

City of Portland

**CLASS SPECIFICATION**  
**OCCUPATIONAL HEALTH SPECIALIST**

**[CLASS CODE]**

**[ESTABLISHED DATE]**

**CLASSIFICATION SUMMARY**

Reports to the Risk Manager. Under minimal supervision, oversees, develops, and implements programs, policies, and procedures to protect the City and its employees and minimize risks from exposure to occupational infectious diseases.

Responsibilities include: developing and administering Citywide occupational health and infectious disease programs; providing post-exposure management of on-the-job exposure to bloodborne pathogens and infectious agents; providing related education and guidance; assessing, triaging, treating, and following-up on occupational infectious diseases, bloodborne pathogens, and infectious agents; researching, collaborating, and developing plans for emerging occupational infectious diseases.

**DISTINGUISHING CHARACTERISTICS**

Occupational Health Specialist is a single-incumbent classification that independently provides selective healthcare, education, and advice on occupational infectious disease exposure.

Occupational Health Specialist is distinguished from other classifications by its specific focus on the control and management of occupational health and infectious disease risks, and administers related protocols, policies, and procedures on a Citywide basis.

**ESSENTIAL FUNCTIONS**

The incumbent may perform a combination of some or all of the following duties, and performs related duties as assigned.

General Duties:

1. Develop, implement, and administer the Occupational Infectious Disease Program for Bureaus/Offices; maintain confidential medical records and database that comply with Occupational Safety and Health Administration (OSHA) standards; research, collaborate, and develop plans for emerging infectious diseases to mitigate staff exposure.
2. Develop, manage, and implement mandated OSHA Bloodborne Pathogen Program (BBP); provide BBP training; review and approve BBP plans annually.
3. Perform and interpret required occupational health risk assessments; develop, manage, and administer vaccination programs; create, validate, and annually review Physician Standing Orders for medication administration.
4. Provide post-exposure management of communicable diseases and hazardous materials; evaluate and provide treatment, medication, lab draws, and counseling; refer employees for post-exposure care.
5. Serve as subject matter expert to Bureau/Office management and employees on occupational exposures, infectious and communicable disease, and other health related issues; assist Bureaus/Offices with the development and implementation of occupational-specific communicable disease programs, policies, and procedures.
6. Coordinate and integrate program services and activities with Bureaus/Offices; lead, facilitate, and manage intergovernmental agreements; develop partnerships with external agencies and

organizations; serve as liaison with emergency preparedness organizations for health issues related to City employees.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under minimal supervision by the Risk Manager. Medical case review is provided by a physician medical consultant.

This classification has no supervisory responsibilities, but leads volunteers and casual/seasonal employees.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Knowledge of federal, state, and local laws, standards, mandates, ordinances, and regulations applicable to bloodborne pathogens, infectious diseases, employee's respirator use, lead testing and evaluation, medical records confidentiality and management, and occupational exposure management, testing, immunization, and education.
2. Knowledge of occupational health and safety risk management techniques, protocols, and practices.
3. Knowledge of methods, policies, and procedures of post-exposure case management.
4. Knowledge of medical research analysis techniques.
5. Knowledge of principles, practices, methods, tools, and techniques of program, administrative, and organizational analysis, and program and project planning and management.
6. Ability to administer blood draws, injections, and medication disbursement.
7. Ability to exercise independent judgment, problem-solve, and take initiative within established procedures and guidelines.
8. Ability to communicate clearly, logically, and persuasively, both verbally and in writing; prepare clear, concise, and comprehensive reports, correspondence, and other documents.
9. Ability to establish and maintain effective working relationships with Bureau/Office management and staff, representatives of other governmental agencies, the public, and others encountered in the course of work.
10. Ability to utilize City-specific technology and general office software.

### **MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** Bachelors of Science degree in Nursing from an accredited college or university;

AND

**Experience:** Five (5) years of progressively responsible experience in occupational health and/or infectious disease nursing, including experience in tactical program management and implementation.

#### **Special Requirements and/or Qualifications:**

Oregon Registered Nurse License.

A valid state driver's license.

#### **Preferred Qualifications:**

Professional certifications and/or designations, such as Certification in Infection Prevention and Control or Certified Occupational Health Nurse-Specialist.

Experience working for a public agency.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: