

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 5280600**

<b>Coordinator Employee Health Services, M-1</b>	<b>5280600</b>
<b>Administrator Employee Health Services, M-5</b>	<b>5280800</b>

Brief Description of Class Series

Positions in this series oversee registered nurses (RN), medical assistants, and support staff at the Department of Civil Services' Employee Health Service (EHS) in their administration of occupational health services to New York State employees and candidates seeking State employment. Incumbents establish and implement objectives, policies, and procedures for all operational areas of the occupational medicine office.

Distinguishing Characteristics

*Coordinator Employee Health Services:* one position class; under the general direction of the Administrator Employee Health Services, oversees daily administrative operations of the occupational medicine office, ensuring continuity of operations, assisting with project implementation, and handling workflow logistics; and supervises an Administrative Specialist 2 and other lower-level professional and clerical staff assigned to the office.

*Administrator Employee Health Services:* non-competitive; one position class; under the general direction of executive staff, functions as the administrative director of EHS; works with the medical director of EHS to direct major occupational health programs, such as pre-employment medical evaluations, fitness for duty assessments, agency referrals, occupational health physicals, and employee health initiatives, for all New York State departments and agencies; and directly supervises the Coordinator Employee Health Services and Director Nursing 1 (Health Services) and RN staff.

Related Classes

Director Health Services Medical Service functions as the medical director of EHS; oversees all EHS medical programs; and supervises Employee Health Service Physicians 2 and other licensed practitioners in the conduct of medical examinations and evaluations.

Director Nursing 1 (Health Services) oversees occupational health nursing

programs operated by EHS; and supervises Registered Nurse Supervisors 1 (Health Services) and other staff in the provision of occupational health services.

### Illustrative Duties

#### *Coordinator Employee Health Services*

Manages all EHS administrative staff such as Administrative Specialists 1 and 2, Medical Assistants, and clerical staff.

Oversees the implementation and daily operations of the EHS computer system focusing primarily on data collection and input activities that support EHS monthly billing and revenue collection activities.

Implements policies developed by the Administrator Employee Health Services and Deputy Commissioner.

Oversees medical records management and ensures compliance with privacy regulations and laws. Manages the Freedom of Information Act for EHS in conjunction with Counsel's Office.

Provides executive-level support to the medical director and leadership team.

Manages correspondence, prepares reports, and handles confidential information.

Oversees Statewide Financial Systems for EHS.

Conducts in-services and trainings as a subject matter expert for employees on use of the Electronic Medical Record System.

Serves as liaison for all technology and equipment needs for statewide EHS locations.

Serves as the onboarding specialist, conducts department orientations, coordinates with Human Resources, and manages new hire documentation.

#### *Administrator Employee Health Services*

Establishes and implements goals, objectives, policies, and procedures for all operational areas of the occupational medicine office.

Manages daily operations while developing, monitoring, and analyzing budget and financial information.

Ensures compliance with regulations related to occupational health and safety, including OSHA and HIPAA requirements.

Oversees human resources activities for EHS, including job descriptions, personnel policies, and payroll. Participates in the selection, training, and supervision of all clinic and administrative staff.

Coordinates controlled substance and alcohol testing required by State and federal regulations.

Manages operations of the travel program for EHS, including clinical and administrative aspects to ensure employees who travel are prepared and compliant; develops and monitors the travel budget.

Works with Office of Financial Administration to develop and maintain the budget, including justification and monitoring of funds and expenditures.

Analyzes financial data to identify trends and measures the success of programs and initiatives. Sets standards, monitors overall performance, and advises the Coordinator Employee Health Services on problems, alternatives, and options.

Ensures the delivery of quality occupational health services that meet clinical standards.

Serves as a liaison between the occupational medicine office and internal divisions and external agencies.

Develops presentations and conducts training sessions on EHS policies and procedures for EHS employees and serviced agencies.

May also perform all the duties and responsibilities of Coordinator Employee Health Services.

### Minimum Qualifications

#### *Coordinator Employee Health Services*

Open Competitive: bachelor's degree and four years of experience\* or associate degree and six years of experience, in the administration of one or more of the following: hospital, health care facility, or ambulatory service/clinic, or community health program, or occupational health program, or countywide or statewide health program. One year of the experience must have been at a supervisory level.

#### *Administrator Employee Health Services*

Non-competitive: bachelor's degree and eight years of experience\* or associate degree and ten years of experience, in the administration of one or more of the following: hospital, health care facility, or ambulatory service/clinic, or community health program,

or occupational health program, or countywide or statewide health program, AND possession of a license and current registration in one of the following: RN, NP, MD, or Licensed Psychologist. Three years of the experience must have been at a managerial level.

\*Substitutions: A J.D. or master's degree in the experience areas listed may substitute for one year of general experience; or a Ph.D. in the experience areas listed may substitute for two years of general experience.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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