

WESTERN VIRGINIA EMERGENCY MEDICAL SERVICES COUNCIL, INC.

POSITION DESCRIPTION AND REQUIREMENTS

**TITLE: CTS COORDINATOR**

**SUMMARY DESCRIPTION:**

The CTS Coordinator reports to the Education Program Director, and is responsible for the overall planning, staffing, implementation, quality control and validation of the psychomotor examination process in conjunction with the OEMS Test Examiner, and in conformity with the job description from the OEMS Psychomotor Exam Guide (PEG).

**QUALIFICATIONS, EDUCATION AND EXPERIENCE**

The CTS Coordinator must possess a thorough understanding of the current versions of all CTS administrative and operational policies as published by WVEMS and VDH/OEMS, and with all CTS procedures and evaluator training. At least three years experience in Virginia consolidated testing is required. There are no specific educational requirements.

**DUTIES:**

1. Maintain an adequately trained pool of evaluators, patients, assistants, moulage technicians, and other CTS staff.
2. Determine required staffing, and coordinate the scheduling of evaluators, assistants and patients for all test sites, and confirm assignments prior to the test date.
3. Attend all WVEMS CTS examinations, to supervise CTS staff, testing procedures and operations.
4. Assist and train other WVEMS staff members in the operation and administration of the CTS online registration system to allow them to provide technical assistance to all candidates in setting up accounts and registering for test sites, to include such assistance as password resets, unlocking of accounts, activation and editing of accounts.
5. Serve as the point of contact for other EMS councils to provide IT support for the online CTS registration system.
6. Maintain responsibility and oversight for all pending rosters at the 10 day cutoff for registration. Serve as the primary authority to approve any additions or changes made to the roster after the cutoff deadline.
7. Ensure that payments are received from all testing candidates and that invoices are issued to surrounding agencies as needed.
8. Ensure that all candidates are registered appropriately prior to testing date.
9. Prepare all necessary CTS paperwork for each test site.
10. Notify OEMS State Examiners of tentative roster and number of stations that will be utilized at each test site at least 10 days prior to testing.
11. Notify candidates of confirmation of registration, including rules and responsibilities, directions to testing site, etc. at least 10 days prior to testing.
12. Work closely with Education Program Director and Field Coordinators to develop and maintain current training materials for evaluators and assist in providing training to new evaluators as needed.
13. Prepare payroll roster and any new employee payroll documents for data entry.
14. Prepare and process all CTS payroll according to WVEMS Fiscal Administration Policies.

**CLASSIFICATION:** This is a contractual, part-time non-exempt position.