

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**PSYCHIATRIST DIRECTOR**

**JOB DESCRIPTION**

Employees in this job function as divisional administrative supervisors and directors in a state facility. Under general, administrative, or executive supervision, the employee works within general methods and procedures, and exercises independent judgment to select the proper course of action. The work requires knowledge of the policies, procedures, and regulations of various medical services, including psychiatric services, training and research programs, and supervisory techniques, personnel policies, and procedures.

There is one classification in this job.

**Position Code Title - Psychiatrist Director-1**

**Psychiatrist Director 20**

The employee functions as director of research and training.

**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.

Plans, organizes, directs, and controls the work activities of a divisional program.

Formulates current and long-range programs, plans, and policies for the divisional program.

Directs the revision of rules, regulations, and procedures to meet changes in law or policy.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotions, identifies staff development needs and ensures that training is obtained; ensures that proper labor relations and conditions of employment are maintained.

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

Initiates and directs staff conferences.

Performs related work as assigned.

**Additional Job Duties**

**Psychiatrist Director 20**

As a director of research and training in a facility:

Plans, develops, and carries out research projects.

Investigates and studies new developments in medical treatment and techniques; adapts them to the specific needs of the facility.

Coordinates the research projects being carried out at the facility.

Conducts training in research methodology.

Directs the training program for Psychiatric Residents, staff Psychiatrists, and medical interns.

## **JOB QUALIFICATIONS**

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

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

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

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

Knowledge of administrative management, methods, and procedures.

Knowledge of organization and procedures including budgeting, personnel management, fiscal control, administrative accounting and office services.

Knowledge of fiscal planning and management as related to governmental activities.

Ability to administer a treatment program.

Ability to diagnose and treat mental illness.

Ability to deal with emotionally disturbed children and adults.

Ability to supervise professional and non-professional medical, nursing, and technical support staff.

Ability to interpret treatment programs to relatives and staff.

Ability to direct a residency training program.

Ability to coordinate the activities of the facility's medical services.

Ability to administer a complex medical program of services for the mentally ill and their families.

Ability to maintain favorable public relations.

### **Working Conditions**

Most positions are located in a mental health or correctional facility; therefore, the work may involve the treatment of non-cooperative patients.

Some jobs require travel.

Some jobs require an employee to work in adversarial situations.

Some jobs require an employee to be exposed to disease and illness.

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

### **Physical Requirements**

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

### **Education**

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

### **Experience**

#### **Psychiatrist Director 20**

Three years of professional experience equivalent to a Psychiatrist P17 in a mental health facility or clinic, or two years equivalent to a Psychiatrist 18.

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

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**

PSYCHIDIR

**Job Code Description**

PSYCHIATRIST DIRECTOR

**Position Title**

Psychiatrist Director-1

**Position Code**

PSYHDIR1

**Pay Schedule**

NERE-140P

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10/01/2017