

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**PSYCHIATRIST MANAGER**

**JOB DESCRIPTION**

Employees in this job supervise the work of Psychiatrists and may provide administrative supervision (i.e. formal written counseling, approve sick and annual leave requests, sign time cards, and orally reprimand) to other clinical professionals responsible for the treatment of patients in a state facility. The employee works within general methods and procedures, and exercises considerable independent judgment to adapt and apply the guidelines to specific situations. 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 Manager-1**

**Psychiatrist Manager 19**

The employee serves as a first-level manager directing the activities of professional, subordinate staff.

**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 of subordinate Psychiatrists through the review of completed work assignments and work techniques.

Identifies staff development and training 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.

Acts in a consultant capacity for unusual and difficult cases.

Treats medical, surgical, psychiatric, and neurological problems of patients.

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

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**

Considerable knowledge of the principles and practices of medicine, surgery, psychiatry, and neurology.

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

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

Considerable knowledge of the principles of administrative management, including budgeting techniques, office procedures, and reporting.

Considerable knowledge of fiscal planning and management as related to governmental activities.

Considerable knowledge of training and supervisory techniques.

Considerable knowledge of labor relations.

Considerable knowledge of employee policies and procedures.

Considerable knowledge of equal employment opportunity policies and procedures.

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 in the delivery of medical care.

Ability to interpret treatment programs to relatives and staff.

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 Manager 19**

Two years of professional experience equivalent to a Psychiatrist in a mental health facility or clinic.

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

Positions in children's psychiatric hospitals will require board certification in child and adolescent psychiatry.

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**

PSYCHIMGR

**Job Code Description**

PSYCHIATRIST MANAGER

**Position Title**

Psychiatrist Manager-1

**Position Code**

PSYHMGR1

**Pay Schedule**

NERE-139P

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10/01/2017