



**Code: 3360**  
Family: Health and Human Services  
Service: Health and Welfare  
Group: Medical and Social Service  
Series: Professional Medical

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## **CLASS TITLE: CHIEF MEDICAL DIRECTOR – PUBLIC SAFETY**

### **CHARACTERISTICS OF THE CLASS**

Under direction, reporting directly to the First Deputy Director the class directs, implements and evaluates Occupational Health and Medical services within the Office of Public Safety Administration, and performs related duties as required

### **ESSENTIAL DUTIES**

- Directs the strategic planning for all clinical health and fitness programs for uniformed and sworn members
- Provides leadership and oversight to clinical and administrative staff (e.g., Medical Directors, Nurse Practitioners, Occupational Health Nurses, Medical Services Coordinators)
- Directs the diagnoses, treatment and case management of pre-employment, fitness for duty, return to work, work related and non-work-related occupational illnesses, injuries and evaluations
- Enters into a collaborative practicing agreement with Nurse Practitioners defining joint practice policies and complementary working relationships
- Certifies the physical fitness of personnel for return to duty and provides medical review for pension consideration
- Coordinates and supervises the communication of examination results to employees and applicants and recommends specialized treatment programs
- Provides medical expertise for the department in medical mediation, arbitration and other legal matters
- Oversees the development and implementation of quality assurance programs
- Assists in the development of physical training programs to enhance the health and physical fitness of departmental personnel
- Participates in personnel hiring for the Medical Section of CFD
- Serves as the Medical Review Officer (MRO) responsible for reviewing employee and applicant drug testing results
- Develops medical protocols, treatments and other medical services provided to employees
- Acquires, maintains, and requires the use of safety equipment, personal protective equipment, and devices reasonably necessary to protect employees
- Works closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Oversees the implementation, maintenance and enforcement of general orders pertaining to medical procedures and policies
- Provides direct patient care, as required

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

**MINIMUM QUALIFICATIONS****Education, Training, and Experience**

- Graduation from an accredited school of medicine with a Doctor of Medicine or Osteopathy degree accredited by the Liaison Committee on Medical Education (LCME) or the Educational Commission for Foreign Medical Graduates (ECFMG) or the Commission for Osteopathic College Accreditation (COCA) and completion of a residency approved by the Accreditation Council for Graduate Medical Education (ACGME) or the American Osteopathic Association (AOA), PLUS four years of work experience in occupational medicine including two years working in a clinical administrative role.

**Licensure, Certification, or Other Qualifications**

- Must possess a valid and unrestricted physician license awarded by any U.S. state at the time of application
- At the time of employment, must possess the following:
  - Valid and unrestricted State of Illinois physician license
  - Valid and unrestricted State of Illinois controlled substance registration license
  - Valid and unrestricted Drug Enforcement Administration (DEA) certificate

**WORKING CONDITIONS**

- General office environment
- Medical facilities environment (e.g., health clinic)

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)
- Medical instruments (e.g., stethoscope, sterilizer, scale, tongue depressor, life signs monitors, thermometer, urine dips, microscope, sphygmomanometer, otoscope)
- Audiovisual Equipment (e.g., speakers, LCD Projectors)

**PHYSICAL REQUIREMENTS**

- Ability to walk or stand for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to make precisely coordinated movements with one's fingers
- Ability to move one's hands and arms to grasp or manipulate objects

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Comprehensive knowledge of:

- \*Biology and Chemistry
- \*anatomy and physiology
- \*medical terminology, conditions, testing, treatments, standards, and procedures
- \*primary health care professional principles, practices, and procedures

- uses, side effects, and interactions of prescription medicines and other drugs
- \*human development and disease theory

Some knowledge of:

- applicable federal, state, and local laws, regulations, and guidelines
- geographical locations in the City
- applicable computer software packages and applications
- management and supervisory methods, practices, and procedures
- contract administration methods and procedures
- \*medical equipment, instruments, materials, and supplies
- \*applicable research and analytical practices and procedures
- \*alcohol and substance abuse traits and treatments
- \*principles of human behavior and socialization
- psychiatric professional principles, practices, and procedures
- \*clinical methods and procedures
- \*public health care trends, issues, programs, and services
- standards on comprehensive occupational medical programs for Fire departments-NFPA 1582
- special teams (e.g. hazmat and diving)
- training methods, practices, and procedures
- particular needs, issues, and concerns of specific communities or groups (e.g., the elderly, mentally ill or disabled persons, infants and children)

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

### **Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*SCIENCE - Use scientific rules and methods to solve problems
- \*COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something
- \*NEGOTIATION - Bring others together and trying to reconcile differences
- \*PERSUASION - Persuade others to change their minds or behavior
- \*SERVICE ORIENTATION - Actively look for ways to help people
- \*SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do

- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- COME UP WITH IDEAS - Come up with a number of ideas about a topic
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

**Other Work Requirements**

- ACHIEVEMENT/EFFORT - Establish and maintain personally challenging achievement goals and exert effort toward task mastery
- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- CONCERN FOR OTHERS - Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
- SOCIAL ORIENTATION - Prefer to work with others rather than alone and being personally connected with others on the job
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

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\* May be required at entry.

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City of Chicago  
Department of Human Resources  
September, 2020