

MEDICAL DIRECTOR OF EMPLOYEE HEALTH SERVICES

DEFINITION

Directs the Employee Health Services Unit of the Human Resources Division and coordinates employee health programs and mandates throughout the District.

TYPICAL DUTIES

Provides leadership to the District for Public Health Emergency Preparedness and Response. Serves as the physician of record for all COVID-19 test orders and results, including test orders issued in the form of a "blanket," covering a large group of individuals as well as provide ongoing oversight.

Reviews, revises, and approves process flow, including parameters that must be met for test kit distribution, sample collection, laboratory testing, and result reporting as it relates to COVID-19 testing.

Reviews, revises, and approves case management procedures including notification, case investigation and monitoring as it relates to COVID-19 testing.

Investigates and confirms cases of employee reportable communicable diseases in accordance with the Los Angeles County Health Department guidelines, facilitates investigations, and contacts LAUSD locations.

Directs the administration, coordination, and recommendations of employment health evaluations. Directs the review and approval of mandated medical clearances for certificated applicants and returning retirees.

Evaluates District employees returning from medical leaves, requesting leave extensions, and reinstatements.

Directs and manages the District's tuberculosis compliance program.

Evaluates, examines, and advises employees with physical and psychiatric health concerns and makes recommendations and referrals, as needed.

Consults and participates with crisis intervention teams throughout the District, the Los Angeles County Department of Mental Health, local law enforcement agencies, in cases of employee mental health threats.

Performs physical examinations, administers immunizations, and provides tuberculosis clearances, as necessary.

Performs toxicology evaluations for reasonable suspicion and last chance settlement agreement compliance.

Provides medical opinions to the Office of General Counsel and may testify at administrative hearings or in court proceedings.

Serves as a professional medical resource to the District's Reasonable Accommodation Committee and Reasonable Accommodation Appeals Committee to consider and make appropriate recommendations on the basis of medical evaluations.

Oversees the District's Automatic Electronic Defibrillator (AED) program in conjunction with the Director of Student Medical Services.

Coordinates and confers with other District departments regarding the compliance with the Blood Borne Pathogens requirements.

Prepares, writes, and presents to District administrative and executive personnel special medical reports, informatives, bulletins, and protocols.

Participates as a member of the LAUSD's Emergency Response Team.

Reviews and makes recommendations on State and federal legislation affecting employee medical

services.
Directs the District's Medical Exemption Panel process.
Maintains all District's employees confidential medical records and documents.
Performs emergency resuscitation and first-aid services, as necessary.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Medical Director of Employee Health Services is the administrator responsible for employee and applicant medical evaluations and services and serves as a resource to various medical and health related departments and programs.

A Medical Assistant provides support to physicians, nurse practitioners, and psychiatrists in all aspects of clinical practice by performing administrative, clinical, and laboratory duties.

A Licensed Vocational Nurse possesses a California Vocational Nurse License and performs specialized physical health care procedures requiring technical manual skills practiced under the direction of a credentialed School Nurse.

SUPERVISION

Administrative direction is received from the Chief Human Resources Officer. General supervision is exercised over medical and classified personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Fundamental principles and occupational practices, current trends, literature, and research in the field of medicine and employee health services
- Effective administrative and managerial employment practices
- Occupational illnesses related to various employment classifications
- Theory and practice of physical diagnoses and psychological assessment methods, including the use of the Diagnostic and Statistical Manual of Mental Disorders and psycho-pharmaceutical methods of treating both chronic and episodic physical and mental disorders
- Federal and State health and safety regulations
- Federal and State laws pertaining to worker's compensation, Family and Medical Leave Act (FMLA), Americans with Disability Act (ADA), and reasonable accommodation
- Principles of supervision

Ability to:

- Plan, organize, prioritize, and manage time for self and others
- Communicate effectively orally and in writing
- Make, support, and explain recommendations and decisions
- Perform physical examinations and administer immunizations
- Operate a computer and associated peripheral equipment

ENTRANCE QUALIFICATIONS

License:

A valid license as a physician and surgeon issued by the Medical Board of California.

Experience:

Five years of full-time experience as a licensed physician, of which at least two years must have been during the five year period immediately preceding the application filing deadline date for the examination in which the candidate is competing. Service as a physician with a school district or educational institution, experience in employee or occupational health, and experience in the supervision of medical and clerical personnel are highly preferable.

Special:

A valid California Driver License.

Use of an automobile.

A valid Basic Life Support certificate issued by the American Heart Association or American Red Cross must be kept valid during the term of employment.

SPECIAL NOTES

An employee in this class may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time as long as such addition or change is reasonably related to existing duties.

Revised
09-03-20
SH