

CLASS TITLE: CITY PHYSICIAN

PURPOSE OF THE CLASSIFICATION: Under administrative direction provides professional direction of Medical Section services and operations at the City's occupational health facilities; acts as a medical consultant to the Personnel Department; ensures appropriate medical services and care are provided to City employees and applicants, maintaining a high standard of quality health service in the provisions of Occupational Medical health care; and performs other related required duties.

ESSENTIAL TASKS:

- Conducts pre-employment and periodic diagnostic and physical exams
- Provides appropriate office care and medical assessments for injured employees
- Conducts disability and retirement evaluations
- Serves as medical consultant to departments and committees and provides expertise for other specialized programs
- Establishes, reviews, and coordinates referral health care service through outside providers and provides recommendations or changes in referral service
- Monitors the existing preventive health care program and is responsible for the development, evaluation, and implementation of new programs
- Reviews and directs the development of appropriate medical procedures, protocols, and medical record keeping systems
- Assists in the preparation of the medical section's budget
- Maintains current knowledge of the occupational health care issues and legal requirements including OSHA and Hazardous Material Communication Statutes
- Provides reports and recommendations on medical service system improvements, employee health concerns, and statutory requirements impacting the Medical Section and the City of Tulsa
- Establishes and implements various policies and procedures
- Provides technical support to various individuals and committees
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited medical school and possession of a license to practice medicine in the State of Oklahoma, and five (5) years of progressively responsible professional experience in the practice of medicine.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles, practices, and techniques of Occupational Medicine; comprehensive knowledge of the state laws governing the medical field; and considerable knowledge of the principles of public health. Ability to develop and maintain large-scale preventative health care programs; ability to develop and present medical reports to committees, departments, and outside boards or agencies; ability to write clearly and concisely; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, handling, feeling, and smelling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid license to practice medicine in the State of Oklahoma.

WORKING ENVIRONMENT: Working environment is primarily indoors in a clinical setting.

Class Code: 2050

EEO Code: E-02

Pay Code: EX-56

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Group: Cultural, Legal, and Sciences
Series: Medical

Effective Date: July 1, 2000