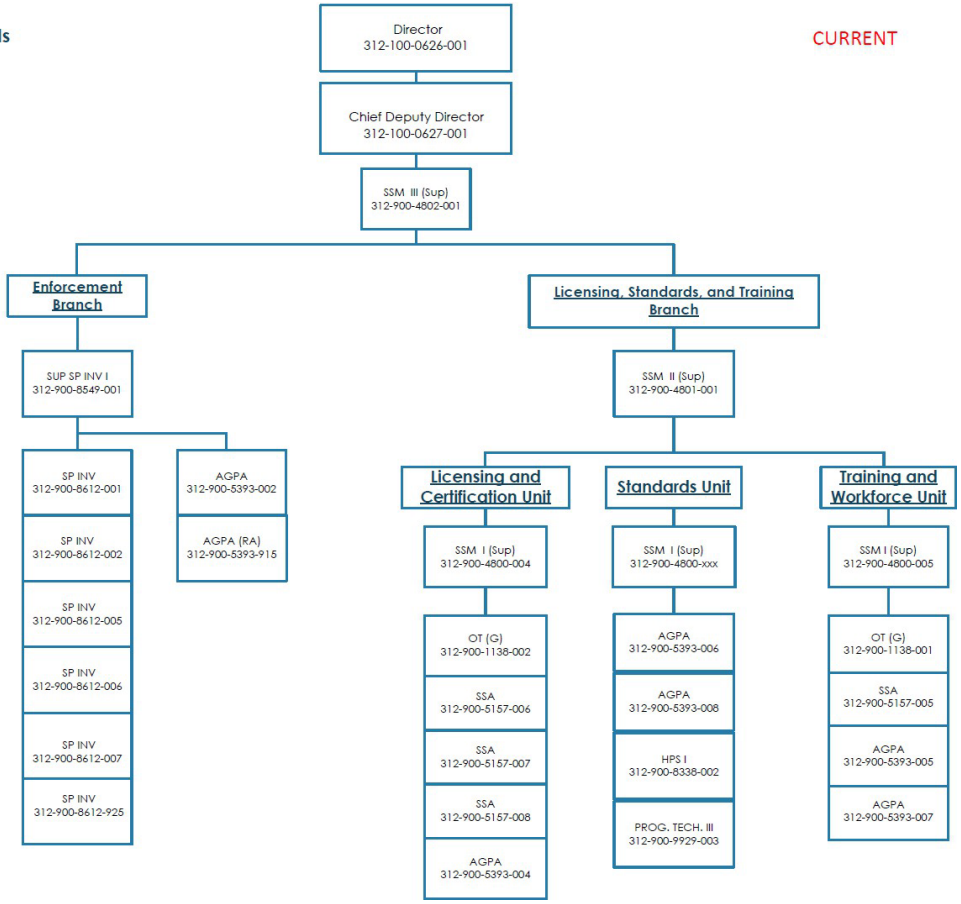
EMS Authority
Administration Division

CURRENT



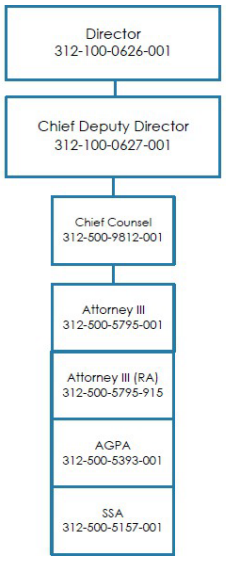
EMS Authority
Professional Standards Division

CURRENT



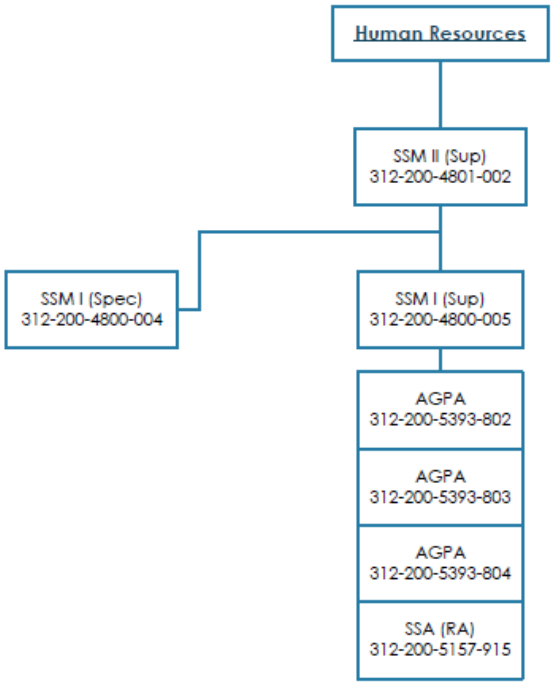
EMS Authority
Legal

CURRENT



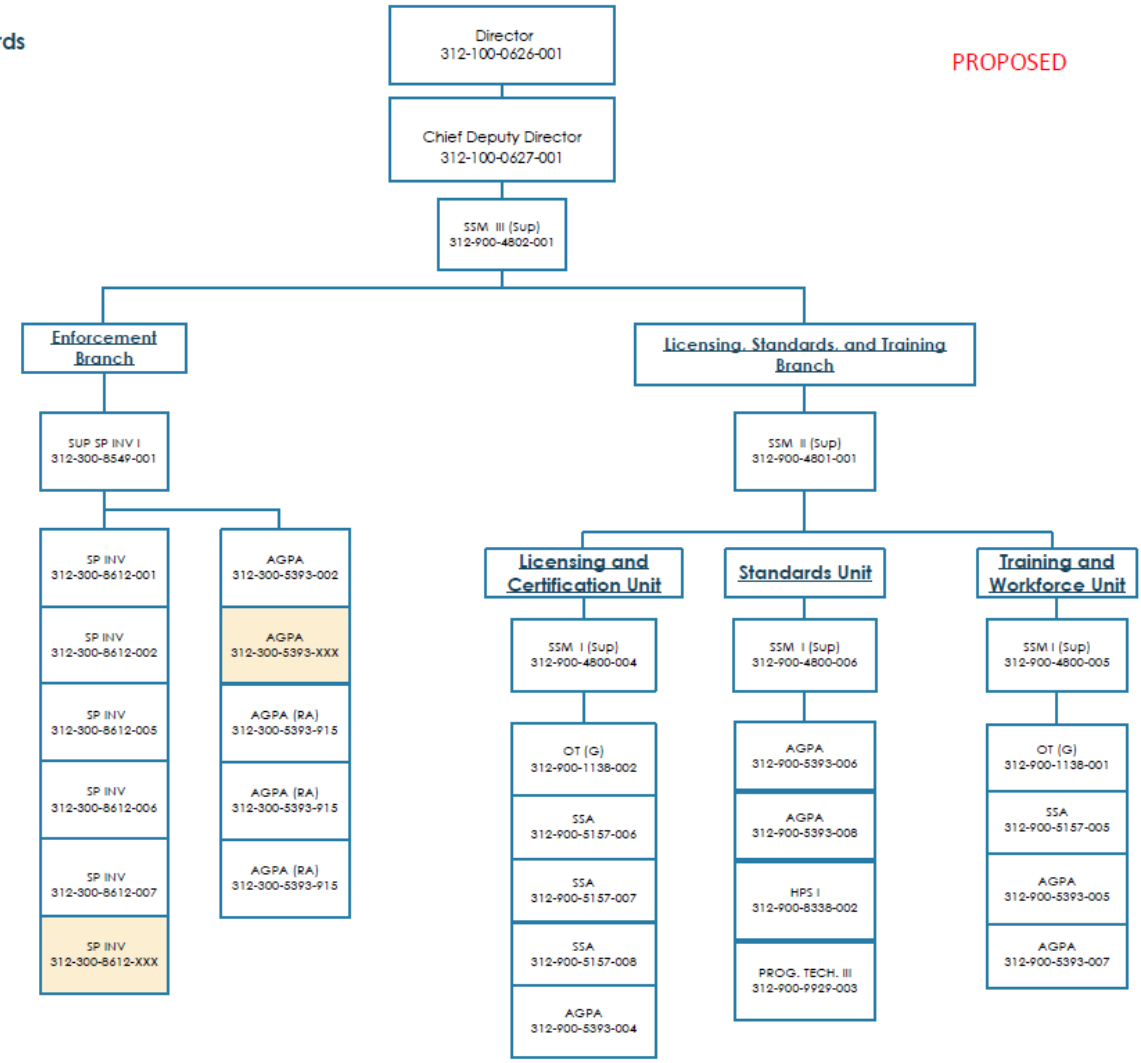
EMS Authority
Administration Division

PROPOSED

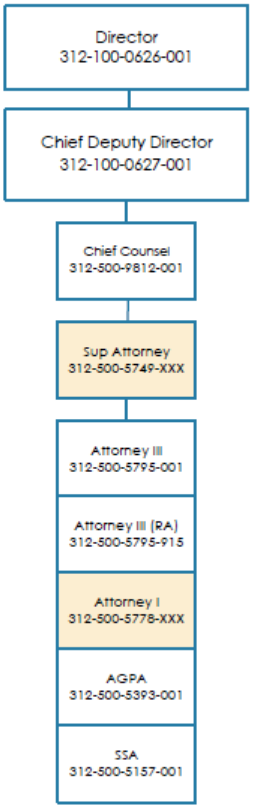


EMS Authority
Professional Standards Division

PROPOSED



EMS Authority
Legal



PROPOSED

ATTACHMENT III: Workload Analysis

Attorney I				
Activity/Task Name Description	Units	Hours/ Units	Basis for Workload	Total Hours
Represents and advises EMSA in settlement negotiations paramedic licensee investigations and discipline issues, and legal hearings by preparing accusation, statements of issues, and correspondence for licensee discipline, reviewing appeals, and providing legal guidance to the EMSA's in order to provide accurate legal assessments to management, statewide legal representation in hearings for EMSA, and guidance to stakeholders to provide support for EMS Personnel Division's licensure and enforcement sections and state and federal regulations are met utilizing knowledge of EMSA and State policies and procedure.	100	2	Historical	200
Prepares cases for hearings by working closely with investigators and enforcement staff, interviewing witnesses, preparing subpoenas and hearing exhibits, reviewing discovery production discovery prior to mailing, and reviewing incoming discovery from Respondent's counsel utilizing knowledge of the legal field, legal research, and best practices in order to evaluate legal issues and formulate responses to provide accurate understanding and responses to the legal issues within EMSA.	100	2	Historical	200
Conducts legal research in order to respond to motions from respondent's counsel and prepare written opinions for the consideration of the Administrative Advisor to certify compliance with procedures and standards set forth in the Administrative Procedure Act (APA) utilizing standard legal research procedures and adhering to government codes and regulations.	150	4	Historical	600
Provides legal advice to the various divisions of the EMSA as directed by the by the Chief Counsel, reviews documents and or various communications such as emails, memos, and informal opinions in order to provide sound legal advice to EMSA leadership to certify compliance with state and federal regulations.	100	2	Historical	200
Supports more senior attorney staff in assisting EMSA management to formulate policies and strategies taking into consideration current laws and regulations and making recommendations for potential laws and regulations in accordance with policy initiatives.	100	2	Historical	200
Under the supervision of the Chief Counsel, acts as liaison between EMSA and the Office of the Attorney General in complex litigation matters by participating in all aspects of the litigation, including all law and motion matters, all discovery matters, all settlement and/or mediation negotiations, all pre-trial proceedings, and all trial matters.	100	2	Historical	200
Analyzes settlement options and seeks appropriate authority for options. Timely and thoroughly provide status reports to the Chief Counsel and the EMSA leadership.	100	1	Historical	100
Works cooperatively with EMSA management and staff to address and draft legislation and regulations. Assists program management through the process of adoption of regulations.	100	1	Historical	100

			TOTAL HOURS	1,800
			Positions Requested	**1**

Attorney Supervisor				
Activity/Task Name Description	Units	Hours/ Units	Basis for Workload	Total Hours
Assists the Attorney, Chief Counsel, in planning, organizing, directing, and coordinating the work of legal staff. Acts for the Attorney, Chief Counsel as needed. Confers with management on matters of policy and procedure. Supervise a group of subordinate attorneys who perform a wide variety of legal work, with varying levels of complexity, and independently handles complex and sensitive cases. Represents EMSA before administrative bodies, including but limited to, the Office of Administrative Hearings, the Office of Administrative Law, the Department of Human Resources, and the State Personnel Board.	100	2	Historical	200
Responsible for drafting accusations and/or complaints, responding to complaints, conducting law and motion practice, responding to and conducting discovery, including, but not limited to, document production and depositions, coordination of witness availability, appearances at mediation, arbitration, settlement conferences, and all court hearings.	100	2	Historical	200
Provides high-level, well researched, and reasoned advice to the EMSA leadership, California Health & Human Services Agency Secretariate, Legislative members and consultants, and the Governor's office on the more complex, policy, legislative initiatives, litigation, regulatory processes, and other sensitive legal issues.	150	4	Historical	600
Conducts research and drafts formal and informal legal opinions.	100	2	Historical	200
Supports the review and policy decisions including but not limited to: local EMS plan approvals, request for proposal reviews, personnel and contract review, and public records act requests.	100	2	Historical	200
Acts as liaison between EMSA and the Office of the Attorney General in complex litigation matters by participating in all aspects of the litigation, including all law and motion matters, all discovery matters, all settlement and/or mediation negotiations, all pre-trial proceedings, and all trial matters.	100	2	Historical	200
Analyzes settlement options and seeks appropriate authority for options. Timely and thoroughly provide status reports to the Chief Counsel and the EMSA leadership.	100	1	Historical	100
Works cooperatively with EMSA management and staff to address and draft legislation and regulations. Assists program management through the process of adoption of regulations.	100	1	Historical	100
			TOTAL HOURS	1,800
			Positions Requested	**1**

Special Investigator				
Activity/Task Name Description	Units	Hours/ Units	Basis for Workload	Total Hours
Investigate licensed Paramedic and applicant cases as assigned by the Supervising Special Investigator by the investigative process, identifying, collecting, preserving, examining, analyzing and evaluating all physical evidence, utilizing written reports, medical records, court records, pre-hospital emergency patient care records, police reports, audio and video recordings and any applicable evidence, including previous investigations, legal research, medical (technology) research, LexisNexis informational searches, and personnel records in order to determine the threat level the Respondent presents and develop resolutions to cases to certify the safety and security to the general public and timely responses for cases.	250	2	Historical	500
Develops comprehensive investigative reports, subpoenas and case files for the Supervising Special Investigator 1 to review, using physical evidence, legal documents, knowledge of investigative procedures, and collaborating with the legal unit to determine if allegations made are substantiated.	250	2	Historical	500
Submit to Legal for disciplinary action review and provide testimony at the Administrative Law Hearings and criminal proceedings, to certify accordance with provisions of Administrative Procedures Act and the Code of Civil Procedure.	50	5	Historical	250
Conducts interviews of respondents, victims (patients), and all others directly or indirectly connected with the case, including but not limited to witnesses, employers, co-workers, family (victim/patient), hospital personnel, law enforcement personnel, court personnel, District Attorney staff, local government, and private Emergency Medical Service providers using case complaints, investigative and interview techniques, and any evidence provided.	150	1	Historical	150
Maintain communication with the Legal Unit, local governmental agencies, and public and private Emergency Medical Services providers in order to provide technical assistance and subject matter expertise, using verbal, written, and electronic communication methods to certify accordance with EMT-P regulations related to investigations and policy enforcement.	100	2	Historical	200
Enters personal investigation casework into EMSA's database utilizing the Central Registry My License Office program in order to prepare and submit monthly case work statistic reports.	100	2	Historical	200
Travel to conduct interviews.	25	1	Historical	25
			TOTAL HOURS	1,825
			Positions Requested	**1**

AGPA - Probation Monitor				
Activity/Task Name Description	Units	Hours/ Units	Basis for Workload	Total Hours
Receive probationer, analyze and prepare file, review probation terms, input and track in case management, create file, and update log.	50	2	Historical	100
Contact probationer and conduct interview, send correspondence, scheduling and conducting interview over the phone.	25	2	Historical	50
Travel to meet with probationer for initial interview, discuss decision and order and explain expectations.	25	8	Historical	200
Analyze documents for completion, receive and analyze forms requested during initial probation meeting including: acknowledgement forms, employee forms, suspension notification forms, drug testing forms and sign-up forms.	50	2	Historical	100
Analyze and request documents for probation terms for all probationers, analyze verification of probation term completion. Certify completion of quarterly reports, coursework, medical evaluations, AA attendance, payment of fines, preceptor completion, etc.	50	2	Historical	100
Maintain case files and ensure documents are filed in probation files.	250	2	Historical	500
Track and update all cases in log and maintain detailed tracking log of active and inactive probationers.	250	1	Historical	250
Track and update all cases in database and input and track probationers in case management database. Monitor the drug testing database.	250	1	Historical	250
Investigate probation violations, identify potential violations, open case in case management, correspondence with probationer, analyze documents, prepare reports, submit to management, and send to legal.	50	3	Historical	150
Drug test probationers and investigate with First Source Solutions, request lab results from First Source Solutions database, analyze lab results, receive phone calls from probationers and lab, and schedule probationers.	70	2.5	Historical	175
			TOTAL HOURS	1,875
			Positions Requested	**1**