

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Occupational Health Coordinator</u>
Sch & Grade	<u>PAT-9</u>
Class Code	<u>BG22</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Human Resources</u>

PRIMARY PURPOSE:

Plans, organizes, coordinates, and supervises work dealing with the City's Workers' Compensation Program, duty and non-duty disability retirements and work accommodations under the ADA.

SUPERVISION:

Under general supervision of the Senior Human Resources Coordinator or Risk Management team leader as assigned. Supervises clerical staff when assigned.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans, organizes, and coordinates the activities of the City's Workers' Compensation Program including establishing and communicating clear goals and objectives.
2. Coordinates with other staff members regarding related issues such as employee safety and risk management; functions as a team member in addressing workers' compensation issues for the city.
3. Supervises and/or participates in the development and implementation of departmental policies.
4. Understands, promotes, and applies team building methods.
5. Identifies areas within the workers' compensation program needing improvement, researches and analyzes alternatives, and makes recommendations regarding specific changes.
6. Prepares and presents information and/or speeches to individuals and groups including employee training classes, applicants, City Council, professional organizations, the general public, etc.
7. Advises and assists department supervisors and employees regarding workers' compensation issues, duty and non-duty retirement issues and worksite accommodations under the ADA.
8. Reads, understands, and interprets applicable laws such as the Americans with Disabilities Act (ADA), Workers' Compensation Law, and other applicable laws.
9. Assists in determining and assessing training needs and prepares recommendations based on findings.
10. Prepares and maintains necessary written reports, records, correspondence, and other documentation.
11. Utilizes computer software applications such as word processing, spreadsheet, and database.
12. Travels to job sites to investigate and review work conditions relating to safety or workers' compensation problems.
13. Assists in preparing and monitoring assigned annual operating budget.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, seminars, and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles, methods, and procedures involving personnel practices involving workers' compensation issues; applicable laws such as the Americans with Disabilities Act (ADA).

Abilities

Plan, organize, coordinate, and supervise workers' compensation issues through a team management approach; establish and communicate clear goals and objectives; utilize sound independent judgement and make responsible decisions and recommendations; prepare and present reports, speeches, programs, etc.; read and understand applicable personnel laws; follow oral and written instructions; utilize necessary computer software applications; communicate effectively both verbally and in writing; deal effectively and courteously with associates and the general public; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor's Degree in Personnel Management, Public or Business Administration, or a related field plus at least three years of related and responsible experience in the administration of a workers' compensation program. Directly related work experience may be substituted for the educational requirement on a year-for-year basis.

Physical Requirements

Performs bending and reaching to both ground level and overhead; pushes and pulls up to 25 pounds; possesses ability necessary to operate a computer keyboard; may lift and carry up to 40 pounds.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment; may be subject to extreme weather conditions when conducting on-site audits for occupational health issues.

Licensing/Certification

If operating a vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator's License.

Miscellaneous Requirements

None required.

Last Revision:	January 2005	GENERAL ORDINANCE NO. 4501
Comments:	Updated duties and qualifications	Date: March 20, 1995

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.	
Signed: _____	Date: _____