

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**SENIOR EXECUTIVE PSYCHIATRIST DIRECTOR**

**JOB DESCRIPTION**

Senior Executive Psychiatrist 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 of psychiatric services and/or clinical direction of a state agency, facility, or 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 psychiatric services, patient care, program activities, training, and research programs. The position oversees regulatory requirements of a state agency, facility, and/or psychiatric hospital/center, which may involve The Joint Commission (TJC), Centers for Medicare and Medicaid Services (CMS), and/or the Michigan Mental Health Code and Michigan Public Health Code.

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

**Senior Executive Psychiatrist Director 21**

The employee serves as the chief psychiatric officer of a state agency, the director of a state psychiatric hospital/center, or the chief of clinical affairs over all clinical services at a facility.

**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 psychiatric services and the clinical operation of a state agency, hospital/center, or facility

Formulates current and long-range programs, plans, and policies.

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

Ensures program plans for psychiatric services are developed in compliance with departmental policy.

Directs and coordinates clinical activities, standards of care, treatment, and comprehensive services.

Ensure compliance with regulatory requirements.

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.

Meets with department heads to discuss programs and problems and provides clinical leadership.

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

Meets with the central department staff on budgetary problems.

Submits regular and special reports and recommendations to the department administration.

Collaborates with representatives from universities and training institutions to discuss programs, research, and training.

#### CHIEF PSYCHIATRIC OFFICER OF A STATE AGENCY:

Directs, plans, organizes, and coordinates comprehensive psychiatric services for the agency.

Monitors, evaluates, and strategizes improvements for the agency's mental health and health delivery system.

Serves as the advisor to the agency director and executive team, and the final authority on psychiatric/mental health for services and programmatic activities.

Represents the agency in dealings with the executive and legislative branches of state government, courts, federal and local agencies.

Submits regular and special reports and recommendations to the director concerning the agency's activities.

#### DIRECTOR OF A STATE PSYCHIATRIC HOSPITAL/CENTER:

Organizes and administers operations of the hospital/center, and may serve in a dual capacity as the facility's chief of clinical affairs.

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

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

Maintains overall responsibility for the organization and performance of the medical staff, consistent with TJC and CMS requirements.

Directs, plans, organizes, coordinates and ensures the hospital provides interdisciplinary, collaborative care, treatment, and services.

#### CHIEF OF CLINICAL AFFAIRS:

Plans, directs, and coordinates the clinical activities of the facility.

Develops new facility policies involving clinical methods and practices. Ensures clinical practice guidelines are considered when designing or improving processes.

Provides consultation to the hospital director on medical and psychiatric issues.

Ensures that the hospital provides interdisciplinary, collaborative care, treatment, and services.

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

Reviews, evaluates, and approves (or delegates review, evaluation, and approval of) contracted services related to patient care.

### **JOB QUALIFICATIONS**

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

Extensive knowledge of the principles and practices of medicine, surgery, psychiatry, and neurology. Extensive knowledge of current theories, practices, current developments, and trends in the field of mental health.

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

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

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 in the delivery of medical care.

Ability to interpret treatment programs to relatives and staff.

Ability to direct and coordinate the operations and programs of an out-patient, hospital, or facility clinic.

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 plan, direct, and coordinate program and administrative activities of a state agency, 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**

Most positions 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 medical degree from an accredited school of medicine.

## **Experience**

### **Senior Executive Psychiatrist Director 21**

Four years of professional experience equivalent to a Psychiatrist in a mental health facility or clinic, including two years equivalent to a Psychiatrist Manager 19, or one year equivalent to a Psychiatrist Director 20.

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

Michigan licensure to practice medicine or osteopathic medicine and surgery in good standing.

All positions require board certification in psychiatry by the American Board of Psychiatry and Neurology Inc.

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

Some positions may require unrestricted Michigan Board of Pharmacy license to prescribe level two through five controlled substances.

Some positions may require unrestricted U.S.D.E.A registration to prescribe schedule two through five controlled substances.

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.

In accordance with Public Act 27- 29 of the Public Acts of 2006, the Department Health and Human Services 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**

SENIORPSY

### **Job Code Description**

SENIOR EXECUTIVE PSYCHIATRIST DIRECTOR

### **Position Title**

Senior Exec Psych Director

### **Position Code**

SENEXPSY

### **Pay Schedule**

NERE-133P

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