



EMPLOYMENT OPPORTUNITY
EXEMPT APPOINTMENT

CLASS: P103 **TITLE: PER DIEM REGISTERED NURSE**
(vw1)

SALARY: \$56.9500 - \$74.8250 Hourly

DEADLINE: OPEN UNTIL FILLED
POSTED: September 11, 2009

JOB DESCRIPTION:

Population Health and Prevention's **Occupational Safety and Health Section** is accepting applications for **one (1) as-needed, non-benefited** position in class P103 Per Diem Registered Nurse to provide loss control services for the Department of Public Health. This position will review new injury/illness reports and work with the Third Party Administrator to monitor and manage workers' compensation claims.
SHIFT: Day Shift.

Pursuant to the SEIU Registered Nurse collective bargaining agreement (CBA), P103 Per Diem Registered Nurses who work on legal holidays as recognized by the City and County of San Francisco shall receive pay at time and one half.

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker related training as assigned, and to return to work as ordered in the event of an emergency.

ESSENTIAL DUTIES:

Under the general supervision of the OSH Section Director, the Per Diem Registered Nurse is responsible for providing loss control services and occupational health nursing services for the Department of Public Health. The essential job functions include the following:

- Reviewing injury and illness reports and entering information into a data base;
- Processing, monitoring and tracking DPH workers' compensation claims;
- Collaborating with the Third Party Administrator to facilitate optimum claims management and develop effective plans of action;
- Evaluating work restrictions and facilitating effective Temporary Transitional Work Assignments;
- Reviews and screens completed Cal-OSHA Respirator Medical Evaluation Questionnaires to determine medical clearance for employee respirator use;
- Conducts respiratory protection fit testing as needed;
- Performing other related duties as assigned/required.

MINIMUM QUALIFICATIONS:

- Possession of a valid permanent/temporary California License as a Registered Nurse.

Verification/Waiver: Verification License is required applicants must submit a photocopy of their current license at the time of filing. Candidates unable to do so may submit a letter requesting a waiver of this requirement indicating the reason(s) verification cannot be obtained. Failure to submit verification or request for waiver will result in application rejection.

CONTINUED

DESIRED QUALIFICATION(S):

- Possession of a valid Driver's License
- One (1) year of professional experience within the last five (5) years as a Registered Nurse in workers' compensation case management.
- Experience conducting respiratory protection fit testing.
- Certification by the American Board of Occupational Health Nurses as a Certified Occupational Health Nurse.
- Experience with the manipulation of word processing files, spreadsheets and databases (Word, Excel, Access), and the development of reports
- Excellent verbal and written communication skills
- Good public relations skills
- Ability to work independently

APPLICATION PROCEDURE:

Interested individuals must submit a resume and [City and County of San Francisco \(CCSF\) employment application](#) to **Vickie Wells, Director of Occupational Safety and Health, 101 Grove Street, Room #217, San Francisco, CA 94102. Open Until Filled.** CCSF employment applications may be obtained from DPH Human Resources Services, 101 Grove Street, Room 210, SFGH Human Resource Services, 2789 – 25th Street, LHH Human Resource Services, 375 Laguna Honda Boulevard, or from the website identified below. Applicants with disabilities requiring reasonable accommodation during the interview process may contact the person/department listed.

**PLEASE NOTE: APPLICANTS MEETING THE MINIMUM QUALIFICATIONS
ARE NOT GUARANTEED AN INTERVIEW**

*The Department of Public Health is an Equal Opportunity Employer
Women, Minorities, and Persons with Disabilities are encouraged to apply*