

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**PHYSICIAN MANAGER**

**JOB DESCRIPTION**

Employees in this job are physicians, with responsibility for managing other Physicians; medical care personnel, and/or other professional staff. The employee works within general methods and guidelines, and exercises considerable 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, and supervisory techniques, personnel policies, and procedures.

There are three classifications in this job.

**Position Code Title - Physician Manager-1**

Physician Manager 19

The employee functions as a first-line professional manager of a professional position in a standard work area or a first-line professional manager of nonprofessional positions in a standard work area.

**Position Code Title - Physician Manager-2**

Physician Manager 20

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of non-professional positions in a standard work area receiving executive direction.

**Position Code Title - Physician Manager-3**

Physician Manager 21

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

**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.

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.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Monitors, directs, and participates in the work unit's practices, as performed by subordinate employees.

Reviews and interprets goals and objectives of the work area in order to resolve problems, make recommendations for changes in instructions and/or guidelines, and assure the adequacy of work products.

Serves as a working supervisor of a total medical care program or division.

Supervises the medical services provided for residents in the medical care program such as medicine, nursing, paramedical support services and medical consultations.

Examines patients using all types of medical knowledge, equipment, instruments, and tests following standard medical procedures.

Prepares and supervises the preparation by staff of resident care histories.

Performs physical examinations, medical consultations, and professional medical services for program/division residents.

Participates in the development of new policies involving clinical methods and practices.

Provides consultation and technical assistance to staff members in program related areas.

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

Meets with department heads to discuss programs, problems, and solutions related to residents, staff, equipment, and coordination of support.

Directs specialized evaluative and treatment services such as x-ray, clinical laboratory, physical therapy, audio-visual, dental, and pharmacy services.

Serves on an interdisciplinary team to provide medical input.

Develops effective working relationships with professional groups in the community being served by the facility.

Approves requests for purchase of necessary drugs, medical supplies, laboratory equipment, and medical support equipment.

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

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.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** Considerable knowledge is required at the 19 level, and thorough knowledge is required at the 20 and 21 levels.

Knowledge of the Civil Service Commission rules and procedures and merit system practices.

Knowledge of labor relations.

Knowledge of training and supervisory techniques.

Knowledge of employment policies and practices.

Knowledge of equal employment opportunity policies and procedures.

Knowledge of federal, state, and departmental laws, rules, practices, methods, and procedures related to the work.

Knowledge of the current developments in the field of medicine.

Knowledge of administrative methods and procedures.

Knowledge of the organization and administration of state and local health agencies.

Knowledge of the biological and epidemiological aspects of the developmentally disabled.

Knowledge of principles and practices of public health medicine.

Knowledge of the programs of professional and voluntary health organizations.

Ability to assume responsibility for a treatment program in a state facility.

Ability to direct professional and non-professional medical, nursing, and support staff in the delivery of medical program care.

Ability to obtain medical histories, perform physical examinations, and formulate diagnoses and clinical management plans.

Ability to coordinate residential treatment programs.

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

### **Working Conditions**

*None*

### **Physical Requirements**

*None*

### **Education**

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

### **Experience**

#### **Physician Manager 19**

Three years of post, medical degree experience in the practice of medicine or osteopathic medicine and surgery.

#### **Physician Manager 20**

Four years of post, medical degree experience in the practice of medicine or osteopathic medicine and surgery.

#### **Physician Manager 21**

Five years of post, medical degree experience in the practice of medicine or osteopathic medicine and surgery, including two years equivalent to the supervisor of a medical program.

### **Special Requirements, Licenses, and Certifications**

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

Some positions may require possession of board certification in a specialty area.

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**

PHYSCNMGR

#### **Job Code Description**

PHYSICIAN MANAGER

#### **Position Title**

Physician Manager-1

Physician Manager-2

Physician Manager-3

#### **Position Code**

PHYSMGR1

PHYSMGR2

PHYSMGR3

#### **Pay Schedule**

NERE-208

NERE-210

NERE-212

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