

CLASS SPECIFICATION
Occupational Health Program Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, develops, administers, implements and manages the City's Occupational Health and Infectious Disease Program in compliance with Occupational Safety and Health Administration (OSHA) and Centers for Disease Control and Prevention (CDC) standards; develops, administers, implements and manages Citywide or bureau specific occupational health programs; coordinates occupational exposure healthcare with providers; provides immunization and testing services; and performs related duties as assigned..

DISTINGUISHING CHARACTERISTICS

This single incumbent class is responsible for developing, administering, implementing and managing the City's Occupational Health and Infectious Disease Program in all City bureaus except the Fire Bureau. Responsibilities include: providing both mandated and non-mandated training; implementing testing and vaccination programs; consulting with individual bureaus regarding compliance strategies; developing plans, policies and procedures; collecting and analyzing data; conducting research to monitor program effectiveness and compliance with OSHA standards; developing and managing contracts for professional services; and developing and monitoring program budgets. This class is also responsible for developing implementing and managing other Citywide or bureau specific occupational health programs, and for providing consultation and information on infectious diseases which are generally not occupationally specific, such as scabies, impetigo, and smallpox.

Occupational Health Program Manager is distinguished from other professional Risk Management classes by the incumbent's specialization in developing, implementing administering and managing City-wide occupational health and infectious disease programs.

Occupational Health Program Manager is further distinguished from EMS Program Manager in that the latter has responsibility for evaluating the quality of emergency medical services (EMS) provided by the Fire Bureau to the public, and for recommending modifications to training plans and procedures to enhance EMS program effectiveness; for administering and implementing the OSHA mandated infectious disease program for the Fire Bureau only; and for developing, administering, and implementing the Fire Bureau's general occupational health program; while the former has the responsibility for administering, implementing and managing the bureau-specific and Citywide OSHA mandated infectious disease programs; and for developing, implementing and managing multiple bureau-specific occupational health programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Develops, administers, implements, manages and evaluates the City's Occupational Health and Infectious Disease Program, which includes bureau-specific exposure control plans; reviews, updates and maintains bureau-specific exposure control plans through annual review in accordance with CDC and OSHA standards; establishes and maintains policies and procedures in accordance with Physician Standing Orders for bloodborne/airborne pathogen education, immunization and testing administration and occupational exposure management; assists in the development and management of the program budget.
2. Develops, manages and implements mandated OSHA Bloodborne Pathogen and TB Standards; provides mandated annual OSHA Bloodborne and/or Airborne Pathogen education and training to identified employees; provides immunization and testing for bloodborne and airborne pathogens to identified employees; maintains and analyzes training, immunization/testing and exposure data in a confidential employee database.
3. Administers, implements and manages Hepatitis A and B vaccination programs; HIV, HBV, HCV and Tb testing programs; and other immunization and testing programs as needed.
4. Develops and implements protocols for post-exposure management of exposures to communicable/infectious diseases or hazardous materials; evaluates, provides treatment and/or refers employees who have had an exposure incident; coordinates employee occupational exposure management with healthcare institutions and providers; develops and implements communicable/infectious disease prevention strategies in conjunction with post-exposure programs, processes and trainings, based on surveillance data analysis.
5. Assesses citywide compliance with OSHA regulations and makes recommendations for improvement to each bureau; prepares and provides reports on exposure activity to each bureau; provides consultation and advice to bureaus regarding compliance issues and program modification.
6. Evaluates the effectiveness of program activities and makes program modifications to meet bureau-specific and Citywide needs; monitors conformance with program budget; prepares narrative and statistical program performance reports and recommendations.
7. Provides professional advice and counsel to employees, their family members and bureau management on occupational exposures, infectious and communicable diseases and other health-related issues.
8. Generates and participates in drafting requests for proposals, including defining the scope of work; evaluates proposals and selects successful bidders; administers contracts for consulting physician services, laboratory services, and pharmaceutical acquisitions; monitors contract compliance and expenditures.

9. Develops, administers, implements and manages the Police Bureau Lead Surveillance Program in accordance with Oregon OSHA regulations; evaluates and provides recommendations on an employee's use of protective equipment; ensures follow-up medical examinations are conducted as required; collects and analyzes data; maintains records in accordance with state and federal OSHA regulations.
10. Coordinates and manages the Police Bureau Respirator Medical Questionnaire evaluation in accordance with Oregon OSHA regulations; evaluated and provides recommendations on an employee's ability to be fit tested and/or wear various respirators; ensures follow-up medical examinations are conducted as required; collects and analyzes data; maintains records in accordance with Oregon OSHA.
11. Develops, administers, implements and manages the Parks & Recreation Bureau's Allergic Reaction Protocol certification, training and documentation in accordance with ORS 433.805-.830 administered through the Oregon Department of Human Services (DHS), Health Services Division.
12. Develops, promotes, administers, implements and manages the City-wide Flu Vaccination Program; hires and supervises contract nursing staff; based on data surveillance, evaluates and implements strategies to increase annual Citywide employee participation.
13. Coordinates with bureau management staff and others to revise plans, programs, and procedures in response to OSHA and other regulatory changes and/or mandates; serves as occupational health/infectious disease expert on other organizational needs; facilitates discussion among interested parties to achieve consensus; disseminates information; maintains positive working relationships with management and front line staff throughout the City.
14. Coordinates and integrates program services and activities with city bureaus and offices; develops partnerships with external agencies and organizations; leads, facilitates and manages intergovernmental agreements; serves as liaison with emergency preparedness organizations for health issues related to city employees.
15. Develops new occupational health programs as needed; working with others develops new program guidelines, facilitates implementation, and develops evaluation criteria and methods.

OTHER DUTIES

1. Maintains regular communications with management to coordinate health and safety issues; attends monthly safety committee meetings.
2. Coordinates and ensures staffing of the City's 24/7 Post-exposure Call Consortium. Compiles data on exposures; reviews all post-exposure calls with consortium staff; makes recommendations for additions/modifications in post-exposure training.

3. Provides information, advice, and consultation on communicable diseases which are not occupationally specific, such as impetigo, scabies, head lice, West Nile virus, smallpox, anthrax, etc.
4. Performs legislative and policy analysis on occupational health and infectious disease issues.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Federal and state standards, mandates and regulations applicable to bloodborne and airborne pathogens and infectious diseases.
2. Methods, policies and procedures of post-exposure case management.
3. Federal and state standards and regulations for occupational exposure testing, immunization, education and exposure management.
4. Medical research and analysis techniques.
5. Principles, practices and methods of program, administrative and organizational analysis.
6. Principles and practices of sound business communication.
7. Principles and practices of public administration, including budgeting, purchasing, contracting, reporting and maintenance of confidential employee records.
8. Effective communication techniques, group process facilitation, and conflict resolution.
9. Development, implementation, evaluation, documentation and maintenance of disease prevention and management programs according to legally mandated or other applicable and generally accepted criteria.
10. Principles, practices and methods of effective occupational health program management and supervision.
11. Principles, practices, tools and techniques of program/project planning and management including budget development and management.

Ability to:

1. Evaluate existing occupational health/infectious disease programs and practices and make sound recommendations for improvement.
2. Perform vaccinations, medical tests and phlebotomy.

3. Understand, explain, interpret and apply complex federal and state requirements and regulations relating to bloodborne and airborne pathogens, infectious disease exposure management, employee respirator use and lead surveillance.
4. Plan, organize, manage and implement various occupational health/infectious disease program functions and activities to achieve program goals and objective.
5. Coordinate program activities with multiple stakeholders and facilitate development of partnerships and multi-agency agreements.
6. Counsel employees on highly confidential and sensitive issues.
7. Respond to emergency medical situations on a 24/7 on-call basis.
8. Exercise sound independent judgment within policy guidelines.
9. Communicate effectively, orally and in writing.
10. Prepare clear and concise analytical reports and other materials.
11. Set up and maintain data collection and retrieval systems to facilitate surveillance and analysis, and reporting on incidence of exposure and disease, testing and immunization, and disease management training and prevention.
12. Collect, evaluate, and interpret statistical or narrative data as required for legal compliance and evaluation of program effectiveness.
13. Operate a computer and use standard word processing software.
14. Use problem-solving and conflict resolution skills in sensitive situations.
15. Establish effective working relationships with bureau managers, employees, other government agency officials, healthcare agencies and providers and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in nursing; and at least five years of progressively responsible experience in developing and administering infectious disease and occupational health programs; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid Oregon Registered Nurse's license.

A valid state driver's license may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):
0848 SENIOR RISK SPECIALIST. Adopted: 07-01-92

Revised: 08-01-06 Updated class spec to reflect current duties and responsibilities.
June 2009 - Change Job Class number from 7174 to 30000475, due to system change.