

## **CLASS TITLE: OCCUPATIONAL HEALTH MANAGER**

**PURPOSE OF THE CLASSIFICATION:** Under general direction performs administrative and management coordination of the Medical Section, including direction and/or participation in diverse healthcare programs and committees, budget planning and tracking, and supervision of section staff; directs all aspects of the City's Drug Screen Program; coordinates services and monitors contracts with medical care providers and vendors and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Plans, directs, and schedules the work and training of medical section staff members
- Ensures the City Medical staff is in compliance with Health Insurance Portability and Accountability Act (HIPAA) regulations and provides guidance regarding compliance to other City departments and employees
- Ensures medical equipment and inventories are properly maintained and secured from access by individuals other than the City Medical staff
- Supervises and evaluates the work of subordinate staff
- Assists the City Physician with diagnostic tests and physical examinations
- Manages the section's computer system development and record/file maintenance activities
- Directs all activities associated with the City's Urine Drug Screen Program
- Manages and plans medical programs, including the immunization program, OSHA testing, Health Promotion Committee and Employee Health Fair activities
- Prepares, monitors and administers the medical section budget
- Manages administrative tasks including developing and maintaining the internal medical procedures manual, and coordinating the purchasing and contractual service processes
- Administers Employee Assistance Program
- Reports to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in nursing with registration as a professional nurse with the Oklahoma State Board of Nurse Registration and Nursing Education, and seven (7) years of professional nursing experience with at least three (3) years of supervisory and management experience in a healthcare environment.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles, practices and techniques of professional nursing; considerable knowledge of the principles of public and occupational health; considerable knowledge of federal and state laws, including HIPAA, governing the medical field; considerable knowledge of management principles and practices; good knowledge of budget monitoring and planning; and considerable knowledge of equipment, supplies and medical terms common to the medical field. Ability to assist a physician in a wide variety of patient care activities; ability to coordinate large-scale preventive health programs; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding. Skill in the organization and use of computer systems, including medical system software.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting, carrying and pushing up to 50 pounds; may be subject to walking, standing, sitting, reaching, bending, kneeling, handling, feeling, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Registration as a professional nurse with the Oklahoma State Board of Nurse Registration and Nursing Education and possession of a valid Class "D" Oklahoma Driver's license.

**WORKING ENVIRONMENT:** Medical office environment and requires some travel to various City locations.

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**Class Code: 1025**

**EEO Code: E-02**

**Pay Code: EX-48**

**Group: Cultural, Legal and Sciences**

**Series: Medical**

**Effective Date: July 1, 2019**