

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

PSYCHIATRIST

JOB DESCRIPTION

Employees in this job complete and oversee a variety of professional assignments for the treatment of patients in a state facility; or reviewing claims for social security disability benefits in accordance with the Social Security Act.

There are two classifications in this job.

Position Code Title – Psychiatrist-E

Psychiatrist P17

This is the experienced level. The employee performs a full range of psychiatrist assignments in a full-functioning capacity. Extensive independent judgement is required to carry out assignments that have substantial impact on services or programs. Availability of guidelines is limited and theories, principles, and practices of the profession must be used to determine appropriate courses of action.

Position Code Title – Psychiatrist-A

Psychiatrist 18

This is the advanced level. The employee may function as a lead or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments that have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Participates in the diagnosis and treatment of newly admitted, convalescent, and chronic patients.

Completes physical, mental, and neurological examinations of assigned patients.

Reviews medical information submitted to obtain social security disability benefits and provides expert opinion on acceptability or rejection of claims.

Treats medical, surgical, psychiatric, and neurological problems of patients in the facility.

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Consults with patients, their families, other medical professionals, attorneys, teachers, and other interested persons to interpret clinical findings.

Conducts group and family therapy sessions.

Prepares diagnostic reports for judges, administrative law examiners, federal government officials, school officials, physicians, and other interested parties.

Provides expert witness testimony in courts of law and administrative hearings regarding the status of patients or social security disability income claimants.

Directs and instructs nurses, other professional support staff, attendants, and residents in the care and treatment of patients.

Provides instruction and guidance to social security disability income examiners in the review of medical and psychological disability claims.

Prescribes medications for the treatment of physical and psychological disorders.

Attends and participates in general and teaching staff conferences.

Receives advanced training in the field of psychiatry or neurology.

Researches cognitive disorders to identify treatment methods.

Delivers speeches to lay and professional groups concerning mental hygiene, child guidance, and related topics.

Performs related work as assigned.

Additional Job Duties

Psychiatrist 18 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Psychiatrist 18 (Senior Worker)

Performs on a regular basis, professional psychiatric assignments that are identified by the agency and accepted by Civil Service as highly complex in nature.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the experienced level and thorough knowledge is required at the advanced level.

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Knowledge of the principles and practices of medicine, surgery, psychiatry, and neurology.

Knowledge of current theories and practices in the field of mental health.

Knowledge of medications and their effects on physical and psychological disorders.

Knowledge of the organization and operation of a mental health facility or clinic.

Knowledge of research methods and techniques.

Ability to diagnose and treat mental illness in relation to physical conditions.

Ability to deal effectively with emotionally disturbed children and adults.

Ability to prescribe appropriate medications for the treatment of physical and psychological disorders.

Ability to direct the work of others.

Ability to identify appropriate treatment programs, and to interpret the treatment programs to patients' relatives, staff, medical and other professionals, and other interested parties.

Ability to prepare and review diagnostic reports.

Ability to provide expert witness testimony regarding the status of patients' or social security disability benefits claimants' psychological condition.

Ability to conduct group and family therapy sessions.

Ability to maintain records and prepare reports and correspondence related to the work.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Psychiatrist 18

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

Most positions are located in a mental health or correctional facility.

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Exposure to illness and disease may also be inherent in the work.

Some jobs require travel.

Some jobs require an employee to work in a hostile environment.

Some jobs require an employee to work in adversarial situations.

The job duties require an employee to work under stressful conditions.

Physical Requirements

None.

Education

Possession of a medical degree from an accredited school of medicine.

Experience

Psychiatrist P17

Completion of three years of successful training in a psychiatric residency-training program which yields a certificate of completion.

Psychiatrist 18

Completion of a psychiatric residency program and one year of experience as a psychiatrist in a mental health, clinic, program, or correctional facility.

Special Requirements, Licenses, and Certifications

Possession of a license to practice medicine or osteopathic medicine and surgery in Michigan.

Certain positions may require that only individuals with specific education and experience qualifications be appointed.

Some positions require possession of the American Board of Psychiatry and Neurology "general requirements" for certification in Child and Adolescent Psychiatry.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

PSYCHTRST

Job Code Description

Psychiatrist

Position Title

Psychiatrist-E

Psychiatrist-A

Position Code

PSYCHIAE

PSYCHIAA

Pay Schedule

W22-055

W22-058

ECP Group 2
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