



JULY 2012
FLSA: EXEMPT

OCCUPATIONAL HEALTH NURSE

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

Under general direction, assess the health, safety, and industrial hygiene needs of the District; conducts a range of risk and health assessments; provide occupational health services to include minor medical treatment and diagnosis; deliver a range of health and safety related training programs; participate in accident follow up; maintain workplace related employee health records; and advise on disability issues in the workplace. Assists other staff with the development, implementation, and administration of assigned programs, policies, and procedures; provides information and training; conducts and assists other staff with audits, investigations, and regulatory interpretation; performs a variety of routine administrative and technical tasks as assigned; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Safety and Health Supervisor or assigned supervisory and/or management staff. Exercises no direct supervision of staff. May exercise functional and technical leadership over assigned staff, and provide training to less experienced staff.

CLASS CHARACTERISTICS

This is a single-position professional classification within the Risk Management division that specializes in occupational health programs. Responsibilities include managing diverse, specialized, and complex work involving medical, workers' compensation, and short-term and long-term disability activities. The incumbent ensures care for occupational and non-occupational illnesses and injuries. Provide support as subject matter expert to Risk Management, Human Resources, and Division Managers. Responsibilities may include the oversight of programs and/or projects and leads by example. This class is distinguished from the Safety and Health Specialist in that the latter performs specialized professional-level activities related to a wide variety of safety programs. It is further distinguished from the Safety and Health Supervisor in that the latter is responsible for planning, organizing, and coordinating all programs, projects, and activities for the division and for the full supervision of assigned professional, technical, and administrative support staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Manage medical, workers' compensation, and short-term and long-term disability activities.
- Ensure care for occupational and non-occupational illnesses and injuries are adhered to while managing return to work of employees in a cost effective and timely manner.
- Serve as liaison with physicians, medical service providers, Third Party Administrator, management, and family members to coordinate medical services.

- Work closely with employees and medical providers to achieve timely treatment planning, implementation, and follow through.
- Establish a professional rapport with employee, family members, management, and medical providers to produce creative and cost effective solutions to achieve maximum medical recovery and return to work.
- Provide first aid in an industrial setting; act as medical first responder; and be a resource for employees on work-related health questions.
- Provide on-call support for emergency situations.
- Manage the Wellness Program to include Flu shots, Health Fair, Health Risk Assessments, aging workforce, blood pressure reduction program, diabetes outreach, etc.
- Act as catalyst for improving the ergonomics of the organization by assisting with ergonomic assessments and training.
- Develop and administer the random drug test program to comply with DOT requirements to include training of applicable employees and supervisors.
- Schedule annual audiometric hearing exams; document baseline shifts and adjust medical records accordingly; and provide recommendations to the Hearing Conservation program as needed.
- Schedule respiratory physicals with the occupational health clinic; review results to ensure medical clearance; conduct quantitative fit test of employees; and provide training of wearing and cleaning of respirators.
- Ensure compliance with all regulatory guidelines, including OSHA, ADA, FMLA, HIPAA, DOT, and applicable state workers' compensation programs while performing recordkeeping requirements.
- May conduct research on the identification, evaluation and analysis of workplace hazards and the effects on health to select and implement preventive and control measures as a continual process.
- When assigned to programs and/or projects, provides leadership and guidance to others. As a program and/or project leader, may direct, assign, monitor and review the work activities of team members; determines work priorities; oversees quality and quantity of work performed and ensures adherence to established procedures by instructing employees accordingly; is a reference to employees by possessing specialized skills; develops and implements work improvements.
- Provide support as subject matter expert to Safety, Human Resources, and Division Managers.
- Provide training as needed.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of occupational and non-occupational illnesses and injuries as a registered nurse.
- Special knowledge of workplace hazards and the relationship to the employee health status.
- Basic principles of toxicology and epidemiology as related to the employee and the work site.
- Basic understanding of industrial hygiene principles of engineering controls, administrative controls, and personal protective equipment.
- Occupational hazards and standard safety practices.
- Principles and procedures used in the proper handling of chemicals and hazardous waste.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Basic principles and applications of critical thinking analysis.
- Basic methods and techniques of developing and conducting training programs.
- Principles and procedures of record-keeping and reporting.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Plan, schedule, assign, and oversee activities of assigned workgroups or teams.
- Oversee programs and/or projects and by example promote the individual professional growth and development of less experienced staff.
- Demonstrate safe work practices and procedures in the workplace.
- Train others on proper work procedures and lead by example.
- Perform work of a specialized nature with the ability to use independent judgment and personal initiative.
- Perform a variety of duties supporting assigned health programs.
- Possess competencies related to the nursing process and the professional roles of an occupational health nurse.
- Assess training needs; develop and coordinate training programs in assigned area; monitor and evaluate the effectiveness of programs.
- Apply critical thinking and analysis in completing assignments.
- Investigate accidents and unsafe working conditions and provide recommendations to prevent reoccurrence.
- Ensure compliance with appropriate safety practices and regulations.
- Learn the organization, operation, and services of the District and of outside agencies as necessary to assume assigned responsibilities.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Research, analyze, and summarize data and present the information in layman terms.
- Maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use critical thinking techniques effectively.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. Possession of an Associate of Science in Nursing from a college or university which is accredited by the US Department of Education; AND,
2. Three (3) years of general nursing experience preferably in occupational health, urgent care or ambulatory clinic setting.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of California Registered Nurse licensure.
- COHN or COHN-S certification highly desired.
- Case management or disability management certification preferred.
- Certified Occupational Hearing Conservationist preferred.
- NIOSH Pulmonary Functions Certification preferred

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various sites and to investigate accidents, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen and make detailed inspections; color vision to identify materials and structures; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 30 pounds.

ENVIRONMENTAL ELEMENTS

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.