

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

PHYSICIAN EXECUTIVE

JOB DESCRIPTION

Employees in this job in the Department of Health and Human Services serve as either the Chief Medical Executive responsible for providing medical advice and direction relating to all program and policy issues, or as the Surgeon General responsible for health promotions, publications and public awareness. The employee works within general methods and guidelines, and exercises extensive independent judgment in the planning, developing, implementing, and administering of health care programs. The work requires knowledge of the policies, procedures, and regulations of various medical services. Positions in this class may manage subordinate employees.

There is one classification in this job.

Position Code Title - Physician Executive

Physician Executive 22

The employee functions as the Chief Medical Executive or the Surgeon General in the Department of Health and Human Services .

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 development and implementation of the Department's mission, vision and strategic plans.

Develops and implements program objectives, goals, and priorities and determines operating policies within the context of the overall agency policies and guidelines.

Reviews progress and activity reports, assesses effectiveness of operations, and determines need for improvement.

Serves as a principle liaison to various health and medical organizations.

Studies and analyzes legislation, statutes, and regulations that affect the medical components of the plans and policies of the program.

Represents the Department in dealings with the executive and legislative branches of state government, federal, local health agencies, and professional voluntary health organizations.

Advises Executive Office and governing boards or commissions of policy issues and program accomplishments.

Represents the Department on a wide variety of boards and governing bodies of health organizations.

Reviews legislative analyses and proposed legislation and determines or recommends department position and course of action; interprets legislation to staff, other agencies, and the public; assures conformance of agency and operating policies, rules, guidelines, and procedures with legislative mandates.

Drafts statements, prepares reports, press releases, and speeches on program and policy issues.

Addresses citizen groups, legislative committees, members of the press, and others regarding program and policy issues.

Generates public and staff confidence, interest, and participation in departmental programs; influences authorities to favorable actions regarding departmental operations and objectives.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Performs related work as assigned.

Additional Job Duties

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Chief Medical Executive:

Provides medical consultation and technical guidance to the entire Department of Health and Human Services.

Provides leadership and management oversight for the Department of Health and Human Services initiatives.

Develops procedures for meeting the requirements of program responsibilities; formulates and maintains standards for quality of services; evaluates the scope, availability, accessibility, and acceptability of services.

Provides leadership and management oversight for statewide health-related emergency preparedness and response activities.

Administers a public health surveillance system that allows for the detection and laboratory/epidemiologic analysis of cases of suspect biologic or chemical agent use.

Develops and implements plans to address public health issues following a biologic or chemical terrorist attack.

Develops and implements training and education programs to ensure appropriate response, reassure the public, and manage the media.

Coordinates the health care community as a whole, including health care organizations, experts and agencies at all levels of government, to prepare to meet the needs of civilian victims of a bio-terrorist attack.

Ensures appropriate communications with local health departments to support the exchange of key information and permit rapid assessment, analysis, and reporting of health-related emergencies.

Surgeon General:

Oversees the development and implementation of programs and policies.

Protects and advances the health of the state by educating the public; advocating for effective disease prevention and health promotion programs and activities; and, provides a highly recognized symbol of commitment to protecting and improving the public's health.

Protects and advances the health of the citizens of Michigan by educating the public through informational seminars or public promotion.

Provide leadership in promoting special national and statewide health initiatives, e.g., tobacco and HIV prevention efforts.

Advocates for effective disease prevention and health promotion programs and activities.

Develops or expands medical program services for research, rehabilitation and community health promotion.

Provides leadership in promoting special Department of Health and Human Services services/initiatives.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Extensive knowledge of principles and practices of public health medicine.

Extensive knowledge of principles and processes involved in business and organizational planning, coordination and execution.

Extensive knowledge of administrative methods and procedures.

Extensive knowledge of the organization and administration of state and local health agencies.

Extensive knowledge of the programs of professional and voluntary health organizations.

Extensive knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, and agency rules.

Extensive knowledge of the organization and operations of the work area.

Extensive knowledge of the instructions, guidelines, practices, procedures, and terminology of the work area.

Extensive knowledge of the application of instructions and guidelines to specific problems.

Knowledge of supervisory techniques.

Knowledge of personnel needs to meet staffing and training requirements.

Ability to analyze and appraise facts and precedents in making administrative decisions, to get to the source of a problem, and to probe and obtain critical facts from varied sources.

Ability to formulate policies and procedures of a conceptual nature based on information from varied and complex sources.

Ability to establish and maintain effective relationships, under varied conditions, with government officials, private industry leaders, professional personnel, and a variety of people at all management levels.

Ability to present ideas effectively at a level of style, grammar, organization, and technical construction expected at a management level.

Ability to instruct, direct, and evaluate employees.

Ability to maintain a favorable working relationship with a variety of professional and voluntary groups.

Ability to think and act quickly in emergencies.

Ability to make prompt decisions and interpretations on questions of established procedure.

Ability to appropriately allocate available resources.

Ability to recommend policies, procedures, and problem resolutions based on evidence and knowledge of the deputy director's or director's viewpoint.

Working Conditions

None

Physical Requirements

None

Education

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

Experience

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Six years of post-medical degree experience in the practice of medicine or osteopathic medicine, including three years equivalent to the supervisor of a medical program.

Special Requirements, Licenses, and Certifications

Some positions may require a Controlled Substance license.

Michigan licensure to practice medicine or osteopathic medicine and surgery.

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

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

PHYSCNEXE

Job Code Description

PHYSICIAN EXECUTIVE

Position Title

Physician Executive

Position Code

PHYSEXE

Pay Schedule

NERE-213

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