

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

SENIOR EXECUTIVE PHYSICIAN ADMINISTRATOR

JOB DESCRIPTION

Senior Executive Physician Administrator 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 physicians, with responsibility for managing other physicians; medical care personnel; and/or other professional staff in custodial treatment under the jurisdiction of the Department of Corrections. The employee works within general methods and guidelines, and exercises considerable independent judgment in the planning, developing, implementing, and administrating of health care programs in a custodial setting. The work requires knowledge of the policies, procedures, and regulations of various medical services, and supervisory techniques, personnel policies, and procedures.

The employee, under executive direction, develops and implements new approaches to departmental administration. The employee is required to plan and direct specific departmental activities and, in conjunction with divisional management staff, reviews and evaluates the work of program personnel to ensure conformance with general guidelines, methods, techniques, policies, and laws. Supervisory functions include approving leaves, conducting service ratings, counseling employees, disciplining employees, participating in employee grievance procedures, and the hiring and training of personnel. Due to the critical or sensitive function of the office or bureau, the employee plays an active and ongoing role in the formulation and interpretation of department or agency policy. Positions in this classification typically direct professional and nonprofessional staff in the performance of work necessary to fulfill the mission of the Department of Corrections.

There are two classifications in this job.

Position Code Title - Senior Exc Ast Physician Adm

Senior Executive Assistant Physician Administrator 18

The employee serves as the overall assistant chief medical officer and administrator of health care programs for the Department of Corrections.

Position Code Title - Senior Exc Physician Adm

Senior Executive Physician Administrator 19

The employee serves as the chief medical officer and administrator of health care programs for the Department of Corrections. The employee serves as a member of the department director's top policy advisory staff, committee, or council and reports to a Senior Deputy Director.

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.

Maintains the security of the Department of Corrections as well as its staff and employees.

Formulates current and long-range programs, plans, and policies for the Department of Corrections health care programs.

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

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

Ensures adherence to departmental policies and procedures.

Writes and/or approves the writing and implementation of policies and procedures within the Bureau of Health Care.

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.

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

Develops new policies involving clinical methods and practices.

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.

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

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 Executive Office, and governing boards or commissions of policy issues and program accomplishments.

Generates public and staff confidence, interest, and participation in departmental programs; motivates staff toward the accomplishment of program objectives; influences authorities to favorable actions regarding departmental operations.

Additional Job Duties

Senior Executive Assistant Physician Administrator 18

Serves as the Department of Corrections overall assistant Chief Medical Officer and administrator of health care programs.

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.

Senior Executive Physician Administrator 19

Serves as the Department of Corrections Chief Medical Officer and administrator of health care programs.

Serves as a member of the director's top policy advisory staff, committee, or council.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Thorough knowledge is required at the Senior Executive Assistant Physician Administrator level and extensive knowledge is required at the Senior Executive Physician Administrator level.

Knowledge of the laws and regulations of and pertaining to the state prison system and to the Department of Corrections.

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 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.

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 correctional facilities and may require direct contact with prisoners.

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 Assistant Physician Administrator 18

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.

Senior Executive Physician Administrator 19

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

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.

The Department of Corrections may screen out applicants who have been convicted of a felony in accordance with Public Act 191 of 2017. Applicants who have been convicted of a misdemeanor or felony are ineligible for employment with the Department of Corrections until satisfactory completion of any sentence imposed, including parole or probation.

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

SENIORPHY

Job Code Description

SENIOR EXECUTIVE PHYSICIAN ADMINISTRATOR

Position Title

Senior Exc Ast Physician Adm

Position Code

SENAPADM

Pay Schedule

NERE-121P

Senior Exc Physician Adm

SENPHADM

NERE-122P

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08/23/2020