**City of Virginia Beach Organizational Mission & Values**

The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

**Class Summary**

Lead, coordinate, consult, and perform a broad range of occupational health services as part of the Department of Human Resources, Occupational Health Division; and serve as the supervising nurse in the Occupational Health Clinic.

**Representative Work Functions and Responsibilities**

Supervise the daily operation of the Occupational Health Clinic including: pre-employment and annual physicals, nursing intervention, consultation with employees and departmental representatives, and records maintenance and conformity.

Serve as the supervising nurse in the Occupational Health Clinic, providing direct supervision, guidance and direction to Occupational Health staff; and provide orientation and training to Occupational Health staff.

Maintain close and effective collaborative working relationships with other departments for various programs and activities, such as ADA and FMLA; and effectively communicate with City management and employees, as well as other health professionals.

Ensure that all aspects of clinical operations meet standards and regulations and that all City policies and procedures are followed.

Perform health employee health screenings and assessments and recommend appropriate referrals.

Collaborate with Occupational Safety and Health Manager regarding budget and other departmental issues.

Assist Occupational Safety and Health Manager in the planning, organizing and development of the Occupational Health Program, including developing, monitoring and maintaining a quality assurance program.

Ensure maintenance of equipment and checks are completed in the appropriate timeframe and documented accordingly.

Direct infectious disease and bloodborne pathogen post-exposure evaluation and treatment under established guidelines and in accordance with policy.
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Ensure Occupational Health staff members maintain appropriate credentials and training.

Maintain record and reporting systems in accordance with legal requirements.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

**Performance Standards**
Effectively assist the Division Manager in the continued planning, organizing and development of an Occupational Health Program which utilizes a quality assurance program; orient and train Occupational Health personnel to function effectively and efficiently; effectively supervise the delivery of health care to City employees; maintain an effective communication system with the Division Manager, City management, City employees and outside physicians; and properly perform health screenings and accurately assess employees’ health problems and recommend appropriate referral thus reducing the overall expenditure and liability to the City; accurately maintain a record and reporting system which meets legal requirements.

**Minimum Qualifications**
Requires any combination of education (above the high school level) and experience equivalent to eleven (11) years, including two (2) years in a supervisory or lead role, in fields utilizing the required knowledge, skills, and abilities and associated with such positions as Occupational Health Nurse, or Occupational Health Supervisor.

Must be licensed in the Commonwealth of Virginia as a Registered Nurse (RN).

Must have, or obtain, a current and valid Virginia or North Carolina driver’s license in accordance with Virginia or North Carolina DMV driver’s license eligibility requirements.

**Preferred Qualifications**
IPMA-CP or IPMA-CS certification, PHR or SPHR certification.

Certification as an Occupational Health Nurse by the American Board for Occupational Health Nurses; certification by approved programs for Hearing Conservation and Breath Alcohol Technician; and certification as a Case Manager.

Completion of a NIOSH approved spirometry course.

Experience in managing or direct support of disability management programs, work hardening programs or return to work programs.

**Special Requirements**
All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and City-wide emergencies.

This position may require that incumbents to wear and maintain appropriate personal protective equipment such as, but not limited to, steel toed shoes, hard hats, safety glasses, gloves, or other safety attire and equipment in designated areas of risk. Specific requirements will be determined and communicated by the employee’s supervisor based on position assigned.

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*This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*
Knowledge-Skills-Abilities Required to Perform Satisfactorily

A. Knowledge

1. Knowledge of general and specialized theories, principles, policies, practices, and techniques, and their application in contemporary Occupational Health administration, including job evaluation and analysis; EEO; accommodations for disabilities; workers’ compensation; City, state and federal leave policies and laws including Family Medical Leave; Health Insurance Portability and Accountability Act (HIPAA); Freedom of Information and Privacy Act (FOI); and the Fair Labor Standards Act (FLSA).
2. Knowledge of the organization, function, and administration of municipal governments and, in particular, an Occupational Health unit including a clinic, within a municipal government.
3. Knowledge of the Virginia Beach Quality Service System concepts and practices, and how to apply them.
5. Knowledge of City and Human Resources Department policies and procedures related to the mission of the Occupational Health Division.
6. Knowledge of the principles, practices and techniques of gathering medical information by obtaining an accurate and complete medical, social and occupational history.
7. Knowledge, interpretation and enforcement of OSHA, NIOSH, and Worker’s Compensation regulations relative to the Commonwealth of Virginia.
8. Knowledge and interpretation of epidemiology, communicable diseases and toxicology.

B. Skills

1. Skill in identifying health problems, for the formulation of nursing diagnosis, by interviewing, observing, examining and performing tests using selective diagnostic procedures.
2. Skill in using nursing procedures, following medical directives, for treatment of employees.
3. Skill in the administration of medication, immunizations and health screening tests.
4. Skill in the use of medical testing equipment, EKG PFT, Audiometer, etc.
5. Skill in the development, review, and interpretation of Human Resources and Occupational Health-related policies and procedures.
6. Skill in conflict resolution and responding calmly and diplomatically during other stressful situations.
7. Skill in the performance of analytical research and preparation of related narrative reports.
8. Skill in the formulation and modification of policies, procedures, job descriptions, etc.
9. Skill in counseling and interviewing techniques.
10. Skill in recognizing problems and initiating corrective action using logical decision-making techniques.
11. Skill in the clear and concise communication (both orally and in writing) of technical information relating to administrative and occupational health matters (including policy information) requiring tact and diplomacy.
12. Skill in the application of contemporary supervisory techniques.
14. Skill in supervising employees, including planning, reviewing, and evaluating the work of subordinate staff.
15. Skill in conducting pre-employment and annual physicals and providing occupational nursing intervention.
16. Skill in the observation, examination and testing of City employees by selective diagnostic procedures and taking appropriate action.
17. Skill in drawing blood and collecting other biological specimens using recognized laboratory and medical procedures.
18. Skill in performing and reading skin tests.
19. Skill in performing pulmonary function tests, audiograms, vision screens and EKG tracings.
21. Skill in interviewing employees to identify physical and emotional needs and directing appropriate referrals as indicated, such as EAP. Skill in providing consultation to employees and departmental representatives on a variety of health and safety issues.

22. Skill in recognizing and evaluating situations which call for immediate attention and instituting necessary treatment procedures essential for the life of the patient.

23. Skill in recognizing and assessing symptoms of acute illness to ascertain a nursing diagnosis in order to assure appropriate treatment within the scope of the State’s Nurse Practice Act.

24. Skill in performing CPR and providing care in emergent medical situations.

25. Skill in recording data and maintaining complete, accurate and legible health records that conform to City policy and all applicable local, state and federal laws.

26. Skill in operating a computer and City standard software, as well as specialized HR and Occupational Health-related software.

C. Abilities

1. Ability to establish and maintain effective working relationships with City employees, supervisors, mid- and upper-managers, and executives on sensitive HR and occupational health issues.

2. Ability to lead and supervise a team, facilitate team activities that foster a pro-active client and consultant relationship with the consumer department and its employees, and gain staff commitment to Quality Management concepts and their application.

3. Ability to deal effectively with HR and Occupational Health representatives in other municipalities and the private sector localities.

4. Ability to work independently and make independent decisions.

5. Ability to maintain confidentiality.

6. Ability to work effectively with persons of varying socioeconomic and cultural backgrounds.

7. Ability to effectively communicate complex ideas both orally and in writing.

Working Conditions
The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City’s business.

Physical Requirements: **Physical refers to the requirement for physical exertion and coordination of limb and body movement.**

Requires sedentary work that involves walking or standing some of the time and involves exerting up to 30 pounds of force on a regular and recurring basis and routine keyboard operations.

The position in Occupational Safety is are required to lift, carry, and maneuver equipment weighing up to 60 pounds on occasions.

Mental Requirements: **Mental refers to the degree that the job involves cognitive activities, and use of mental processes.**

Performs professional level work requiring the application of human resources or related, accounting, legal, administrative, or managerial methods in the solution of human resources or related, administrative or legal problems; applies extensive understanding of operating policies and procedures to solve complex
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problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures. Directs and supervises the actions of others.

**Environmental Conditions:** Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.
The position in Occupational Health may risk exposure to communicable diseases including blood and air-borne pathogens.

The position in Occupational Safety may risk exposure to bright/dim light, dusts and pollen, all weather conditions including extreme heat and/or cold and wet or humid conditions, extreme noise levels, animals/wildlife, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, and heights.

Other positions in this title involve a risk of limited to no exposure to any environmental hazards.

**Sensory Requirements:** Sensory refers to hearing, sight, touch, taste, and smell required by the job.
The job requires normal visual acuity, and field of vision, hearing and speaking.

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