

Job Level	Fit for Duty Coordinator	Professional Level I
Oversight Received	<ul style="list-style-type: none"> * Report to the Ergonomics Program Manager and will coordinate, oversee and manage the fit for duty program, by reviewing the essential functions of a job, conducting physical demands analysis (required for fit for duty testing), and collaborating with the departments and medical providers in the fit for duty test development. 	<ul style="list-style-type: none"> • Close supervision • Frequent monitoring of work
Problem Solving	<ul style="list-style-type: none"> * Determine how to coordinate the pre-employment testing process, collaborate with departments and medical providers to ensure valid pre-employment and post-injury fit for duty test are developed. * Decide which tool must be used when performing a physical demands analysis (PDA). Scales, force gauges, dynamometers, etc. must be selected by this position to ensure accurate data collection. * During a PDA, identify physical and environmental hazards, determine the physical demands of the job and tasks safer and more efficient. * Perform office and industrial ergonomic evaluations either independently or collaboratively with the Ergonomics Manager. * Research and recommend detailed ergonomic solutions in both the office and non-office environments and job tasks for all departments throughout the university. * Research, evaluate, purchase equipment for and setup RTW/TMD worksites. * Support Ergonomics Program Manager with the ergolab. This includes helping employees with equipment selection and (as needed) researching new equipment for implementation in the lab. 	<ul style="list-style-type: none"> • Recurring problems with defined solutions
Interaction/ Communication	<ul style="list-style-type: none"> * In collaboration with medical providers, workers' comp. manager and appropriate departmental personnel, this position must be able to decide how an injured employee should be transitioned back to work. * Develop and deliver training and education sessions including but not limited to ergonomics, body mechanics and safe work practices to prevent injury. 	<ul style="list-style-type: none"> • Communication typically with those familiar with occupational discipline
University Impact	<ul style="list-style-type: none"> * Act as a liaison between departments, HR, OEO, Purchasing and Medical Providers to establish and monitor a pre-employment fit for duty program. This position will be responsible for working with all parties and be the lead in the coordination of CSU's Fit for Duty Program. 	<ul style="list-style-type: none"> • Acquiring knowledge of University policies and systems • Impact limited to immediate work team
Typical Education	<ul style="list-style-type: none"> * Bachelor's or higher in health sciences (health & exercise, sport science, occupational therapy or related field), occupational or environmental health, vocational education or related field. * At least 2 years of equivalent work experience. 	<ul style="list-style-type: none"> • May require a Bachelor's degree