

CITY OF CHATTANOOGA

Classification Specification Title: Manager Wellness & Occ Health

Department: Human Resources

Pay Grade: GS.13

Supervision Received From: Director Total Rewards

FLSA Status: Exempt

Supervisory Responsibility For: Human Resources Tech.

Established: 12/9/11

**Revision Dates: 4/16/25;
10/20/23; 1/09/2024**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for overseeing the City's wellness and occupational health programs to provide employee and retirees resources to maintain healthier lifestyles and to ensure that the City's occupational health programs are effective.

SERIES LEVEL: The Wellness & Occupational Health Manager is a stand alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Administers the City's On the Job injury program; monitors onsite occupational health clinic to ensure injured employees are being treated timely and consistently; collaborates with onsite occupational case manager to communicate to departments and employees of work injury status; overseas job injury claims and manages contract with job injury third party payer; maintains City Heart and Lung program; tracks and reports departmental claims to finance office.

Collaborates with the Safety Program Coordinator and the Occupational Case Manager to ensure accurate OSHA job injury reporting.

Develops and oversees City wide fit for duty and light duty programs to ensure efficiency and effectiveness.

Develops and oversees City wide ADA and reasonable accommodation programs for all City employees and collaborates with HR colleagues and department supervisors with accommodation requests.

Serves as liaison for third party FMLA vendors to ensure appropriate communication of FMLA process for employees and supervisors.

Maintains contract and communicates City EAP work-life balance program.

Collaborates with Human Resources to ensure that all appropriate occupational health onboarding requirements are met.

Collaborates with vendors to ensure onsite wellness programs operate efficiently and effectively to include but is not limited to onsite primary and occupational clinics, on site pharmacy, incentive programs and the fitness center.

Collaborates with onsite vendors to ensure that a variety of wellness programs are developed and implemented; monitors lifestyle management programs for employees and retirees.

Works with vendors to develop and distribute communication to City employees and retirees of wellness program services through a variety of methods including mailings, email blasts and onsite training.

Ensures that the Wellness Center's website is maintained.

Monitors contracts with wellness and occupational health vendors to ensure that goals, objectives and performance are being met.

Reports utilization and outcomes of wellness and fitness programs to management.

Oversee deposits of funds from onsite vendors to City treasury to ensure compliance with City collection policy.

Oversees daily operations of the wellness center including but not limited to ordering supplies, responding to facility needs and supervises and coordinates the activity of fitness staff.

Represents the City and/or the department at a variety of internal and/or external meetings, public events, training sessions, committees and/or other related events in order to receive and/or convey information.

Communicates and collaborates with internal departments, external consultants, vendors, external agencies, regulatory officials, the general public and/or other interested parties to coordinate work activities, exchange information and resolve problems.

Serves as a lead to staff to include assigning and monitoring work, training staff on work methods and procedures, and providing direction.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in nursing, public health administration, human resources, or business administration and five (5) years of experience in the delivery and coordination of occupational

health and corporate wellness programs, to include worker's compensation, fit for duty exams, light or restricted duty programs, OSHA reporting, FMLA, EAP, ADA, and reasonable accommodation; data collection and analysis, as well as reporting of trends and findings; using spreadsheet, word processing and desktop publishing computer software applications for communications; and direct supervision of employees; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

RN, COHN, OSHA certification preferred. Possess or obtain CPR/AED and First Aid Certifications.

SUPPLEMENTAL INFORMATION:

Knowledge of managerial principles and practices; budgeting principles; wellness program principles and practices; OSHA principles and practices; ADA principles and practices; reasonable accommodation principles and practices; FMLA principles and practices; resource allocation; computer software applications; applicable federal, state and local laws, ordinances, codes, rules regulations, policies and procedures; worker's compensation principles; be able to communicate effectively both orally and in writing; customer service principles; preventive health-care measures; privacy as applied to health information privacy regulations; treatment alternatives.

Skill in managing contracts and projects; providing customer and personal services which includes needs assessment, meeting quality standards for services and evaluation of customer satisfaction; preparing a variety of reports and related business documents;

PHYSICAL DEMANDS:

Positions in this class typically require kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.