

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**SENIOR EXECUTIVE HOSPITAL/CENTER DIRECTOR**

**JOB DESCRIPTION**

Senior Executive Hospital/Center Director positions are part of the Senior Executive Service (SES) authorized and defined by Civil Service Commission Rule 4-7. Appointments are limited to a term not to exceed two years. Incumbents may be re-appointed to additional terms. Additional conditions of employment specific to the SES are addressed in the SES rule.

Employees in this job are responsible for the overall administration and clinical direction of a state psychiatric hospital/center including all program activities and patient care. Under executive direction, the employee develops and implements policies, procedures, and regulations of various medical services including all program activities, patient care, psychiatric services, training, and research programs. The position oversees regulatory requirements of a state psychiatric hospital/center including The Joint Commission (TJC), Centers for Medicare and Medicaid Services (CMS), Michigan Mental Health Code and Michigan Public Health Code.

**Position Code Title - Senior Exec Hospital Director**

**Senior Executive Hospital/Center Director 18**

The employee serves as the director of a state psychiatric hospital and/or center.

**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.

Organizes and administers operations of the hospital/center.

Formulates and establishes overall hospital/center policies, priorities, perspectives, and philosophy.

Plans, directs, and coordinates standards of care, treatment, and comprehensive services; and formulates current and long-range programs.

Assures hospital/center compliance with regulatory requirements, including CMS, TJC, Michigan Mental Health Code, and the Michigan Public Health Code.

Oversees the operational budget of a state psychiatric hospital/center.

Submits regular and special reports and recommendations to the central department concerning the facility's activities.

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

Selects and assigns staff, assuring equal employment opportunity in hiring, promotion, and other employment practices; identifies staff development needs and assures that training is obtained; and, assures that proper labor relations and conditions of employment are maintained.

Advises staff in the resolution of sensitive, complex, or precedent-setting situations; determines appropriate course of action; assigns responsibilities and monitors actions and responses.

Conducts staff meetings and conferences with assistants to discuss operating problems, organization, budgetary matters, personnel matters, technical problems, and the status of programs and projects.

Meets with representatives from training institutions to discuss current programs and/or inaugurates new programs.

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.

## **JOB QUALIFICATIONS**

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

Extensive knowledge of the organization and operation of a psychiatric hospital and/or center.

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

Extensive knowledge of the principles and techniques of administrative management, including organization, planning, staffing, training, budgeting, and reporting.

Thorough knowledge of program planning, development, and evaluation methods.

Thorough knowledge of state and federal legislative processes.

Ability to plan, direct, and coordinate program and administrative activities of a hospital and/or center.

Ability to instruct, direct, and evaluate employees.

Ability to delegate assignments, authority, and responsibility, to determine where a task can most appropriately be accomplished, and to establish management controls for follow-up.

Ability to formulate policies and procedures and enforce rules and regulations.

Ability to appropriately allocate available resources.

Ability to analyze and appraise facts and precedents in making administrative decisions.

Ability to uphold favorable public relations and establish and maintain effective relationships with governmental and health care industry officials, professional personnel, and others.

### **Working Conditions**

Jobs are located in state psychiatric hospitals/centers and require direct contact with psychiatric patients.

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

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 bachelor's degree in any major.

## **Experience**

### **Senior Executive Hospital/Center Director 18**

Five years of professional experience including two years of experience as a professional manager or equivalent experience.

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

In accordance with Public Act 27, 29 of the Public Acts of 2006, the State of Michigan will not hire individuals to work in state psychiatric hospitals/centers who have been convicted of a certain criminal acts as defined in the Public Acts.

**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**

SENIORHSP

### **Job Code Description**

SENIOR EXECUTIVE HOSPITAL/CENTER DIRECTOR

### **Position Title**

Senior Exec Hospital Director

### **Position Code**

SENEXHSP

### **Pay Schedule**

NERE-072P

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08/14/2016