



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: Occupational Health Nurse	Last Revised/Approved: October 2021
Job Code: TBD	Reports To: Director, Employment Relations
Office: Human Resources	Department: Employment Relations

Compensation Information	
Pay Grade: 08A	Pay Range: \$70,465 – 101,577
FLSA Status: Exempt	Term of Employment: FT

Position Summary/Purpose:

Assists Milwaukee Public Schools with the administration of the COVID-19 reporting and testing procedures. Works with staff to identify appropriate accommodations under the established guidelines and assists with the coordination of return-to-work plans.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Oversees the district's COVID-19 testing programs, working closely with the Department of Health Services and testing companies to ensure COVID-19 testing of students and staff is taking place as designed.
- Supports the district's COVID-19 notification procedures.
- Assists employees with claims for disability and provides an independent assessment of the same.
- Assesses standards in the workplace for the employees.
- Conducts training and/or educational programs in order to educate the staff about the safety and preventive measures. Develops new and enhanced strategies to optimize health and safety.
- Assists with managing worker's compensation cases and evaluates staff returning to work after injury or illness and assists with possible accommodations.
- Works closely with the leave office and risk management as well as with the third-party administrators to assist with leave requests, workers' compensation claims and return to work plans.

- Evaluates job accommodation requests and conducts fitness-for-duty assessments.
- Coordinates with and provides guidance to supervisors regarding appropriate job accommodations.
- Assists the department in determinations of leaves of absence for employees. Monitors the leaves and documents the time period for which the leave is required.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- A bachelor's degree (BSN) in nursing from an accredited nursing school is required.

Experience Requirements:

- Three or more years of experience in an occupational safety nursing environment is required.
- Experience working with work accommodations is desired.

Knowledge, Skills and Abilities:

- Effective oral and written communications skills are required.
- The ability to communicate with people from diverse backgrounds is necessary.
- Strong clinical assessment skills are necessary.
- Must be able to maintain composure under trying circumstances.
- Incumbent must be able to respond to multiple demands, shifting priorities and a constantly changing environment.
- A knowledge and understanding of various employment laws is desired.
- An understanding of negotiating with workers' compensation carriers is desired.
- Must be able to review data and compile reports
- A strong working knowledge of computer applications to include MS Office software and the MPS Portal is required.

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- General Office environment with occasional travel around the city of Milwaukee

Physical Demands:

- General office environment, must be able to handle light lifting and occasional standing, bending.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information,

physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.