POSITION DESCRIPTION (*Please read instructions on the back*)

1. Agency PD Number: 15EP106470

2a. Reason for Submission: ☐ Redescription ☒ New ☐ Update Supervisor Certification ☐ Reestablishment ☐ Other ☐ Reorganization

3. Service: ☒ Headquarters ☐ Field

4. Employing Office Location: Atlanta, GA

5. Duty Station: Atlanta, GA

2b. Position Information (Complete all that apply): ☐ PCA ☐ Drug Testing ☐ Physical Exam Required

6. Fair Labor Standards Act: ☒ Exempt ☒ Nonexempt

7. Financial Statements Required: ☐ OGE-278 ☒ OGE-450 ☐ N/A

8. Subject to IA: ☐ Yes ☒ No

Acq Code: | BUS Code: 8888 | Cyber Sec Code: | FPL: 15

☐ Select Agent Access ☐ Incumbency Only ☐ Commissioned Corps

9. Position Status: ☒ Competitive ☐ Excepted (*Specify in remarks*) ☐ SES (GEN) ☐ SES (CR)

10a. Administrative Code: HCAJSC1

10b. Job Requisition/Position Number: PBMS#15626 JR#207682

11. Position is: ☒ Supervisor/Manager (Code 2) ☒ Supervisor-CSRA (Code 4) ☐ Management Official (CSRA) (Code 5) ☐ Work Leader (Code 6) ☐ Team Leader (Code 7) ☐ Neither (Code 8)

12. Position Sensitivity: ☐ 1-Nonsensitive ☐ 2-Noncritical Sensitive ☒ 3-Critical Sensitive ☐ 4-Special Sensitive ☐ 5-Public Trust/ Moderate ☐ 6-Public Trust/High Risk

13. Comp Level Code: S424

14. Job Code: MPGS05

15. OPM Certification No.:

2c. Explanation (Show any positions replaced): NEW

☐ Limited Term ☐ Limited Emergency

NTE Date:

16. Classified/Graded by:	Official Title of Position	Pay Plan	Occupational Series Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment	Medical Officer (Occupational Medicine)	GS	602	15	ddp	6/29/2015
c. Recommended by Supervisor or Initiating Office	Medical Officer	GS	0601	15		

17. Organizational Title of Position (*if different from official title*): Medical Officer

18. Name of Employee (*if vacant, specify*): Vacant

19. Department of Health and Human Services

a. First subdivision: Centers for Disease Control and Prevention

b. Second subdivision: Office of the Director, Office of the Chief Operationing Officer

c. Third subdivision: Office of Safety, Security, and Assets Management

d. Fourth subdivision: Environment, Safety, and Health Compliance Office (ESHCO) CAJSC1

e. Fifth subdivision:

20. **Supervisory Certification.** *I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry our Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.*

a. Typed Name/Title/Employee ID of Immediate Supervisor: Joseph M. Henderson, Director, OSSAM

Signature: for Caroline McDonald

b. Typed Name/Title of Higher Level Supervisor or Manager (optional):

Signature:

21. **Classification/Job Grading Certification.** *I certify that this position has been classified/graded as required by the Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

Typed Name and Title of Official Taking Action: Deirdre Durr Pearson, HR Specialist

Signature: Deirdre Pearson -S Digitally signed by Deirdre Pearson -S DN: c=US, o=U.S. Government, ou=HHS, ou=CDC, ou=People, 0.9.2342.19200300.100.1.1=2000126374, cn=Deirdre Pearson -S Date: 2015.06.29 13:22:22 -04'00'

22. Position Classification Standards Used in Classifying/Grading Position: USOPM PCS, GS-602, Medical Ofcr srs 3/73

Information for Employees. *The standards and information on their application are available in the human resources office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the human resources office of the U.S. Office of Personnel Management.*

23. Remarks: BU:NO BUS;8888 SUPV CODE:4 FC:81

24. *Description of Major Duties and Responsibilities and Evaluation Statement (See Attached)*

Medical Officer (Occupational Medicine Consultant)
GS-0602-15

I. INTRODUCTION

This position is located at the Centers for Disease Control and Prevention (CDC), Department of Health and Human Services (DHHS).

CDC provides consultation and occupational health services to CDC Centers/Institutes/Offices (CIOs), and operates clinics located in Atlanta, Georgia (2), Ft. Collins, Colorado (1) and provides consultation services to other clinics located at 6 other locations across the United States.

Among its many functions, CDC complies with mandated and voluntary occupational health standards; monitors environmental hazards for special classes of employees; counsels employees at physical or emotional risk from alcoholism, drug abuse, stress or other job-relation factors, maintains a drug-free workplace, promotes employee wellness and physical fitness, and supports the health and wellness of CDC staff who are deployed globally to respond to public health emergencies.

The incumbent of this position serves as a Medical Officer for the Occupational Health Clinics operated by CDC with responsibility for providing medical guidance on occupational and public health issues facing federal agencies and working collaboratively with other CDC programs, staff and/or contracted medical consultants across the United States.

II. MAJOR DUTIES

A. Leadership and Management 60%

Provides medical consultation and guidance on occupational and public health issues to various Occupational Health Clinic staff consistent with the mission, goals and objectives of the Occupational Health Clinics, CDC, PHS and HHS.

Provides leadership, consultation, technical and professional expertise in planning, developing, implementing and evaluating designated occupational health programs, including but not limited to Automated External Defibrillator (AED), Injury Prevention, , Health Promotion/Disease Prevention and Medical Surveillance Programs. Leads and integrates the work of teams where each member contributes a portion of the analyses, facts, information, proposed actions or recommendations; and ensures compatibility and consistency of interpretation, judgment, logic, and application of policy.

Develops, reviews, and recommends medical components of clinical policies and recommends changes and provides medical advice and interpretation of existing Clinical Policy. Reviews annually and provides recommended updates on Clinical Standing Orders and agency required Exposure Control Plans with a focus on ever-improving patient care services.

Recommends resources to devote to particular projects or to allocate among program segments. Develops, implements, evaluates and improves processes and procedures to monitor the effectiveness, efficiency, and productivity of the program. Develops and reviews the substance of medical reports, decisions, case documents, contracts or other action documents to ensure they accurately reflect the policies and positions of CDC. Plans and organizes meetings, handles or

assigns administrative details, orchestrates all team activities and oversees preparations for reports and presentations. Ensures that work assignments/projects are carried out to allow timely completion, making appropriate adjustments with priorities and reports to senior CDC management on unusual problems that arise and on expected completion times. Provides medical guidance to team members on work methods, policies, procedures, guidelines, etc. Reviews completed work for adequacy and conformance with organizational policies and procedures. Resolves informal complaints of team members; refers formal complaints/grievances to the supervisor for resolution. Makes formal and informal recommendations on a variety of human resource management issues such as performance management, compensation, leave, and incentive awards.

Participates with CDC management in planning, developing, and implementing strategic program and management goals for the organization. These functions include coordinating with staff in establishing action assignments, tracking progress, establishing priorities, reviewing recurring activity reports and reporting progress and results.

Develops program and supporting administrative systems, policies, and procedures necessary to ensure efficient and effective allocation and management of resources across CDC programs and activities.

Analyzes, develops and drafts documents including position papers, proposals, justifications, and memoranda on numerous subjects on a regular and recurring basis including special reports dealing with congressional hearings on various CDC Clinical issues. The incumbent responds to congressional, Office of Management and Budget, HHS, and PHS inquiries regarding CDC Clinic program issues.

Reviews current medical literature of official and nonofficial origin, including legislation, on a wide variety of subjects that relate primarily to CDC Clinic functions and services in order to keep current on professional and commercial developments, which may affect CDC Clinical practices, programs and policies. Makes oral and written presentations and reports, as appropriate, outlining current efforts, recommended changes, and direction of activities.

B. Occupational Medicine Consultation 40%

Serves as the medical authority responsible for ensuring the integrity of the CDC Occupational Health Clinic program through consistent and quality application of clinical program policies and clinical practice guidelines. Interacts extensively with and leads program peers in enhancing national program congruity in CDC occupational health clinic services. The incumbent develops and coordinates the establishment of goals, objectives and a broad range of program efforts with CDC staff through a variety of technological means as well as networking, team building efforts, meetings and other communication methods. Provides expert advice and consultation to Occupational Health Clinic and CDC staff on occupational medicine matters in accordance with accepted medical standards of care. Assists in establishing and participate in performing continuous quality improvement assessments of the various examination types that are reviewed in surveillance and/or medical employability.

Reviews agency employee medical records and develops written reports and/or makes oral presentations on findings, and represents senior CDC management in briefings to senior managers on issues and analyses impacting the efficient and effective delivery of federal occupational health

services.

Identifies critical issues impacting agency occupational health programs and uses ad hoc study teams to develop approaches to analyze the problem and prepare an analysis of alternative courses of action with specific recommendations for the agency management. These activities require the incumbent to coordinate the efforts of a variety of staff using extensive contacts, public and private, across a region or regions on issues that can be sensitive in nature. The incumbent oversees the preparation of tables, graphs, charts, and program descriptions from raw figures available in program records and/or previous evaluation studies.

Establishes and maintains positive, interactive relationships and communication with senior level Federal managers to promote understanding of the CDC mission with goal of providing consultation and technical assistance for resolution of occupational health needs or problems. Interprets professional, legal and CDC policies focusing on solutions to occupational health issues and concerns. The incumbent represents CDC as the expert in CDC's Occupational Health Clinic services.

III. FACTORS

Factor 1. Knowledge Required by the Position

Expert knowledge of the CDC organization including its mission, structure, divisions, programs, goals/objectives, policies, and procedures is required. The incumbent must have expert knowledge and understanding of the critical relationships between these programs and related efforts within the CDC and other Federal agencies.

Demonstrates a strong level of technical expertise in occupational and primary care medicine and provides medical care and consultation of the highest caliber.

Possesses a strong technical knowledge regarding federal safety and health regulations and provides ongoing guidance to daily occupational health clinic activities.

Expert knowledge of occupational health principles, theories, concepts, procedures, and professional practice guidelines is required in order for the incumbent to serve as a technical authority, provide expert advice and direction to clients, staff, senior management and others, and to assist in the development and delivery of occupational health services throughout the country and across divisions.

Expert knowledge of analytical principles and techniques in order to identify and define areas of need in CDC programs and policies. This includes areas of program administration, education, research and application of occupational health expertise in assessing worksite occupational hazards.

Expert knowledge of program/service analysis and evaluation, as well as organization principles such as concepts, methods, and techniques needed for the daily operation, evaluation, and improvement of program management. The incumbent must deal effectively with CDC Clinical activities and services that cut across geographic as well as organizational lines. This requires expert knowledge of CDC programs, services, policies and procedures and the ability to develop customized courses of action for specific clients to meet their occupational health needs. Because

CDC programs and services affect a broad range, the potentially applicable analysis and evaluation methods can be varied and complex.

Exceptional ability to develop and maintain effective working relationships with high-level Federal Government officials, all professional health and support personnel, professional organizations, and with educational institutions, which directly and indirectly support CDC.

Fiscal accountability within the CDC Program requires the exceptional ability to develop or coordinate the administration of operational budgets.

Expert knowledge of team leadership principles in order to provide the level of skill and influence needed to motivate a team of specialists to achieve a set of goals and objectives. Mastery of planning, organizing, delegating, team building and communication skills in order to influence the mission and direction of a project team.

Expert level skills and abilities in communication both orally and in writing. Expert level skill in communicating and collaborating effectively with a variety of audiences, including management and support staff. Mastery of presenting team and study findings and recommendations to individuals, groups and boards on a broad spectrum of topics related to CDC Occupational Health Clinic services, programs, policies and procedures in a style that is appropriate and understandable to the target audience.

Factor 2. Supervisory Controls

The incumbent works under the broad supervision of the Director, Office of Safety, Security, and Asset Management (OSSAM). The employee, in consultation with the supervisor, determines priorities and deadlines and sets the overall assignment performance objectives. The incumbent oversees the planning, delegation, and conduct of assignments, often coordinating with other senior managers and staff as appropriate and determines the methods and procedures to be employed in completing the project. The incumbent maintains communication with and informs the supervisor and peers as necessary of actions taken to change the nature or direction of any assignment. Many projects carried out by the incumbent are primarily long term in nature. Assignments are performed with independence and discretion. The incumbent is expected to use good judgment in planning and implementing assignments and in communicating their results. Advice, decisions, and recommendations made by the incumbent are accepted in the majority of situations without change. Completed work is assessed only in terms of effectiveness in accomplishing the influence of program initiatives, program monitoring and tracking procedures and other senior management strategies throughout the CDC. The employee provides day-to-day advice and consultation to the agency and senior management on a broad range of occupational health issues without checking with the supervisor and not subject to prior or post review. Ultimately, the success of the incumbent is measured in providing constructive and quality advice to management and clients.

Factor 3. Guidelines

Guides consist of policy documents, procedures, program and administrative manuals, as well as some precedents in the form of studies, previous related analytical reports and historical data sources. Guidelines are available in the form of Federal statutes, HHS policies, CDC operational standards, occupational health professional standards and practices and customer guidance and

directives. The guidance is broad and is left open to judgment and interpretation and must conform to the area of continuing changes in the broad health care area. Therefore, the incumbent must use discretion and judgment in the reference, revision and application of these general guidelines to specific situations or issues. The incumbent is expected to use significant initiative and creativity in applying these guidelines and in the preparation of any specific internal guidance to be applied by those working in similar situations across the Agency.

Factor 4. Complexity

The Medical Officer carries a wide range of professional, administrative, and management responsibilities for the agencies served and the Clinical Division. Decisions and actions by the incumbent are based on comprehensive professional knowledge and experience. Decisions and recommendations regarding potential actions require the assessment of unusual circumstances, variations in approach and incomplete, conflicting data. The coordination of multiple functions related to the coordination and analysis of CDC programs and their administrative structure increases the complexity of the work of the position. These skills and abilities are applied to the development, implementation, integration, and maintenance of program and service activities which require fully developed negotiation skills, detailed knowledge of operations, awareness and appreciation of organizational, political, cultural, legislative, and regulatory movements along with a comprehension of the impact of recommendations and decisions within and outside the CDC organization. The incumbent's recommendations, decisions, and actions reflect the external environment to the CDC Senior Management and transmit internal policy to current and potential customers. These activities and issues create complexity and the need for ingenuity, creativity, and innovation in dealing with uncertain and, at times, controversial situations.

Factor 5. Scope and Effect

The primary purposes of the work are to develop, consult, provide technical expertise and ensure the implementation of occupational health programs. The effective results of the incumbent's work are the resolution of critical occupational health problems in the Federal community. The employee must be capable of developing new and creative methods for assuring effective coordination and communication at all levels within CDC and monitoring the execution of the organization's program initiatives. The impact of the work is frequently broad affecting not only the identification and resolution of the local situation, but extending to multiple locations and impacting on various levels of the client's organization. Success or failure to address the health issues for a Federal manager has a clear and direct impact on the efficiency of the client agency and its operations as well as the viability of the CDC Clinic program. The functions of this position also require strength in program evaluation in order for the incumbent to test the effectiveness of programs and services and the consistency of their contributions to the client organization and the accomplishment of its mission.

Factor 6. Personal Contacts

The incumbent's contacts are varied, but are frequently with high-level Federal officials, safety managers, fiscal agents, and human resource management directors. Contacts are also with vendors, contractors, other consultants, public and private organizations, and others including the general public.

Factor 7. Purpose of Contacts

The incumbent's contacts are proactive, directive, and standard setting. Contacts are made for purposes such as: exchanging information, resolving problems, program/policy development, and to facilitate the development and customer utilization of CDC Clinic services. Contacts are made in an attempt to persuade, cajole, and influence management and program officials, customers and others to move in a certain direction or take an action. Contact purpose also includes the confrontation of controversial issues and dealing with conflict to resolve important program problems affecting customer service and the achievement of CDC Clinic mission.

Factor 8. Physical Demands

The work is mostly sedentary; however, there is some walking, bending, stooping, and carrying light books and documents required.

Factor 9. Work Environment

The work is performed in a typical office environment. Frequent overnight travel is required of the incumbent of this position.