

Code: 1558

Title: OCCUPATIONAL MEDICAL MANAGER

SUMMARY: Plans, develops, manages and administers the County's employee occupational medical program in concert with other Risk Management programs.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans and manages the County's Workers Compensation program, including claims management, retraining, placement and Early Return To Work (RTW) programs and associated contracts;

Coordinates the County's Occupational Medical program with affected County departments and agencies;

Coordinates activities between County employees, rehabilitation specialists and other County departments;

Supervises, trains and evaluates staff and RTW program participants;

Coordinates preparation and submission of RTW program payroll documentation, to include cost-sharing and charge-backs to affected departments;

Prepares and monitors the workers' compensation and occupational medicine budgets;

Reviews and analyzes regulations pertaining to workers' compensation, occupational health issues, medical trends, and formulates corresponding policies and procedures to comply with same;

Serves as liaison between employees, physicians, departments and outside agencies in the resolution of problems;

Represents the department or assigned programs at County, community and state meetings;

Assists the County Physician in the design or revision of occupational medicine and Workers' Compensation programs to meet regulatory requirements;

Collects and analyzes data and prepares written and oral reports;

Manages claims administration and financial and claims audits of the County's third party administrator;

Manages the coordination of activities with the Occupational Medical Providers serving the County under the Occupational Medicine and Workers' Compensation programs;

Evaluates programs' effectiveness and implements changes as warranted.

KNOWLEDGE & SKILLS:

Knowledge of:

- Workers' Compensation statutes and regulations;
- relevant statutes, rules and regulations governing occupational safety and health and public employment;
- occupational medicine principles, practices and theory;
- principles and practices of job-retraining and RTW programs;
- principles and practices of supervision and training;
- principles and practices of program development and management and budget preparation;
- County payroll policies and procedures.

Skill in:

- assessing medical service and quality care provisions;
- analyzing, assessing and interpreting rules and regulations;
- establishing and maintaining effective working relationships;

