

City of San José

**Physician (1441)**CLASS PURPOSE

Under administrative direction, performs work of considerable difficulty to promote the general health and well being of City employees. Provides medical leadership and expertise in regard to health consultation, policy monitoring and formulation, and program implementation, including infection control. Provides medical services as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all of the duties which may be performed.)

- Develops basic standards for employee health especially in regard to occupational health in regulated areas.
- Provides leadership in the development and administration of citywide occupational health policies and programs.
- Develops and provides pre-placement physicals and health education to designated classifications.
- Directs and/or performs the administration of medical surveillance exams for public safety employees.
- Establishes and monitors all aspects of clinical operations throughout the City.
- Confirms drug test results for employees with driving requirements in the role of City's Medical Review Officer.
- Provides medical direction and consultation to the City's Wellness Program, Ergonomics Program, Return-to-Work Program, Emergency Medical Services and to medical personnel.
- Consults with existing departments in the control of infection and blood borne pathogens.
- Directs or performs medical surveillance examinations regarding audiometry, vision, pulmonary, PPD, asbestos levels, respirator use, and general workplace hazards.
- Directs the tracking and maintenance of records of "at risk" and Cal/OSHA mandated surveillance employees.
- Facilitates and monitors injured employees return to work.
- Monitors and reports on activities governed by medically related state and federal regulations.
- Coordinates activities with the City's Safety officer regarding the general reduction of injury, illness, and workers' compensation claims.

DISTINGUISHING CHARACTERISTICS

This position reports to the Deputy Director of Human Resources and is distinguished by its full executive responsibility for the planning, organizing, and direction of a comprehensive occupational medical services plan.

QUALIFICATIONS

Minimum Knowledge, Skills, and Abilities

- Knowledge of the principles, practices, and procedures of occupational medicine.
- Knowledge of CAL/OSHA and other relevant governmental laws.
- Knowledge of State laws regarding workers' compensation for illness and injury.
- Ability to make effective oral presentations.
- Ability to prepare accurate, clear, and concise reports for the public, City employees, City Management, and City Council.

Competency Knowledges, Skills, and Abilities

- Knowledge of the occupational health risks of police and fire and other City personnel.
- Knowledge of general administrative procedures and occupations.
- Ability to have effective interpersonal relationships with a diverse workforce.
- Ability to handle multiple tasks at one time and work within a team.

Experience

- Experience in occupational medicine.

Licenses and Certificates

- Possession of a California Medical License.
- Board Certified in Occupational Health for Medical Director.
- Board Certified in Family Practice or Internal Medicine with occupational medicine experience for other physicians.

Date Established: 11/00

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