# CLASS TITLE I ASSISTANT CITY PHYSICIAN

**PAY GRADE: EX-71** I www.cityoftulsa.org/pay
**Effective Date: 11/18/2026**
**CLASS CODE: 2143**

**PURPOSE OF THE CLASSIFICATION:** Under administrative direction provides professional medical services and occupational health services to City of Tulsa employees, maintaining a high standard of quality health service and Occupational Medical health care; assists with reviewing and determining whether employees are medically qualified to perform the duties of their position; and performs other related duties as assigned.

**ESSENTIAL TASKS:**

- Conducts pre-employment and periodic diagnostic and physical exams
- Provides medical care to injured City of Tulsa employees
- Assists in conducting fit for duty, disability, and retirement evaluations
- Serves as a medical consultant to departments and committees
- Assists in monitoring the existing preventive health care program and is responsible for the development, evaluation, and implementation of new preventive health care programs
- Assists in reviewing the development of appropriate medical procedures, protocols, and medical record keeping systems
- Maintains current knowledge of occupational health care issues and legal requirements including Occupational Safety Health Administration, Americans with Disability Act, Health Insurance Portability Accountability Act, Genetic Information Nondiscrimination Act, and Hazardous Material Communication Statutes
- 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
- 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 with an unrestricted license to practice medicine in the State of Oklahoma, and current board certification in Family Practice, Internal Medicine, Emergency Medicine, or Occupational Medicine

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of the principles, practices, and techniques of Occupational Medicine
- Comprehensive knowledge of physical and mental health assessment, diagnosis, pathophysiology, pharmacology, and management of acute and chronic problems
- Considerable knowledge of theory and practice of medical diagnostic techniques, methods, and procedures

Ability to:

- Establish and maintain effective working relationships
- Instruct patients
- Collaborate with health team members
- Courteously and tactfully communicate with internal and external members in giving and receiving information

Skill in:

- Performing a physical exam and the observation of signs, symptoms, and the recognition of the pathologic state
- The interviewing process to analyze an injured employees claims
- Documenting medical charts that meet legal standards
- Verbal and written communication beyond the level of the average person such as telling an injured employee about a difficult diagnosis with an expected poor outcome

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:

a) Possession of a valid Oklahoma Class "D" Driver license; **and,**
b) Possession of certification in Basic Life Support (BLS) and Advanced Cardiac Life Support; **and**
c) Registration with the Federal Drug Enforcement Administration (DEA) and the Oklahoma State Bureau of Narcotics and Dangerous Drugs (OBNDD).

**WORKING ENVIRONMENT:** Working environment if primarily indoors in a clinical setting. May

be exposed to infectious diseases and blood borne pathogens.

**EEO Code: E-02**
**Group: Cultural, Legal and Sciences Series: Medical**