**Class Summary**

The responsibilities of this classification include overseeing the Department of Public Health and Adult and Juvenile Detention Occupational Health Programs. The incumbent is responsible for the health and safety of employees, ensuring compliance with applicable state and federal laws, and supervising Advanced Practice Nurse Specialists and other staff in the Occupational Health Program.

**Distinguishing Characteristics**

This is a single-level classification. This classification is distinguished from the Health Services Administrator classification series in that the Health Services Administrator classification series is responsible for planning, implementing, directing, and evaluating operations of a public health district or program, which provides a variety of environmental and personal health services. Health Services Administrators are not responsible for overseeing clinical practice provided by nursing staff and administering and monitoring nursing and other health care practitioners’ practice standards and procedures.

**Examples of Duties**

1. Interpret state and federal occupational laws, standards, and practices; establish, update, and maintain occupational health policies, procedures, guidelines, and processes.
2. Develop and oversee the occupational health program budget.
3. Coach, mentor, and support assigned team members. Hire, evaluate performance, and initiate disciplinary action when appropriate.
4. Assess the risk of occupational exposure and implement appropriate safety precautions and follow-up procedures.
5. Make educational and occupational safety and health-related presentations to staff members and community partners; provide expert advice and counsel to internal and external customers.
6. Provide appropriate screenings, vaccinations, and respirator fit testing to staff members in the Occupational Health Program.
7. Oversee employee health records, management, and retention schedules.
8. Conduct workplace inspections to ensure compliance with applicable rules and regulations.
9. Train assigned employees, agency staff, and community members.
10. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of: nursing practice principles and techniques; public health principles and practices; infectious disease management; control and safety standards; occupational health and safety hazards; and applicable health care laws, regulations, and procedures

Skill in oral and written communication

Ability to manage the provision of health care services, identify community health needs, work with community coalitions, and build consensus among staff and health care practitioners

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Bachelor of Science in Nursing degree from an accredited school of nursing

And any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification, and Other Requirements**

Washington State Registered Nurse license

Graduate certificate in occupational health and safety from an accredited school of nursing

Washington State Driver’s License or the ability to provide transportation to work locations with limited or no public transportation may be required.

Some licenses, certifications, and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Professional) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within the same series** | None |
| **Class History** | 8/2023 - Created |