

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

SENIOR EXECUTIVE MEDICAL DIRECTOR

JOB DESCRIPTION

Senior Executive Medical 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 physician executives with responsibility for administering overall health programs for a state agency. Under executive direction, the employee develops and implements policies, procedures, and regulations of medical services and health care programs, provides clinical direction of departmental patient care activities, or provides medical advice and direction relating to public health programs and policy issues. 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 - Senior Exec Medical Director

Senior Executive Medical Director 21

Employees in this job serve as either the Chief Medical Officer responsible for administering overall health care programs for a state agency, or as the Chief Medical Executive responsible for providing medical advice and direction relating to public health programs and policy issues.

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.

Establishes program objectives, goals, and priorities and determines operating policies and implementation methods within the context of overall agency policies and guidelines.

Ensures adherence to departmental policies and procedures.

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

Serves as the department's principle liaison to various health and medical organizations.

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

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.

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.

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

Directs and reviews research in such areas of program operations as management systems development, target audience needs assessment, and program evaluation.

Advises executive administration, and governing boards or commissions of policy issues and program accomplishments.

Chief Medical Officer:

Formulates current and long-range programs, plans, and policies for department-wide health care programs.

Supervises health care and medical services provided to inpatient or outpatient recipient state facilities or outpatient services in medical care program such as medicine, nursing, paramedical support services and medical consultations.

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

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

Chief Medical Executive:

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.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Extensive knowledge of the principles and practices of medicine or osteopathic medicine and surgery.

Extensive knowledge of the current developments in the field of medicine or osteopathic medicine or surgery.

Extensive Knowledge of principles and practices of public health medicine.

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

Knowledge of the programs of professional and voluntary health organizations.

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

Knowledge of labor relations, fair employment practices, and equal employment opportunity.

Knowledge of training and supervisory techniques.

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

Knowledge of administrative methods and procedures.

Ability to coordinate and assume responsibility for 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 agency treatment programs.

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

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

Working Conditions

Jobs may be located in state facilities and may require direct contact with patients or prisoners.

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 be absent of any physical limitation which would impair effective performance.

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

Education

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

Experience

Senior Executive Medical Director

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

Special Requirements, Licenses, and Certifications

Possession of a Michigan license to practice medicine or osteopathic medicine and surgery in good standing.

Unrestricted Michigan Board of Pharmacy license to prescribe level two through five controlled substances.

Unrestricted U.S.D.E.A. registration to prescribe schedule two through five controlled substances.

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

In accordance with Public Act 140 of the Public Acts of 1996, the Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending.

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

SENIORMED

Job Code Description

SENIOR EXECUTIVE MEDICAL DIRECTOR

Position Title

Senior Exec Medical Director

Position Code

SENEXMED

Pay Schedule

NERE-138P

RH

10/01/2017