

PURPOSE OF THE CLASSIFICATION: Under administrative direction provides professional direction of medical services and operations at the City's occupational health facilities; reviews and determines whether employees are medically qualified to perform the duties of their position; ensures appropriate medical services and care are provided to City employees and applicants, maintaining a high standard of quality health service and Occupational Medical health care; serves as the Medical Review Officer for all City drug testing programs; and performs other related assigned duties.

ESSENTIAL TASKS:

- Conducts pre-employment and periodic diagnostic and physical exams
- Provides appropriate office care and medical assessments for injured employees
- Evaluates medical information to confirm an employee's fitness for duty and ability to resume work on a full or modified duty following an absence
- Conducts disability and retirement evaluations
- Serves as medical consultant to departments and committees and provides expertise for other specialized programs
- Establishes, reviews, and coordinates referral health care service through outside providers and provides recommendations or changes in referral service
- Monitors the existing preventive health care program and is responsible for the development, evaluation, and implementation of new programs
- Reviews and directs the development of appropriate medical procedures, protocols, and medical record keeping systems
- Assists in the preparation of the medical section's budget
- Maintains current knowledge of the occupational health care issues and legal requirements including OSHA and Hazardous Material Communication Statutes
- Provides reports and recommendations on medical service system improvements, employee health concerns, and statutory requirements impacting the Medical Section and the City of Tulsa
- Establishes and implements various policies and procedures
- Provides technical support to various individuals and committees
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following criteria:

- (a) Graduation from an accredited medical school and possession of a license to practice medicine in the State of Oklahoma; **and,**
- (b) Five (5) years of progressively responsible professional experience in the practice of medicine



CLASS TITLE | CITY PHYSICIAN
PAY GRADE: EX-71 | www.cityoftulsa.org/pay
Effective Date: 12/17/2025
CLASS CODE: 2050

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of the principles, practices, and techniques of Occupational Medicine
- Comprehensive knowledge of the state laws governing the medical field
- Considerable knowledge of the principles of public health

Ability to:

- Develop and maintain large-scale preventative health care programs
- Develop and present medical reports to committees, departments, and outside boards or agencies
- Write clearly and concisely
- Utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate internal and external customers

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, handling, feeling, and smelling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid license to practice medicine in the State of Oklahoma.

WORKING ENVIRONMENT: Working environment is primarily indoors in a clinical setting.

EEO Code: E-02

Group: Cultural, Legal, and Sciences

Series: Medical